

**DESIGN REVIEW COMMISSION
MUNICIPAL CENTER COUNCIL CHAMBERS**

Tuesday, June 23, 2015

6:00 p.m.

The regular meeting of the Design Review Commission was scheduled and held in the Council Chambers of the Municipal Center on June 23, 2015. Chairman Saunders called the meeting to order at 6:03 p.m. requesting the roll call. Ms. Regina Gibson called the roll of the Board and established a quorum:

COMMISSIONERS PRESENT:

Mr. Keith Saunders, Chairman; Mr. Paul Bruns, Vice Chairman; Mr. James Simpson; Mr. Ralph Smith; Alderman Dave Klevan; Mr. Steve Landwehr; Mr. Christopher Schmidt; and Mr. Henry Porter

DEVELOPMENT STAFF PRESENT:

Mr. Wade Morgan, Chief Planner; Ms. Sheila Pounder, Planner; Ms. Regina Gibson, Administrative Secretary and Mr. Robert McLean, Attorney

1. Approval of Minutes for May 26, 2015

Mr. Smith moved to approve the Design Review Commission minutes of May 26, 2015, seconded by Mr. Bruns, with no further comments or discussions.

ROLL CALL: Mr. Bruns – Yes; Mr. Smith – Yes; Mr. Porter – Abstain; Alderman Klevan – Yes; Mr. Simpson – Yes; Mr. Schmidt – Abstain; Mr. Landwehr – Abstain; Chairman Saunders – Yes.

MOTION PASSED

2. CONSENT AGENDA

- a. Circle K Store – 9113 Winchester Road – Request Final Site Plan and Price Signs Modification Approval (Case # 14-488).
Michael J. Fahy, w/Prime Development Group – Representative
- b. Charles Retina Institute – Southeast Corner of Wolf River Blvd and Kimbrough Road – Request Two (2) Wall Signs Approval (Case #: 15-530).
Scott Balton w/Balton Signs – Representative
- c. McVay Station Professional Center – south of Poplar Pike and West of McVay Road - Request Ground Mounted Tenant Directory Sign Approval (Case #: 15-531).
Jason speed w/McVay Development, LLC – Owner/Representative
- d. McVay Station Professional Center – South of Poplar Pike and West of McVay Road – Request Sign Policy Approval (Case #: 15-531).
Jason Speed w/McVay Development, LLC – Owner/Representative

Comment: The Chairman stated he would like to remind the Commissioners that voting on all matters on the Consent Agenda constitutes an acknowledgement that the member has read and reviewed the application materials/plans/staff reports and determines further discussion or presentation of an item is not necessary. He stated if there was anyone in the audience that would like an item pulled, please request so at this time, and in seeing none, he asked for a motion.

Alderman Klevan made a motion to approve the Consent Agenda as discussed and seconded by Mr. Landwehr.

Mr. Bruns recused himself from items 2C and 2D.

ROLL CALL: Mr. Bruns – Yes; Mr. Schmidt – Yes; Mr. Smith – Yes; Mr. Porter – Yes; Alderman Klevan – Yes; Mr. Simpson – Yes; Mr. Landwehr – Yes; Chairman Saunders - Yes

MOTION PASSED


STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS

a. Circle K Store – 9113 Winchester Road – Request final Site Plan and Price Signs Modification Approval (Case #: 14-488).

BACKGROUND: The property was zoned to the “C-2” Commercial district when it was annexed by Germantown in 2000. The property is part of the Forest Hill Heights Planned Development, which was created when the site was located within unincorporated Shelby County. Preliminary and Final Site Plan for the Circle K Convenience Store was granted approval by Planning Commission Subcommittee on February 19, 2014 and by the full Planning Commission on March 4, 2014. The DRC approved a sign package on November 25, 2014

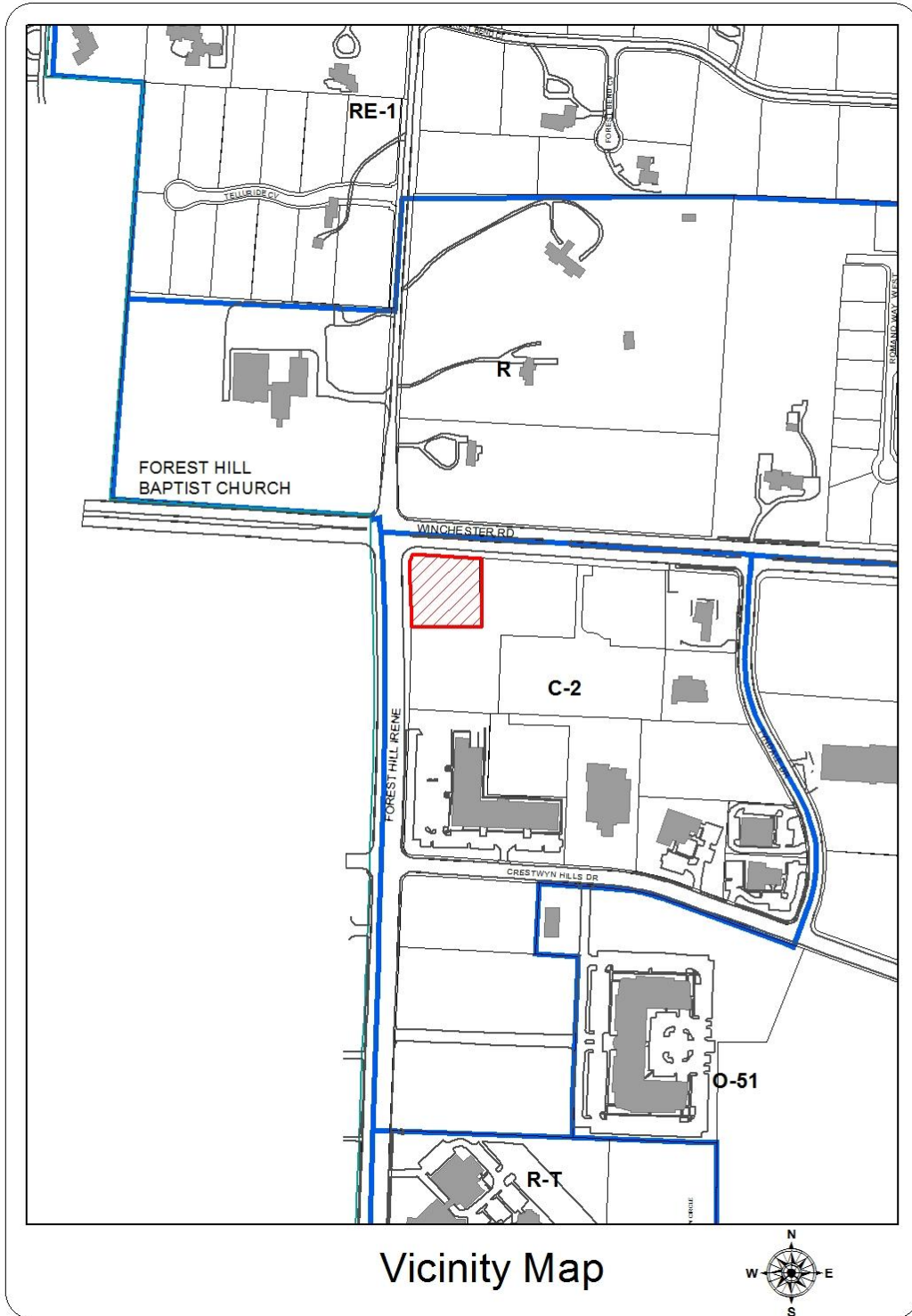
DISCUSSION: The applicant proposes to move the fuel price signs from their previously approved locations in the vicinities of the two driveway entrances on Winchester and Forest Hill-Irene, to locations nearer the street intersection. The setback distance will not change.

PRICE SIGNS

Location & Height:	The two double face signs are to be located perpendicular to the streets, 23 feet, 3 in. from Winchester Road and 9 feet, 11 in. from Forest Hill Irene Road. Total sign height is 4 feet (48 in.)
Content:	
Color & Materials:	Letters and numbers are white on blue polycarbonate background in a metal Cabinet.
Font:	Block
Sign Area:	7.3 sq. ft.
Mounting Structure:	Metal frame & pole
Lighting:	None
Landscaping:	Using existing landscaping

STAFF COMMENTS:

1. The proposed signs conform to sign requirements for the “C-2” District and the price signs requirements under the Service Station Sign Regulations.
2. The new locations for the fuel price signs will be 79.58 ft. from Forest Hill-Irene Rd. (for the sign for Winchester traffic) and 86.47 ft. from Winchester Rd. (for the sign for Forest Hill-Irene traffic).
3. The fuel price signs are also being changed from the system of numbers on rolling reels to the more conventional method of individual numbers on cards.





Prime Development Group, Inc.
7520 Capital Drive, Ste. 200
Germantown Tn 38138

(901) 753-6840 📞
(901) 482-0375 📞
mfahy@pdg-m.com 📧

May 5, 2015

Mr. Wade Morgan
Chief Planner
City of Germantown
Office of Economic and Community Development
1920 S. Germantown Road
Germantown, TN 38138

RE: Circle K Convenience Store at the Southeast Corner of
Forest Hill-Irene Road and Winchester Road

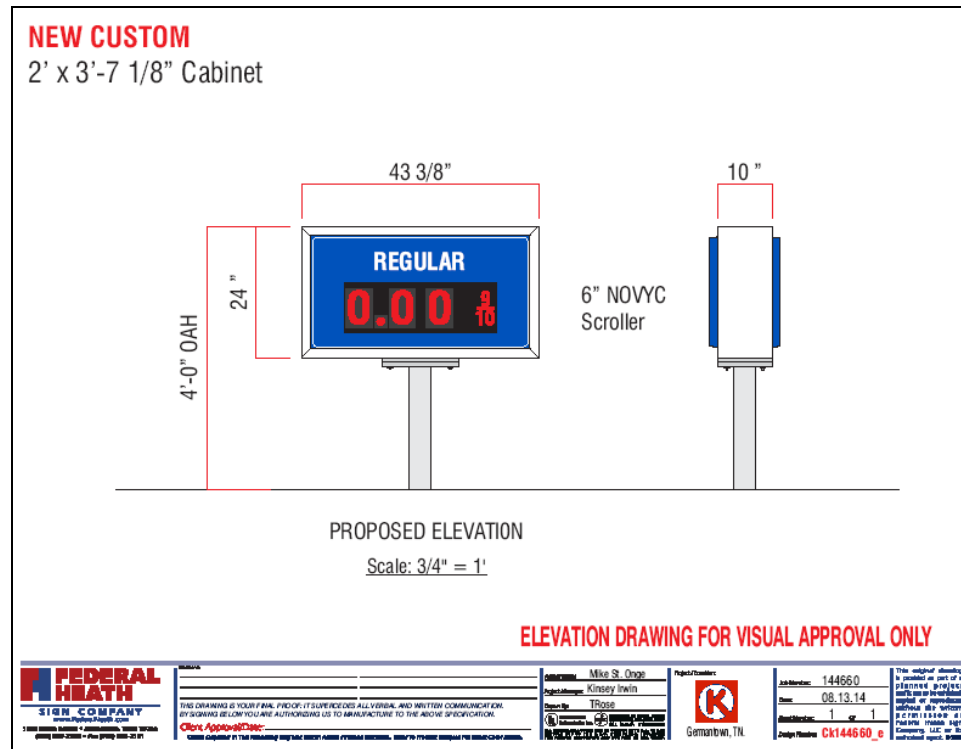
Dear Wade:

On behalf of Circle K Stores, Incorporated, we are pleased to submit this application requesting to relocate the two price signs. The current price sign locations are not functioning as intended and the customers are complaining. It is the intent of Circle K Stores to remove the scrolling price signs faces and insert manual, removable numbers. Also included in the package is the location and image of the propane sales dispenser. These requested changes do not require any variances from the Germantown Zoning Regulations. We look forward to continuing to work with you and the Planning on this project.

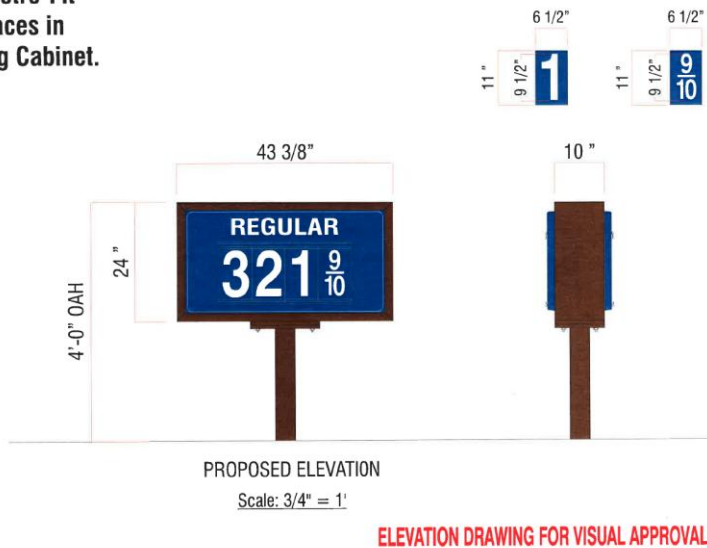
Sincerely,

Prime Development Group, Inc.

Michael J. Fahy
President



NEW Retro-Fit
Font Faces in Existing Cabinet.



CITY OF GERMANTOWN

**DESIGN REVIEW COMMISSION APPLICATION FOR PERMANENT SIGN
(COMPLETE INSTRUCTIONS ON REVERSE SIDE)**

Date: May 5, 2015

1. Sign Owner: Circle K Stores, Inc. Phone No: 850-454-1091 Fax No: _____
2. Sign Owner's Address: 25 West Cedar Street, Ste. M Email Address: fpeters@CircleK.com
3. Sign Location Address and Name of Shopping Center: _____
9113 Winchester Road, Forest Hill Heights Amended PD, Phase 18B
4. Zoning District: Commercial ; Residential _____; Old Germantown _____; Office _____.
5. Sign will be mounted on: Wall _____; Ground .
6. Type Sign: _____ Tenant Identification _____ Project Identification
 _____ Building Identification _____ Traffic Directional
 _____ Exterior Directory _____ Subdivision Identification
 Service Station Sign _____ Other (If other, explain on separate page)
7. Number of Sign Faces: One _____; Two .
8. Linear feet of building frontage occupied by business where sign will be located: 78.7 feet.
9. Size of Sign: Width: 3 feet 8 inches; Height: 2 feet 0 inches
 TOTAL AREA OF SIGN IN SQUARE FEET: 7.33sf
10. Height of sign at its highest point above the surrounding grade: 4 feet 0 inches.
11. Size of Letters: 1) Height 4" Width 3" Font: Block-Regular
 2) Height 9-1/2" Width 6-1/2" Font: Block-Price of Fuel
 3) Height _____ Width _____ Font: _____
12. Colors: Letters: White SUBMIT COLOR SAMPLES
 Background: Blue SUBMIT COLOR SAMPLES
13. Orientation of Sign to the Street: Parallel _____; Perpendicular ; Angled _____.
14. Distance sign is set back from the street curb or edge of pavement
 (for corner lots, provide distance from both streets).
9 Feet 11 Inches Name of Street: Forrest Hill Irene Road
84 Feet 1 Inches Name of Street: Winchester Road
15. Distance sign is set back from the street curb or edge of pavement (for corner lots, provide distance from both streets).
23 Feet 3 Inches Name of Street: Forrest Hill Irene Road
76 Feet 10.5 Inches Name of Street: Winchester Road
16. Sign Content (words, letters, logos): Regular and Fuel Price
17. Size of logo: Horizontal _____ feet _____ inches; Vertical _____ feet _____ inches.
18. Sign Materials: Letters _____; Sign Face POLYCARBONATE
 Mounting Structure (type and materials): Metal Frame
19. Sign Illumination, if applicable (type, location and wattage): N/A
20. Sign Landscaping, if applicable landscape plan shall be submitted
21. Additional Comments: No changes to existing landscaping
22. The following materials shall be submitted:
 - A. TWENTY (20) SETS OF ALL REQUIRED MATERIALS SHOULD BE SUBMITTED PRIOR TO THE DEADLINE, INCLUDING THE APPLICATION FORM AND THE FOLLOWING:
 - Sketch of the sign (DRAWN TO SCALE).
 - Site plan, showing the sign location (DRAWN TO SCALE).
 - Details of lighting (if applicable). Provide a plan showing the location of the lights and landscaping.
 - If applying for a wall sign, supply a drawing of the building façade with the sign in place.
 - B. One Floppy Disk or CD of all plans in .jpg format (or other format, as approved by the City)
 - C. One set of color samples (provide manufacturer and name and number of colors)
 - D. Completed disclosure form, which makes up the last two pages of this application.

Michael J. Fahy

Name of Applicant / Agent (please print)

Address: 7520 Capital Drive, Ste. 200

Phone No.: 901-753-6840

Email Address: mfahy@pdg-m.com

Fax No.: 901-753-7403

DISCLOSURE OF OWNERSHIP INTERESTS

In order to assist staff and appointed and elected officials of the City of Germantown in complying with Ordinances of the City relating to conflicts of interests, the following information is required to be furnished:

- **1. For Profit Entities.** If the owner of the land which is the subject of this Application (“Owner”) is a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, R.E.I.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner. (If another business entity owns 10% or more of the ownership interests in the Owner, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner: see attached document

Persons or Entities* Owning
10% or More of the Ownership
Interests of the Owner:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*See language in parenthesis above.

Circle K Stores Inc.
 Texas 8/8/81
 Charter No. 0010697700
 FIN# 74-1149540

OFFICE	Name	RESIDENTIAL ADDRESS	D.O.B	Place of Birth	Driver License	DL EXP
* President and Secretary	Brian Hammett	8815 West SR 46, Columbus, IN 47201	10/3/86	Carroll, IA	0280-43-3532 IN	10/3/2012
Sr Vice President	Darrell Davis	9082 W Evergreen Dr., Columbus, IN 47201	12/23/58	Louisville, KY	8280-10-0072 IN	12/23/2016
Vice President	Brian Bednarz	205 Silverwood Circle, Southlake, TX 76082	10/7/85	Plainfield, NJ	27852287 TX	10/7/2014
Vice President	David Morgan	17840 Arbor Greene Dr., Tampa, FL 33647	7/7/65	Tampa, TX	M625-167-85-247-0 FL	7/7/2016
Assistant Secretary	Sylvain Aubry	11708 rue de L'Orpe, Mirabel, Quebec, Canada, J7N 0A4	10/23/87	Montreal, Canada	A1908231087-04 (Canada)	10/23/2007
Assistant Secretary	Randy Horne	8903 Burning Tree Rd, Pensacola, FL 32514	9/24/56	Raleigh, NC	H680-723-56-344-0 FL	9/24/2020
Assistant Secretary	Edward Glumia	1608 Cebraith Isles Dr., Tampa, FL 33629	3/4/87	Tampa, FL	G530226870840 FL	3/4/2018
Assistant Secretary	Peter Ulrich	10235 Estuary Dr., Tampa, FL 33647	4/24/59	Klagenfurt, Austria	U420-967-56-144-0 FL	4/24/2012

* Director

Business Address: 1130 W. Warner Road, Bldg B, Tampa, AZ 85284 (602) 728-9000
 Domestic Address: % CSC-Lawyers Incorporating Service Company, 211 E 7th Street, Suite 620, Austin, TX 78701-3218

Circle K Stores Inc. is qualified in:
 AL, AZ, AR, CA, CO, FL, GA, ID, KS, LA, MA, MS,
 MO, NJ, NV, NM, NC, OK, OR, SC, TN, TX, UT, WA

12,000,000 Shares of Common Stock Authorized, 1,000 issued at \$1.00 Par. 100% of common stock owned by Circle K Delaware Inc. (FIN: 46-0520672)

Corporate Structure:

Circle K Delaware Inc. is 100% owned by The Circle K Corporation
 The Circle K Corporation is 100% owned by Couche-Tard U.S. G.P.
 Couche-Tard U.S. G.P. (the General partner is 3058854 Nova Scotia Company; the limited partner is Mac's Convenience Stores Inc.)
 3058854 Nova Scotia Company is 100% owned by Mac's Convenience Stores Inc.
 Mac's Convenience Stores Inc. is 100% owned by Couche-Tard Inc.
 Couche-Tard Inc. is 100% owned by Depan-Escompta Couche-Tard Inc.
 Depan-Escompta Couche-Tard Inc. is 100% owned by Alimentation Couche-Tard Inc.
 Alimentation Couche-Tard Inc. is a publicly traded company

PROPOSED MOTION: To approve a the relocation of fuel price signs for Circle K Store, subject to staff comments and the documents submitted with the application.

b. Charles Retina Institute – southeast Corner of Wolf River Blvd and Kimbrough Road – Request Two (2) Wall Signs Approval (Case #: 15-530).

BACKGROUND: The PUD consists of two single storey, “residential-style” office buildings, with access to Kimbrough Rd. The building on Lot 1, the Charles Retina Institute building, is 12,000 sq. ft. in floor area and the building on Lot 2 is 8,025 sq. ft. Both buildings have reduced setback distance from the street. The building on Lot 1 is 41.5 ft. from Wolf River Blvd. and 30 ft. from Kimbrough. Both buildings are to have natural stone veneers, architectural asphalt shingle roofing, aluminum storefront framing (“light amber” finish) and bronze or brown trim and gutters

DISCUSSION: The applicant is requesting two wall-mounted tenant identification signs for the tenant.

WALL SIGN 1

Location & Height:	One sign is to be mounted on the north building elevation facing Wolf River Blvd.
Content:	
Sign Area	32.75 square feet
Color & Materials:	Letters to be aluminum, with a dark bronze finish
Font:	Cheltenham bold
Logo Sign Area:	none
Mounting Structure:	Individual Letters mounted directly to the wall with aluminum studs.
Lighting:	LED back lighting

WALL SIGN 2

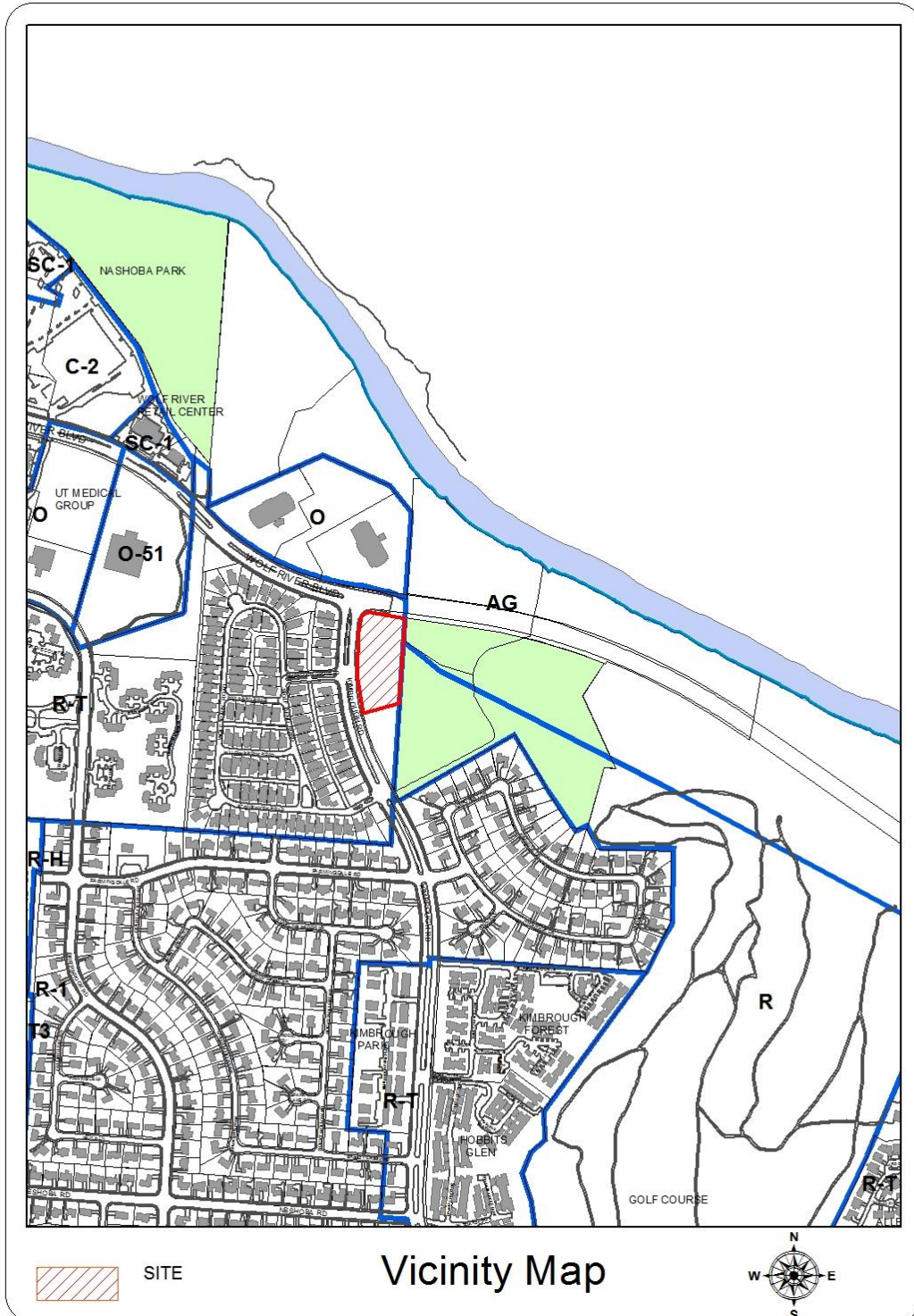
Location & Height:	To be mounted on the west building elevation, facing Kimbrough Rd..
Content:	
Sign Area	21.04 square feet
Color & Materials:	Letters to be aluminum, with a dark bronze finish
Font:	Cheltenham bold
Logo Sign Area:	none
Mounting Structure:	Individual Letters mounted directly to the wall with aluminum studs.
Lighting:	LED back lighting

STAFF COMMENTS:

1. Neither sign is to be mounted above a customer entrance, as required by section 14-34(b). However, the DRC may allow a wall sign on another wall of an occupant's premises in lieu of or in combination with a sign on a wall containing a major exterior entrance.
2. Samples of the sign material have been provided.
3. Prior to DRC approval, the applicant shall provide a completed ownership disclosure form.

- Staff notes that a conventional ground-mounted tenant identification sign or a medical monument sign could also be installed for the building.

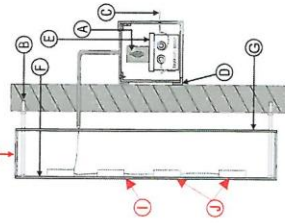
If approved, the applicant must obtain a permit from the Memphis /Shelby County Office of Code Enforcement prior to installing the sign.



BACK LIT WITH LEXAN BACKS

MANUFACTURE AND INSTALL ONE SET OF INDIVIDUALLY MOUNTED BACK LIT (L.E.D) CHANNEL LETTERS. THESE LETTERS WILL HAVE CLEAR LEXAN BACKS FOR ADDED PROTECTION.

1.3/4" - 3 1/4" LETTER THRU SECTION



A	LED'S (SINK IN WITH)
B	LED HOUSING
C	LED BOARD
D	BACKING PLATE
E	MOUNTING PLATE
F	MOUNTING HOLE
G	LETTER OUTLINE

PLEASE SPECIFY COLORS FOR THE PARTS LISTED BELOW:

H	100 ALUM. RETURN	D. BRONZE-313
I	100 CHANGE ALUM. FACE	D. BRONZE-313
J	100 WHITE LED	WHITE

WALL TYPE: STONE

APPROX. 1'-3/4" w



18" h & 14" h
 Suggested font
 Cheltenham Bold BT

32.75 OA SQ FT

CHARLES RETINA INSTITUTE

21'-10"



CUSTOM SIGNS VEHICLE WRAPS LIGHTING NEON
 ELECTRIC MESSAGE CENTERS FULL COLOR DIGITAL PRINTING

Scott Balton
 scott@baltonsigns.com
 3058 SOUTHWALL ST. MEMPHIS, TN 38114

PEL 901-452-7371 • FAX 901-458-2637 • BALTONSIGNS.COM

CHARLES RETINA INSTITUTE
 WOLF RIVER BLVD

CREATED FOR ADDRESS CLIENT APPROVAL LANDLORD APPROVAL SIGNATURE DATE



THIS DESIGN IS PROTECTED BY THE COPYRIGHT LAWS OF THE UNITED STATES

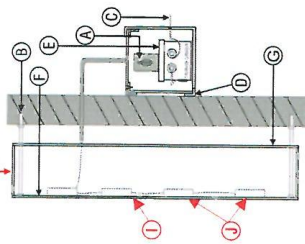
SKETCH DATE	05/28/2014	DRAWN BY	SP
SCALE	3/8" = 1'-0"	FILE NAME	CHARLES RETINA INSTITUTE 05-28-15

Please note: This is an original design and remains the exclusive property of Balton Sign Company, LLC. It is not to be duplicated or reproduced in any manner without written consent. Primary printing, if applicable, is not included.

BACK LIT WITH LEXAN BACKS

MANUFACTURE AND INSTALL ONE SET OF INDIVIDUALLY MOUNTED BACK LIT (L.E.D) CHANNEL LETTERS. THESE LETTERS WILL HAVE CLEAR LEXAN BACKS FOR ADDED PROTECTION.

1. 1/4" - 3" LETTER STROKE LETTER THRU SECTION



- A LED BOARD (MOUNT TO LETTER)
- B MOUNTING ANGLE
- C PROXIMITY LED (FOR ALUMINUM)
- D ALUMINUM PLATE
- E LED BOARD (FOR STONE)
- F PROXIMITY LED (FOR STONE)
- G LED BOARD (FOR STONE)

PLEASE SPECIFY COLORS FOR THE PARTS LISTED BELOW.

H HUB ALUM. RETINA D. BRONZE-313
 I BRONZE-313 D. BRONZE-313
 J WHITE
 WALL TYPE STONE



THIS DESIGN IS PROTECTED BY THE COPYRIGHT LAWS OF THE UNITED STATES

SKETCH DATE	05/28/2014	DRAWN BY:	SP
SCALE	3/8" = 1'-0"		
FILE NAME	CHARLES RETINA INSTITUTE 05-28-15		

Please note: This is an original design and remains the exclusive property of Balton Sign Company, LLC. It is not to be duplicated or reproduced in any manner without written consent. Primary drawing to the sign if applicable, is not included.



1 NORTH ELEVATION
 119" x 1'-0"



2 WEST ELEVATION
 119" x 1'-0"



CUSTOM SIGNS VEHICLE WRAPS LIGHTING NEON ELECTRIC MESSAGE CENTERS FULL COLOR DIGITAL PRINTING

Scott Balton
 scott@baltonsigns.com
 3958 SOUTHWALL ST. MEMPHIS, TN 38114
 PH. 901-452-7371 • FAX 901-458-2637 • BALTONSIGNS.COM

CREATED FOR	CHARLES RETINA INSTITUTE
ADDRESS	WOLF RIVER BLVD
CLIENT APPROVAL	
LANDLORD APPROVAL	
SIGNATURE DATE	

NORTH ELEVATION - WOLF RIVER BLVD



WEST ELEVATION – KIMBROUGH RD.



SOUTH ELEVATION – PARKING LOT



CITY OF GERMANTOWN

2 signs

DESIGN REVIEW COMMISSION APPLICATION FOR PERMANENT SIGN
(COMPLETE INSTRUCTIONS ON REVERSE SIDE)

Date: 5-28-2015

1. Sign Owner: _____ Phone No: 7674499 Fax No: _____
2. Sign Owner's Address: 6401 Poplar #190 Email Address: _____
3. Sign Location Address and Name of Shopping Center: WOLF RIVER BLVD. + Kimbrough S.E. Corner
4. Previous Tenant: N/A
5. Zoning District: Commercial ; Residential _____; Old Germantown _____; Office _____
6. Sign will be mounted on: Wall ; Ground _____
7. Type Sign: Tenant Identification _____ Project Identification _____
_____ Building Identification _____ Traffic Directional _____
_____ Exterior Directory _____ Subdivision Identification _____
_____ Service Station Sign _____ Other (If other, explain on separate page) _____
8. Number of Sign Faces: One ; Two _____
9. Linear feet of building frontage occupied by business where sign will be located: _____ feet.
10. Size of Sign: Width: 21 feet 30 inches; Height: 1 feet 10 inches
TOTAL AREA OF SIGN IN SQUARE FEET: 33.75 each
11. Height of sign at its highest point above the surrounding grade: _____ feet _____ inches
12. Size of Letters: 1) Height 1 1/2" Width 2" Font: CHELTONHAM BOLD BT
2) Height 1 1/2" Width 2" Font: " " " " "
3) Height _____ Width _____ Font: " " " " "
13. Colors: Letters: BRONZE SUBMIT COLOR SAMPLES
Background: _____ SUBMIT COLOR SAMPLES
14. Orientation of Sign to the Street: Parallel _____; Perpendicular _____; Angled _____
15. Distance sign is set back from the street curb or edge of pavement (for corner lots, provide distance from both streets).
_____ Feet _____ Inches Name of Street: Kimbrough
_____ Feet _____ Inches Name of Street: Wolf River Blvd
16. Distance building is set back from the street curb or edge of pavement (for corner lots, provide distance from both streets).
_____ Feet _____ Inches Name of Street: Wolf River Blvd
_____ Feet _____ Inches Name of Street: Kimbrough
17. Sign Content (words, letters, logos): CHARLES RETINA INSTITUTE
18. Size of logo: Horizontal _____ feet _____ inches; Vertical _____ feet _____ inches.
19. Sign Materials: Letters ALUMINUM; Sign Face ALUMINUM
Mounting Structure (type and materials): STAIN-MOUNT
20. Sign Illumination, if applicable (type, location and wattage): LED-BACK-LIT
21. Sign Landscaping, if applicable landscape plan shall be submitted _____
22. Additional Comments: _____
23. The following materials shall be submitted:
A. TWENTY (20) SETS OF ALL REQUIRED MATERIALS SHOULD BE SUBMITTED PRIOR TO THE DEADLINE, INCLUDING THE APPLICATION FORM AND THE FOLLOWING:
• Sketch of the sign (DRAWN TO SCALE).
• Site plan, showing the sign location (DRAWN TO SCALE).
• Details of lighting (if applicable). Provide a plan showing the location of the lights and landscaping.
• If applying for a wall sign, supply a drawing of the building façade with the sign in place.
B. One Floppy Disk or CD of all plans in .jpg format (or other format, as approved by the City)
C. One set of color samples (provide manufacturer and name and number of colors)
D. Completed disclosure form, which makes up the last two pages of this application.

Name of Applicant / Agent (please print) Scott Balton
Address: 3058 Southwilk St Email Address: scott@Baltensigns
Phone No: 452 7371 Fax No: 458 2677

CITY OF GERMANTOWN

DESIGN REVIEW COMMISSION APPLICATION FOR PERMANENT SIGN
 (COMPLETE INSTRUCTIONS ON REVERSE SIDE)

Date: 6-1-2015

1. Sign Owner: _____ Phone No: _____ Fax No: _____
2. Sign Owner's Address: _____ Email Address: _____
3. Sign Location Address and Name of Shopping Center: WALK RIVER BLVD
4. Zoning District: Commercial ; Residential _____; Old Germantown _____; Office _____
5. Sign will be mounted on: Wall ; Ground _____
6. Type Sign: Tenant Identification _____ Project Identification _____
 _____ Building Identification _____ Traffic Directional _____
 _____ Exterior Directory _____ Subdivision Identification _____
 _____ Service Station Sign _____ Other (If other, explain on separate page)
7. Number of Sign Faces: One ; Two _____
8. Linear feet of building frontage occupied by business where sign will be located: _____ feet.
9. Size of Sign: Width: _____ feet _____ inches; Height: _____ feet _____ inches
 TOTAL AREA OF SIGN IN SQUARE FEET: _____
10. Height of sign at its highest point above the surrounding grade: _____ feet _____ inches.
11. Size of Letters: 1) Height 1 1/2" Width 2" Font: CHELTENHAM ROAD BT
 2) Height 1 1/2" Width 2" Font: " " " "
 3) Height _____ Width _____ Font: _____
12. Colors: Letters: A. BROWN SUBMIT COLOR SAMPLES
 Background: _____ SUBMIT COLOR SAMPLES
13. Orientation of Sign to the Street: Parallel ; Perpendicular _____; Angled _____
14. Distance sign is set back from the street curb or edge of pavement
 (for corner lots, provide distance from both streets).
 _____ Feet _____ Inches Name of Street: _____
 _____ Feet _____ Inches Name of Street: _____
15. Distance building is set back from the street curb or edge of pavement (for corner lots, provide distance from both streets).
 _____ Feet _____ Inches Name of Street: _____
 _____ Feet _____ Inches Name of Street: _____
16. Sign Content (words, letters, logos): CHARLES KETIVA INSTITUTE
17. Size of logo: Horizontal _____ feet _____ inches; Vertical _____ feet _____ inches.
18. Sign Materials: Letters ALUMINUM; Sign Face _____
 Mounting Structure (type and materials): STAIN-MOUNT
19. Sign Illumination, if applicable (type, location and wattage):
LED - BACK-LIT
20. Sign Landscaping, if applicable landscape plan shall be submitted
21. Additional Comments: _____
22. The following materials shall be submitted:
 - A. TWENTY (20) SETS OF ALL REQUIRED MATERIALS SHOULD BE SUBMITTED PRIOR TO THE DEADLINE, INCLUDING THE APPLICATION FORM AND THE FOLLOWING:
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 - B. One Floppy Disk or CD of all plans in .jpg format (or other format, as approved by the City)
 - C. One set of color samples (provide manufacturer and name and number of colors)
 - D. Completed disclosure form, which makes up the last two pages of this application.

Name of Applicant / Agent (please print) _____
 Address: _____ Email Address: _____
 Phone No: _____ Fax No.: _____

DISCLOSURE OF OWNERSHIP INTERESTS

In order to assist staff and appointed and elected officials of the City of Germantown in complying with Ordinances of the City relating to conflicts of interests, the following information is required to be furnished:

* 1. **For Profit Entities.** If the owner of the land which is the subject of this Application ("Owner") is a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, R.E.I.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner. (If another business entity owns 10% or more of the ownership interests in the Owner, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner: _____

Persons or Entities* Owning
10% or More of the Ownership
Interests of the Owner:

Name	Business or Home Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*See language in parenthesis above.

ARCHITECT 1:3/4"

CHARLES RETINA INSTITUTE

32.75 OA SQ FT

CHARLES RETINA INSTITUTE

21'-10"

BACK LIT WITH LEXAN BACKS

MANUFACTURE AND INSTALL ONE SET OF INDIVIDUALLY MOUNTED BACK LIT (A.E.D) CHANNEL LETTERS. THESE LETTERS WILL HAVE CLEAR LEXAN BACKS FOR ADDED PROTECTION. 1 3/4" - 3 1/4" LETTER THRU SECTION

LETTER THRU SECTION

A	LETTER THRU SECTION
B	LETTER THRU SECTION
C	LETTER THRU SECTION
D	LETTER THRU SECTION
E	LETTER THRU SECTION
F	LETTER THRU SECTION
G	LETTER THRU SECTION
H	LETTER THRU SECTION
I	LETTER THRU SECTION
J	LETTER THRU SECTION

H MOUNTING HOLE
D BRONZE-313
I MOUNTING HOLE
D BRONZE-313
J MOUNTING HOLE
WHITE
MOUNTING HOLE

BALTON SIGN CO.

CUSTOM SIGNS VEHICLE WRAPS LIGHTING NEON
 ELECTRIC MESSAGE CENTERS FULL COLOR DIGITAL PRINTING

Scott Balton
 scott@baltonsigns.com
 3405 SOUTHWALK, SUITE RESIDERS, TN 38814
 TEL. 901-452-7371 • FAX 901-458-2637 • BALTONSIGNS.COM

SKETCH DATE	05/28/2014	DRAWN BY:	SP
SCALE	3/8" = 1'-0"		
FILE NAME	CHARLES RETINA INSTITUTE 05-28-15		

CREATED FOR		CHARLES RETINA INSTITUTE
ADDRESS		WOLF RIVER BLVD
CLIENT APPROVAL		
LANDLORD APPROVAL		
SIGNATURE DATE		

THIS DESIGN IS PROTECTED BY THE COPYRIGHT LAWS OF THE UNITED STATES. PLEASE NOTE: THIS IS AN ORIGINAL DESIGN AND REMAINS THE EXCLUSIVE PROPERTY OF BALTON SIGN COMPANY, LLC. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT WRITTEN CONSENT. PRIMARY WRITING TO BE INCLUDED, IF APPLICABLE, IS NOT INCLUDED.

PROPOSED MOTION: To approve two wall-mounted tenant identification signs for Charles Retina Institute on Lot 1 of the Kimbrough Office Park PUD at the southeast corner of Wolf River Blvd and Kimbrough Rd, subject to the application and staff comments.

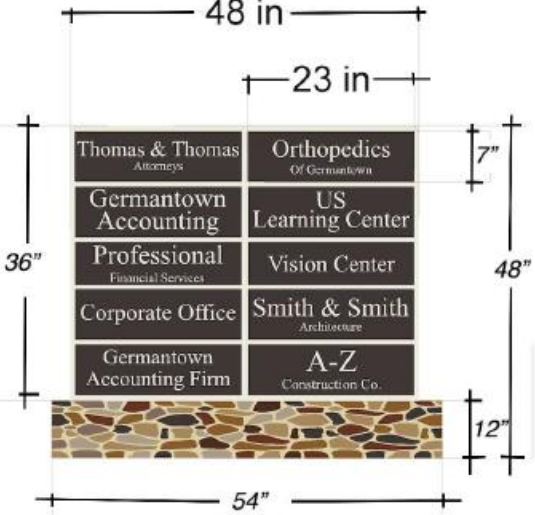
- c. McVay Station Professional Center – South of Poplar Pike and West of McVay Road – Request Ground-Mounted Tenant Directory Sign Approval. (Case #: 15-531).

BACKGROUND: On September 7, 2004, the Planning Commission granted approval to rezone the subject property from “R-3” Two Family Residential to “O-G” Old Germantown. On November 8, 2004, the Board of Mayor and Aldermen approved the rezoning of the property. On February 22, 2005, the Design Review Commission (DRC) approved a variance from the “OG” zoning district’s required pervious/impervious ratio of 55%/45% allowing a pervious/impervious ratio of 46.2%/53.8%. On September 6, 2005, the Planning Commission granted Preliminary and Final Site Plan approval. On September 27, 2005, the DRC granted Preliminary and Final Plan approval. On October 24, 2005, the Board of Mayor and Aldermen (BMA) approved the Project Development Contract, No. 1119. On January 12, 2009, the BMA approved a time extension for the development contract. On June 11, 2012, the BMA approved a second time extension Contract No. 1119. On August 28, 2012, the DRC granted approval of an amended final site plan.

On November 6, 2012, A ground-mounted project sign for this project in conformance with the sign regulations for the O-G District was approved. The approved sign has a total sign area of 12 square feet and a height of 4 feet.

DISCUSSION: The applicant is requesting approval of a single-faced, ground-mounted tenant directory. The proposed sign is to be located at an angle to the private entrance drive and McVay Road. The specifics of the request are as follows:

SIGN: Ground Sign

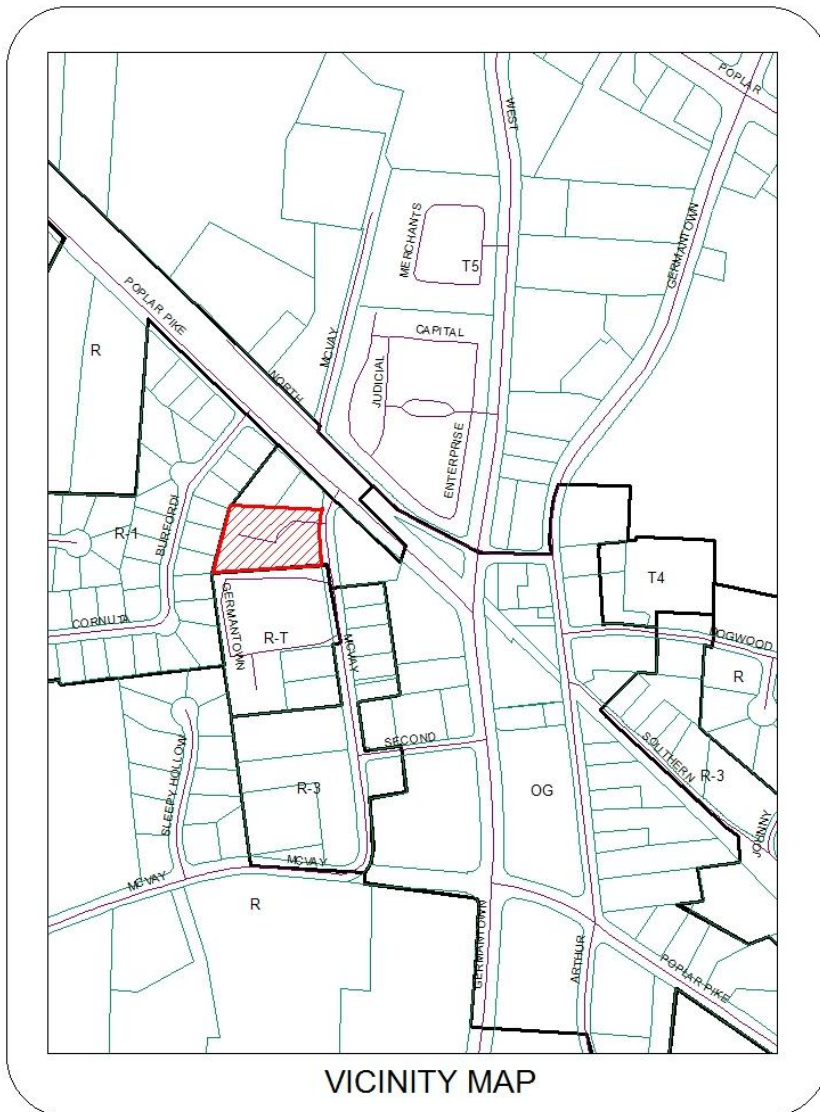
Location & Height:	The sign is single faced and proposed to be located, at an angle, 27 feet behind the pavement of McVay Road and 17 feet from the private entrance drive. The sign is 4’ in height.
Content:	 <p>The diagram shows a rectangular sign with a stone base. The overall width is 54 inches and the overall height is 48 inches. The sign face is 48 inches wide and 36 inches high. The sign is divided into two columns of three panels each. The top panel in each column is 7 inches high. The bottom panel in each column is 12 inches high. The sign is mounted on a stone base that is 12 inches high. The sign is 4 feet high in total.</p> <p>48 in</p> <p>23 in</p> <p>7"</p> <p>36"</p> <p>48"</p> <p>12"</p> <p>54"</p> <p>Thomas & Thomas Attorneys</p> <p>Orthopedics Of Germantown</p> <p>Germantown Accounting</p> <p>US Learning Center</p> <p>Professional Financial Services</p> <p>Vision Center</p> <p>Corporate Office</p> <p>Smith & Smith Architecture</p> <p>Germantown Accounting Firm</p> <p>A-Z Construction Co.</p>
Cabinet Colors & Materials:	<p>Color: Sherwin Williams color ‘Safari’ - SW7697 (To match existing siding color on existing building)</p> <p>Materials: PVC</p>
Total Sign Area:	12 sq. ft. (4’ x 3’)
Mounting Structure:	Stone base (To match material on existing buildings in project)
Lighting:	None
Landscaping	Seasonal color in front & matching Japanese Boxwoods on each side (see landscaping plan)
Sign Blades	<p>Blade Size: 7” x 23”</p> <p>Color: Dark Bronze Finish</p>

	Materials: Aluminum Letter Colors: Antique White Font: Times New Roman Letter Size: 5" x 3"
--	--

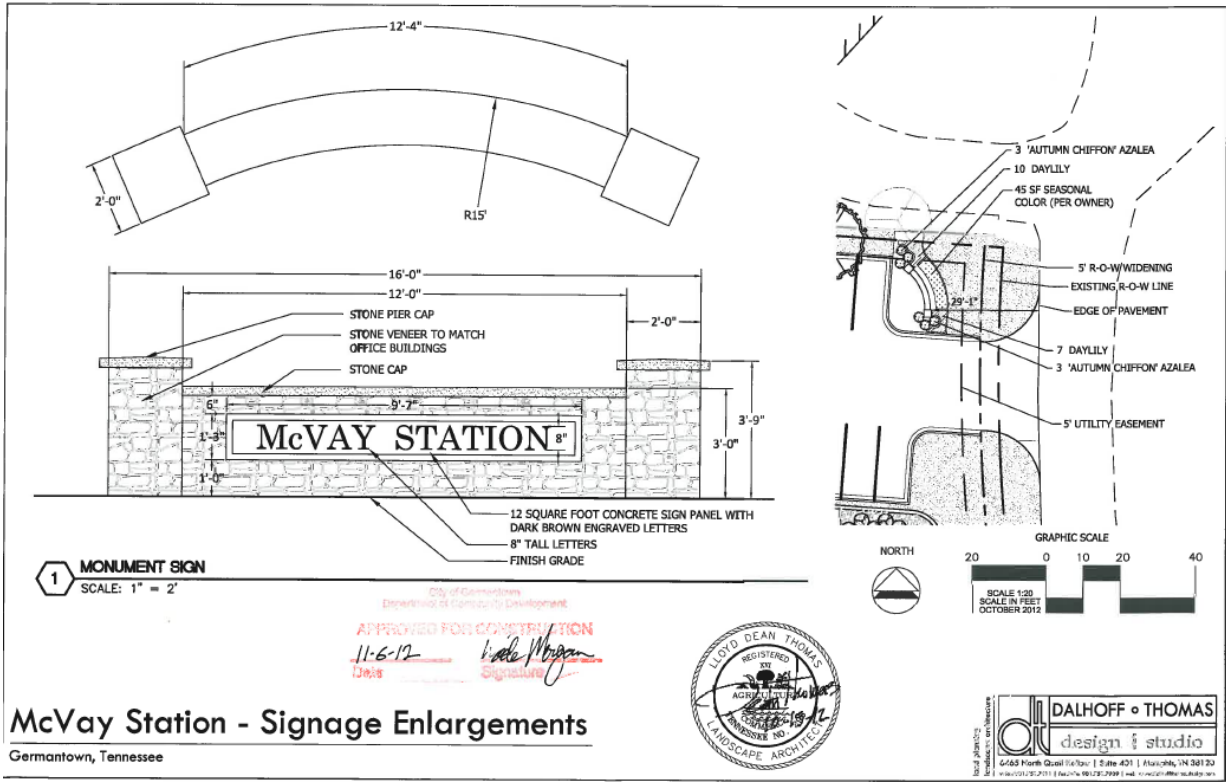
STAFF COMMENTS:

1. The proposed sign complies with the regulations of the O-G district, except for location. Section 14-37(d)(3) requires directories be located either behind the main building or within ten feet of the front building line upon approval of the design review commission and to be completely screened from the street.
2. The sign should be placed parallel to the private entrance drive so as not to be seen from McVay Road to comply with requirements of the O-G district.

If approved, the applicant must obtain a permit from the Memphis / Shelby County Office of Code Enforcement prior to installing the signs.



EXISTING GROUND PROJECT SIGN





CITY OF GERMANTOWN
DESIGN REVIEW COMMISSION APPLICATION FOR PERMANENT SIGN
 (COMPLETE INSTRUCTIONS ON REVERSE SIDE) Date: 6-1-15

1. Sign Owner: McVay Development LLC. Phone No: 484-8557 Fax No: —

2. Sign Owner's Address: PO Box 38288 GTN Email Address: jason@speedcompanies.com

3. Sign Location Address and Name of Shopping Center: McVay Station 7475 McVay Station Court.

4. Zoning District: Commercial —; Residential —; Old Germantown X; Office —

5. Sign will be mounted on: Wall —; Ground X.

6. Type Sign: Tenant Identification Project Identification
 Building Identification Traffic Directional
 Exterior Directory Subdivision Identification
 Service Station Sign Other (If other, explain on separate page)

7. Number of Sign Faces: One X; Two —

8. Linear feet of building frontage occupied by business where sign will be located: 200 feet.

9. Size of Sign: Width: 4 feet 0 inches; Height: 3 feet — inches
 TOTAL AREA OF SIGN IN SQUARE FEET: 12

10. Height of sign at its highest point above the surrounding grade: 4 feet 0 inches.

11. Size of Letters: 1) Height 1/8" Width 3 Font: New Times Roman
 2) Height — Width — Font: —
 3) Height — Width — Font: —

12. Colors: Letters: Antique White with Bronze Match SUBMIT COLOR SAMPLES
 Background: Bronze Match SUBMIT COLOR SAMPLES } MATCH EXISTING

13. Orientation of Sign to the Street: Parallel —; Perpendicular —; Angled X.

14. Distance sign is set back from the street curb or edge of pavement (for corner lots, provide distance from both streets).
21-30 Feet — Inches Name of Street: McVay Rd
— Feet — Inches Name of Street: —

15. Distance building is set back from the street curb or edge of pavement (for corner lots, provide distance from both streets).
35 Feet — Inches Name of Street: McVay Rd
— Feet — Inches Name of Street: —

16. Sign Content (words, letters, logos): DO NOT SIGN POLICY - McVay Station SIGN POLICY

17. Size of logo: Horizontal — feet — inches; Vertical — feet — inches.

18. Sign Materials: Letters: Painted Letters; Sign Face: Bronze Aluminum Blade
 Mounting Structure (type and materials): Stone Base / PVC Cabinet

19. Sign Illumination, if applicable (type, location and wattage): NONE

20. Sign Landscaping, if applicable landscape plan shall be submitted

21. Additional Comments: NONE

22. The following materials shall be submitted:
 A. TWENTY (20) SETS OF ALL REQUIRED MATERIALS SHOULD BE SUBMITTED PRIOR TO THE DEADLINE, INCLUDING THE APPLICATION FORM AND THE FOLLOWING:
 • Sketch of the sign (DRAWN TO SCALE).
 • Site plan, showing the sign location (DRAWN TO SCALE).
 • Details of lighting (if applicable). Provide a plan showing the location of the lights and landscaping.
 • If applying for a wall sign, supply a drawing of the building façade with the sign in place.
 B. One Floppy Disk or CD of all plans in .jpg format (or other format, as approved by the City)
 C. One set of color samples (provide manufacturer and name and number of colors)
 D. Completed disclosure form, which makes up the last two pages of this application.

Name of Applicant / Agent (please print): JASON SPEED - McVay Development
 Address: — Email Address: jason@speedcompanies.com
 Phone No: 901 484-8557 Fax No.: —

DISCLOSURE OF OWNERSHIP INTERESTS

In order to assist staff and appointed and elected officials of the City of Germantown in complying with Ordinances of the City relating to conflicts of interests, the following information is required to be furnished:

- 1. **For Profit Entities.** If the owner of the land which is the subject of this Application ("Owner") is a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, R.E.I.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner. (If another business entity owns 10% or more of the ownership interests in the Owner, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner: McVay Development, LLC.

Persons or Entities* Owning
10% or More of the Ownership
Interests of the Owner:

Name	Business or Home Address
<u>CHARLES A. SEFFED</u>	<u>8044 DOGWOOD VILLA LOTW 38138</u>
<u>C. JASON SEFFED</u>	<u>8393 DEURY LANE LOTW 38139</u>
_____	_____
_____	_____
_____	_____
_____	_____

*See language in parenthesis above.

PROPOSED MOTION: To approve a sign ground-mounted tenant directory for McVay Station Professional Center.

d. McVay Station Professional Center – South of Poplar Pike and West of McVay Road – Request Sign Policy Approval (Case #: 15/531).

BACKGROUND: On September 7, 2004, the Planning Commission granted approval to rezone the subject property from "R-3" Two Family Residential to "O-G" Old Germantown. On November 8, 2004, the Board of Mayor and Aldermen approved the rezoning of the property. On February 22,

2005, the Design Review Commission (DRC) approved a variance from the “OG” zoning district’s required pervious/impervious ratio of 55%/45% allowing a pervious/impervious ratio of 46.2%/53.8%. On September 6, 2005, the Planning Commission granted Preliminary and Final Site Plan approval. On September 27, 2005, the DRC granted Preliminary and Final Plan approval. On October 24, 2005, the Board of Mayor and Aldermen (BMA) approved the Project Development Contract, No. 1119. On January 12, 2009, the BMA approved a time extension for the development contract. On June 11, 2012, the BMA approved a second time extension Contract No. 1119. On August 28, 2012, the DRC granted approval of an amended final site plan.

DISCUSSION: A sign policy is a DRC-approved list of design standards (letter size, letter style, lighting, colors, etc.) for signs within a specific development. The policy allows staff to administratively approve permanent signs within the development that comply with the policy. The owner of McVay Station Professional Center is requesting approval of sign policy to administratively govern tenant signs within the development. The proposed policy is based on other approved sign policy for similar developments within the City of Germantown.

STAFF COMMENTS:

1. The McVay Station Professional Center Sign Policy for Permanent Tenant Identification Signs is attached with the revisions notes.
2. If approved, McVay Station Professional Center Sign Policy will allow staff to grant administrative approval to signs that meet the criteria of the Policy and the City Sign Ordinance.
3. If a sign is granted administrative approval based on this policy, the applicant must obtain a sign permit from the Shelby County Office of Construction Code Enforcement for installation of the sign.

SUGGESTED POLICY: (red text indicates additions; ~~strike through~~ indicates deletion)

McVay Station Professional Center Sign Policy

GENERAL REQUIREMENTS

The purpose of this Manual is to define and specify the exterior signage criteria, as it pertains to Building Address, Suite Number, Tenant Identification, and Monument Directory signage for McVay Station Professional Center in Germantown, Tennessee. As a part of this application, we are requesting that the City of Germantown Design Review Commission grant the Department of **Economic and Community** Development the authority to approve the signage for Tenant Identification in McVay Station Professional Center which meet the approved center guidelines and the City of Germantown Sign Ordinance. There shall be no canopies or awnings, with or without signage, allowed on the exterior of any building unless approved by the City of Germantown Design and Review Commission and McVay Development, LLC or it’s assigns. Any proposed signage that does not comply with this sign policy must be approved by the Design Review Commission under a separate application. **All** ~~Any~~ sign request presented to the Germantown Department of **Economic and Community** Development **for either administrative or Design Review Commission review** must be accompanied by a letter from McVay Development, LLC or it’s assigns stating approval.

Once signs are approved by the City of Germantown Department of **Economic and Community** Development, the applicants must obtain a sign permit from the Memphis and Shelby County Office of Construction Code Enforcement prior to erecting any proposed sign.

TENANT/BUILDING IDENTIFICATION SIGNS

Ground Mounted Tenant Identification Directory sign

Each Tenant shall be permitted one Tenant Identification 'Blade' to be located on the Ground Mounted Tenant Identification sign located at the entrance to the development. All of the Tenant Identification 'Blades' will be 7" x 23" with 'Blade' content restricted to Tenant name, or Tenant corporate logo. Lettering shall not exceed Five (5) inches in height. No additional signs and/or information will be approved by the city of Germantown Design Review Commission without the joint request of the management company for McVay Station or it's assigns.

Wall Mounted Tenant/Building Identification Sign

Each building shall be permitted one Tenant/ Building Identification sign per Tenant up to a maximum of two (2) signs per public entrance, not to exceed more than two of the same sign per building. These signs will be located next to the major public entrance doors and project no more than two (2) inches from the face of the building. All of the Tenant Identification signs will be 21" x 28" (approx. 4 square feet) with sign content restricted to Tenant name, or Tenant corporate logo, and suite number. Lettering shall not exceed six (6) inches in height. The Tenant/ Building signs will not be illuminated. No additional signs and/or information will be approved by the city of Germantown Design Review Commission without the joint request of the management company for McVay Station or it's assigns.

Exterior Wall Mounted Tenant Directories

Where ~~more than two (2) or more~~ Tenants occupy a building, ~~or~~ and where one or more tenants do not have an exterior entrance or do not qualify for an exterior sign, each building shall be permitted an exterior Directory sign. There shall be one (1) Directory permitted per major public entrance, not to exceed two (2) Directories per building.

Each Directory shall be 24" x 36" (6 square feet). Directory lettering shall not exceed two (2) inches in height. Directory signs will not be illuminated. Tenant/ Building and Directory signs shall be located at a maximum height of five feet six inches (5'-6") above the finish floor elevation of its' building and located directly to either side of the entrance.

Building Street Address Numbers

There shall be Building Identification Numbers for each address. Building address numbers shall be mounted at the cornice line and visible from the parking area. The Suite number shall be allowed above each entrance with letter sizes no to exceed six (6) inches in height, subject to fire marshal approval.

Directional Signs - There will be no directional signs.

Typography and Letter/Number Height

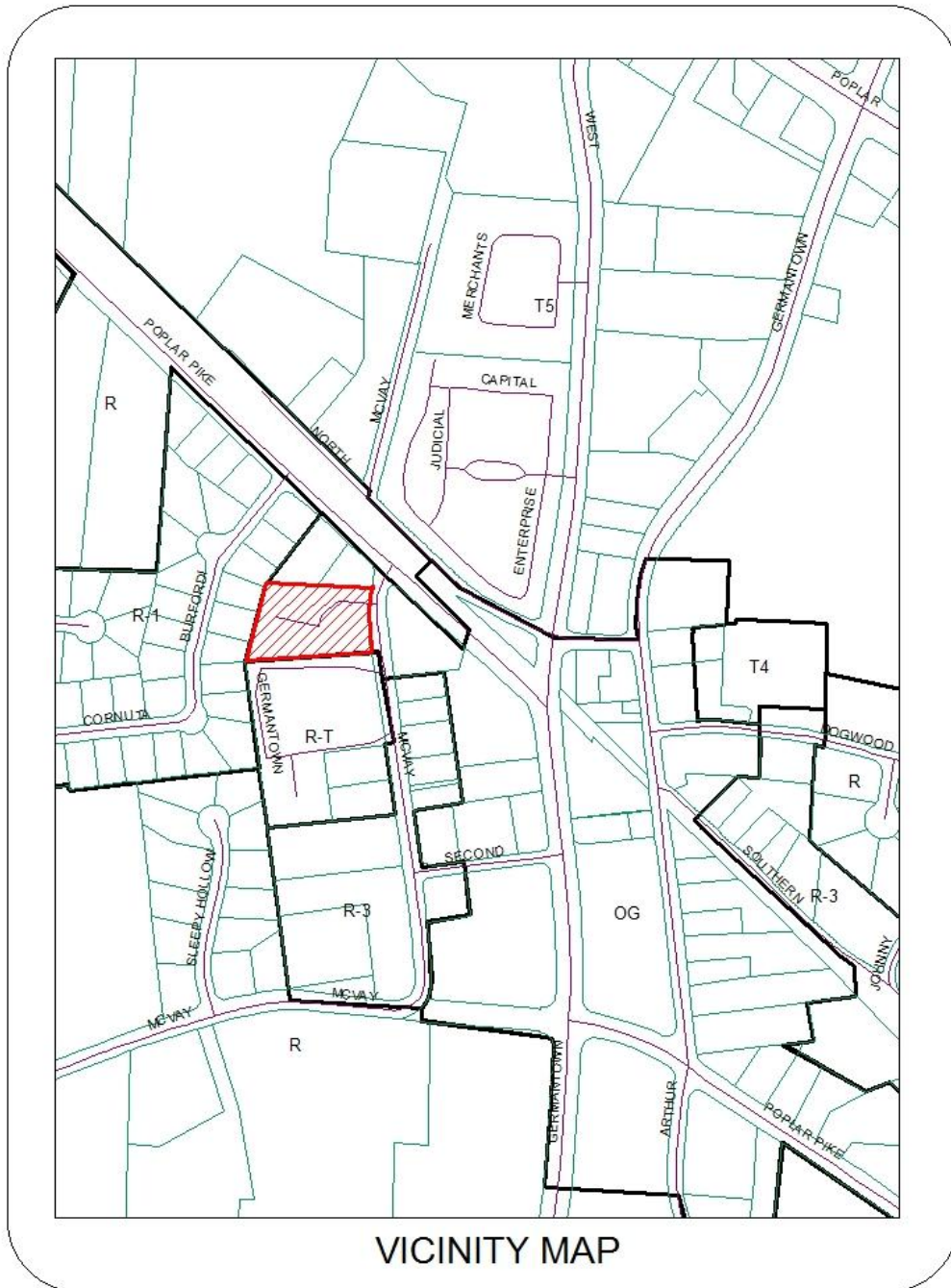
The main Tenant Sign will be all individual letters, within the allotted signage space. The typography shall be upper and lower case letters or just upper case. National or regional chain store tenants shall be permitted to use their standard typography logo script and logos, **subject the City of Germantown Sign Ordinance**. The type of typography shall be similar in character and overall appearance to the following:

Time Roman Bold
Cooper
Caslon

The letters shall be raised. Tenant/ Building Identification Sign lettering shall not exceed 6 inches in height. Directory Sign lettering shall not exceed 2 inches in height. Building Street Address Numbers shall be 6 inches in height, **subject to fire marshal approval**.

Materials

The materials of the signs shall be of cast aluminum with an antique finish. The backgrounds of the signs shall be a textured finish of dark bronze. All signs must have a clear protective coating so as to protect them from the elements.



MCVAY STATION PROFESSIONAL CENTER





McVay Development, LLC



3095
McVay Development, LLC
Germantown, TN 38138
901-484-8557
jason@mcvaydevelopment.com

June 4, 2015

Development Office
City of Germantown
1920 S. Germantown Rd.
Germantown, TN 38138

RE: McVay Station Sign Policy

Mr. Ross,

I am requesting the approval of the sign policy for McVay Station Professional Center in an effort to expedite the sign approval process for future tenants.

If you have any questions, please call me at 901-484-8557.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jason Speed'. The signature is stylized and fluid.

Jason Speed
Managing Member
McVay Development, LLC

Design Review Commission
June 23, 2015
Page | 32

DRC Approved 6/23/15
SIGNAGE DESIGN GUIDELINES
Building address, Suite number, and Tenant Identification Directory

McVay Station
Professional Center
GERMANTOWN, TENNESSEE

McVay Development, LLC
P.O. BOX 38288, GERMANTOWN, TN 38183-0288
901-484-8557

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Materials

The materials of the signs shall be of cast aluminum with an antique finish. The backgrounds of the signs shall be a textured finish of dark bronze. All signs must have a clear protective coating so as to protect them from the elements.

PROPOSED MOTION: To approve a sign policy for McVay Station Professional Center.

ADJOURNMENT

There being no further business, comments, or questions by the Commission, the Chairman adjourned the meeting at 6:07 p.m.