

DESIGN REVIEW COMMISSION  
MUNICIPAL CENTER COUNCIL CHAMBERS  
Tuesday, May 23, 2017  
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 May 23, 2017.

1. Chairman Bruns called the meeting to order at 6:05 p.m.
2. Chairman Bruns requested the roll call. Ms. Regina Gibson called the roll of the Commission and established a quorum:

COMMISSIONERS PRESENT:

Mr. Paul Bruns, Chairman; Mr. Christopher Schmidt, Vice Chairman; Mr. Steve Landwehr, Secretary; Alderman John Barzizza; Ms. Burrow; Mr. Neil Sherman; Mr. Ralph Smith; and Mr. Neeraj Kumar

DEVELOPMENT STAFF PRESENT:

Mr. Cameron Ross, Economic and Community Development Director; Ms. Sarah Goralewski, Planner; Ms. Regina Gibson, Administrative Secretary and Taylor Cates, City Attorney

---

3. Approval of Minutes for April 25, 2017

Mr. Landwehr moved to approve the Design Review Commission minutes of April 25, 2017, seconded by Mr. Schmidt, with no further comments or discussions.

ROLL CALL: Mr. Landwehr – Yes; Mr. Kumar – Yes; Mr. Sherman – Yes; Mr. Smith – Yes; Ms. Burrow – Yes; Alderman Barzizza – Yes; Mr. Schmidt – Yes; Chairman Bruns – Yes.

MOTION PASSED

---

4. CONSENT AGENDA

- a. Germantown Festival – C.O. Franklin Park – Request Approval of Special Events Banner (Case No. 17-723).  
Melba Fristick w/Germantown Festival – Applicant/Agent
- b. Tres Jolie – 7622 Poplar Pike – Request Approval of a Ground-Mounted Sign in Old Germantown (Case No. 17-724). Previously Known as Agenda Item No. 5.  
Terry Balton w/Balton Signs – Applicant/Agent
- c. Farm & Fries – 7724 Poplar Pike – Request Approval of Ground-Mounted Sign in Old Germantown (Case No. 16-632). Previously Known as Agenda Item No. 7.  
Mark Waugh w/MW Ventures

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 Barzizza made a motion to approve the Consent Agenda as presented and seconded by Mr. Landwehr.

ROLL CALL: Mr. Schmidt – Yes; Alderman Barzizza – Yes; Ms. Burrow – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Mr. Kumar – Yes; Mr. Landwehr – Yes; Chairman Bruns – Yes

MOTION PASSED

---

**STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS**

- a. Germantown Festival – C.O. Franklin Park – Request Approval of special Events Banner (Case No. 17-723).

**INTRODUCTION:**

Development Case #: 17-723

Location: The banners are proposed in the following locations:

1. Civic Center Complex/ C.O. Franklin Park (Festival location)
2. The Municipal Center in front of City Hall
3. North side of Poplar Pike near western city limit
4. Center median of Wolf River Blvd. near western city limit
5. West side of Germantown Rd. south of Wolf River Bridge
6. Poplar/Poplar Pike intersection near the eastern city limit
7. Wolf River Blvd. near the eastern city limit

Applicant: Melba Fristick (Germantown Festival Coordinator)

Zoning District: Various Zoning Districts

Description of Request: Request for a Three (3) Year Approval for Special Events Banners (Germantown Festival)  
\*Refer to the Disclosure Form attached for more information




**BACKGROUND:** On May 26, 2015, the Design Review Commission (DRC) adopted a revised Special Events Banner Policy. The DRC has granted three (3) year renewals for the temporary event banners for the Germantown Festival on the following dates:

- July 24, 2001;
- May 25, 2004;
- May 22, 2007;

- June 22, 2010; and
- May 26, 2013.

**DISCUSSION:** The applicant is requesting approval for seven (7) temporary special event banner locations. The Germantown Festival will be held in September the weekend after Labor Day in the years 2017, 2018 and 2019 at C.O. Franklin Park. The banners will be erected two (2) weeks prior to the scheduled dates of the festival and removed the day after the event. The specifics of the request are as follows:

<b>BANNERS:</b>	
Location & Height:	The height of the banners will be approximately seven (7) feet above the surrounding grade, in the following locations: <ol style="list-style-type: none"> <li>1. Civic Center Complex/ C.O. Franklin Park (Festival location)</li> <li>2. The Municipal Center in front of City Hall</li> <li>3. North side of Poplar Pike near western city limit</li> <li>4. Center median of Wolf River Blvd. near western city limit</li> <li>5. West side of Germantown Rd. south of Wolf River Bridge</li> <li>6. Poplar/Poplar Pike intersection near the eastern city limit</li> <li>7. Wolf River Blvd. near the eastern city limit</li> </ol>
Message:	
Banner Size:	4' x 7'
Letter Height & Style:	6" to 8"; Not specified
Colors & Materials:	Letters: Maroon Background: Cream Materials: Vinyl
Mounting Structure:	4' x 7' city metal banner frames

**STAFF COMMENTS:**

1. The proposed banners meet all the requirements of the City's banner policy. See attached Special Events Banner Policy.
2. If approved, the applicant must notify the Economic and Community Department when the banners are ready to be erected at least one (1) month prior to the event.
3. If approved, the temporary special events banners will be permitted for the Germantown Festival until 2019. The applicant must re-apply for approval for the 2020 Germantown Festival.

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on May 11, 2016, and recommended placing this application on the Consent Agenda.

PROPOSED MOTION: To approve special events banners for the Germantown Festival for the years 2017, 2018 and 2019, subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application.



**Germantown  
Festival**

901-757-9212

P. O. Box 381741 • Germantown, Tennessee 38183

April 7, 2017

Sarah Goralewski  
City of Germantown  
1930 South Germantown Road  
Germantown, TN 38138

Dear Ms. Goralewski:

Germantown Festival is applying for Special Events Signage permits for the placement of temporary Banners and directional signs for the September (weekend after Labor Day) Germantown Festival 2017, 2018 and 2019. The vinyl banners will be the same as the last many years, maroon print on cream background, with only the dates changed each year. A sample copy is attached.

The Germantown Special Events Banner Policy section 7 allows a maximum of 7 banners for the Germantown Festival. I request the locations be:

1. Civic Center Complex Franklin Park (Festival location)
2. The Municipal Center in front of City Hall
3. North side of Poplar Pike near western City Limit
4. Center median of Wolf River Blvd. near western City Limit
5. West side of Germantown Road south of Wolf River Bridge
6. Poplar/Poplar Pike intersection near the eastern City Limit
7. Wolf River Blvd. near the eastern City Limit

I do request the use of the City owned banner frames and ask the Parks and Recreation employees to erect the banners two weeks before the Germantown Festival and remove them the day after it. I will provide any additional information you may need. Thanks for your help and consideration in this matter. Contact [gtownfestival@aol.com](mailto:gtownfestival@aol.com), 901-757-9212 or [www.germantownfest.com](http://www.germantownfest.com).

A handwritten signature in cursive script that reads "Melba Frystick".

Melba Frystick, Coordinator  
Germantown Festival

Cell. 901-240-0141

*Sample only  
8' x 4' banner*

# **Germantown Festival**

---

**Saturday, Sept. 8**

**9:30 - 6:00**

**Sunday, Sept. 9**

**12:00 - 6:00**

---

**Germantown  
Civic Club Complex**

**7745 Poplar Pike**

*Cream background  
maroon letter*

*Sample only  
2017 dates are  
Sept 9 + 10*

## *GERMANTOWN SPECIAL EVENTS BANNER POLICY*

*Revised May 26, 2015*

*Section 1: Allowability:* The sign frames are the property of the City of Germantown. The locations where they are typically placed are on city property or near the “Welcome to Germantown” signs. These locations imply an affiliation of the event with the City of Germantown. Because of this, use of the sign frames shall be limited to events that are run by the City, sponsored by the City, endorsed by the City, or take place either on City property, Germantown Municipal School District property, or Shelby County school property. Local civic groups that use city or school property for their event are also allowed to use the frames. (see Section 7 *Number Allowed*) The leasing of a City park or facility does not entitle the event to a banner. Allowability is based on a first come – first serve basis. A schedule of approved events is attached.

*Section 2: Duration:* The signs shall be erected no earlier than one (1) week before a one-day ~~the~~ event, or two weeks before a two or more day event. Signs shall be removed the day after the event. The DRC may approve longer durations of time for a sign to be erected for an event.

*Section 3: Length of Approval:* The DRC may grant approvals for up to three (3) years, provided that the applicant does not change the number, location, content or other elements (other than date of the event) of the approved sign. The DRC may grant additional number and location with its initial approval of the sign.

*Section 4: Location & Height Above Ground:* All of the sign frames are approximately eight (8) feet in height. Wherever possible, the signs shall be placed a minimum of thirty (30) feet from the curb.

Approved locations are:

1. the Municipal Center, in the median on Farmington Blvd. in front of the City Hall, Fire Station or Library.
2. the Germantown Performing Arts Center (GPAC) at the intersection of Germantown Road and Neshoba Road,
3. in front of the Pickering Center at 7771 Poplar Pike,
4. on the West Street frontage of the Parks and Recreation Office at 2276 West Street; and
5. next to the “Welcome to Germantown” signs. The “Welcome” signs are found at the following locations:
  - a. South side of Poplar Avenue, near the western City Limit; (note – because of the large number of underground utility lines near the City Limit, the actual location is near the entrance to Carrefour shopping center)
  - b. North side of Poplar Pike near the western City Limit;
  - c. Within the center median of Wolf River Blvd. near the western City Limit.
  - d. West side of Germantown Road south of the Wolf River Bridge
  - e. At the Poplar/Poplar Pike intersection near the eastern City Limit.
  - f. Wolf River Blvd. near the eastern City Limit.
  - g. Within the center median of Forest Hill-Irene Road, near the southern City Limit
6. On the major street frontage of any City park;
7. Events run or sponsored by the City shall be allowed to use any of the locations listed above. Civic groups may erect two signs, one sign at the event location and the second at the intersection of Germantown Rd. and Neshoba Rd., by the Germantown

Performing Arts Center, Municipal Center, in the median on Farmington Blvd. in front of the City Hall, Fire Station or Library.

*Section 5: Size:* 28 square feet (4 feet wide by 7 feet tall). The banners shall be designed to fit correctly into the sign frames. Banners that hang over the sides of the frame, or that are too small for the frame shall not be allowed.

*Section 6: Content:* Content shall be limited to the name of the organization and/or event, the date(s) of the event, and the location of the event. Logos shall be allowed, provide that they do not comprise more than 33 percent of the total sign area.

*Section 7: Number Allowed:* A maximum of seven (7) banners per organization/event shall be allowed for events that 1) have a total attendance of at least 3,000 people and 2) last for a minimum of 1 day or 10 hours. Other groups shall be allowed two (2) signs, as described in Section 4.

*Section 8: Colors & Materials:* Recommended color scheme is dark lettering (e.g. black, forest green or burgundy) on an off-white background. Other earth-tone colors (tan, brown, terra cotta, dark blue, and similar) may be used for lettering, graphics and logos provided they 1) maintain the banner's primary purpose of providing information to the public about the subject, date, time and location of an event that is of general interest to the public and 2) are consistent with the general intent of the overall Germantown sign policy.

*Section 9: Mounting Structure:* Metal sign frame.

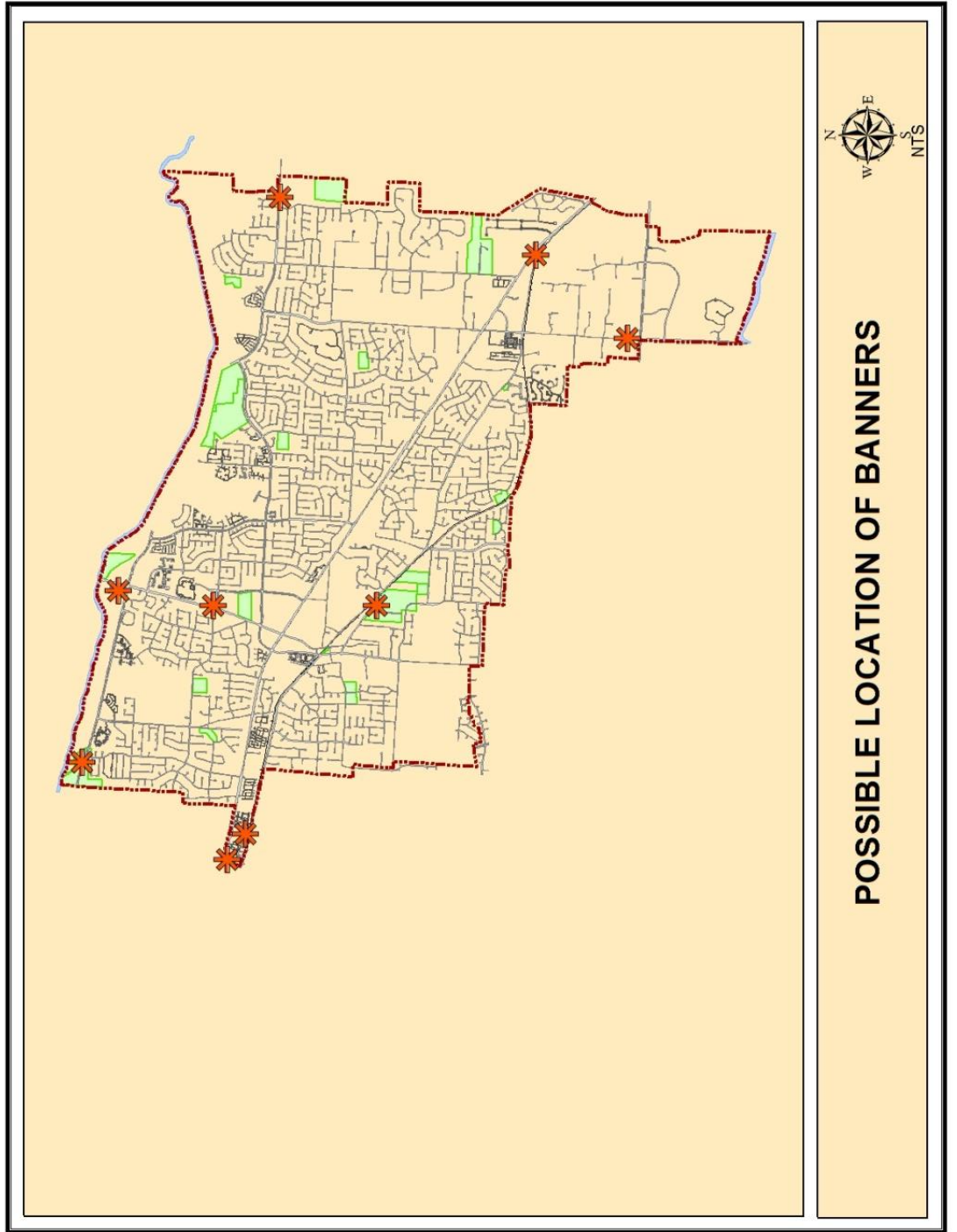
*Section 10: Reserved*

*Section 11: Lighting:* Not applicable

*Section 12: Landscaping:* Not applicable.

*Section 13: Installation & Removal:* The Parks and Recreation Department, with sufficient notification (2-3 days prior to the approved installation date), is willing to attach the banners to the frames and place them at their approved locations. The Planning Division will forward a list and schedule of the approved users of the sign frames. The Planning Division will request delivery of the approved banner to the office of the Department of Economic and Community Development, to then be forwarded to Parks and Recreation. This is to ensure that the signs are not installed prior to the date approved by the DRC. The organization holding the event shall be responsible for removing their banners from the frames on the day after the event. The Parks and Recreation Department will be notified of the date to pick up the frames.

*Section 14: Appeals:* Appeals of ECD staff decisions may be appealed to the Design Review Commission at a regularly scheduled meeting.







**CITY OF  
 GERMANTOWN  
 TENNESSEE**

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
 Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: 4/24/2017  
 RECEIVED BY: Goralowski  
 # 17-723

**DESIGN REVIEW COMMISSION  
 APPLICATION FOR PERMANENT SIGN**

Action Requested (Please circle one): Administrative Sign Approval / Design Review Commission Approval  
 If request is for administrative sign approval does this sign meet every criteria included in the sign policy for this location? Yes: \_\_\_ No: \_\_\_ If no, explain: \_\_\_\_\_

1. Sign Owner: Germantown Festive Phone No: 901-757-9212
2. Sign Owner's Address: P.O. Box 381741 38183 Email Address: gtofestive@aol.com
3. Sign Location Address and Name of Shopping Center: C.O. Franklin Plaza
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) Temporary barriers
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: 4 feet \_\_\_ inches; Height: 7 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 8" Width 4" Font: \_\_\_\_\_  
 2) Height 6" Width 4" Font: \_\_\_\_\_  
 3) Height \_\_\_ Width \_\_\_ Font: \_\_\_\_\_
12. Colors: Letters: Maroon SUBMIT COLOR SAMPLES Copy attached  
 Background: Cream SUBMIT COLOR SAMPLES
13. Orientation of Sign to the Street: Parallel \_\_\_; Perpendicular \_\_\_; Angled \_\_\_
14. Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
0 Feet 7 Inches Frames in place Name of Street: \_\_\_\_\_  
7 Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
15. Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
? Feet \_\_\_ Inches Frames in place Name of Street: \_\_\_\_\_  
? Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
16. Sign Content (words, letters, logos): No logos - Sample attached
17. Size of logo: Horizontal \_\_\_ feet \_\_\_ inches; Vertical \_\_\_ feet \_\_\_ inches. NA
18. Sign Materials: Letters: vinyl; Sign Face vinyl  
 Mounting Structure (type and materials): city steel frames already in place
19. Sign Illumination, if applicable (type, location and wattage): None
20. Sign Landscaping, if applicable landscape plan shall be submitted None
21. Additional Comments: Temporary barriers only - no permanent sign

.....  
**Name of Applicant (please print)** Germantown Festival  
**Address:** P.O. Box 381741, Germantown, TN 38183  
**Phone No:** 901-757-9212 **Email Address:** gtofestival@aol.com  
**Applicant Signature:** Melissa M. Hubert, Coordinator  
**Name of Owner (please print)** NA  
**Address:** \_\_\_\_\_  
**Phone No:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Owner Signature:** \_\_\_\_\_  
**Name of Developer (please print)** NA  
**Address:** \_\_\_\_\_  
**Phone No:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Developer Signature:** \_\_\_\_\_  
**Name of Sign Erecting Company** NA  
**Address:** \_\_\_\_\_  
**Phone No:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**\*ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE SUBMITTER MUST RECEIVE A RECEIPT FROM STAFF**

.....  
**Please Note:** Following approval of your sign application from the City of Germantown, a sign permit must be obtained from Shelby County Construction Code Enforcement for the installation of the approved sign(s) on the subject property. SCCCE may be contacted at 901-222-8374.  
 .....

**FOR APPROVING AUTHORITY ONLY**

- APPROVED                      COMMENTS:
  
- DISAPPROVED

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 Date    Signature    Title

2. **Not for Profit Entities.** If the owner of the land which is the subject of this Application (including all owners, lessees and developers) is a not for profit entity, the authorized representative of the Owner must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Applicant: Germentown Festival - Association  
Address: P.O. Box 381741 Germantown, TN 38183  
Authorized Signature for Applicant: Mella M. Fritch

President or Equivalent  
Chief Executive Officer: Thomas Smith  
Address: 2129 Germantown Rd #220 38138  
Signature: Thomas Smith

Members of the Board of Directors of the Owner:

Name	Business or Home Address
<u>Bobby Lanier</u>	<u>1559 Brookside 38138</u>
<u>Paul Cardelli</u>	<u>Payton Ave 38138</u>
<u>Deigan Walters</u>	<u>1885 Laurel Lane 38139</u>
<u>Howard Kiffin</u>	<u>8341 Payton Pike 38138</u>
_____	_____
_____	_____

Note that approval of the application is based upon information provided herein and any change in this information including any change in ownership interests of the subject real property, after filing the application may result in reconsideration of any approval.

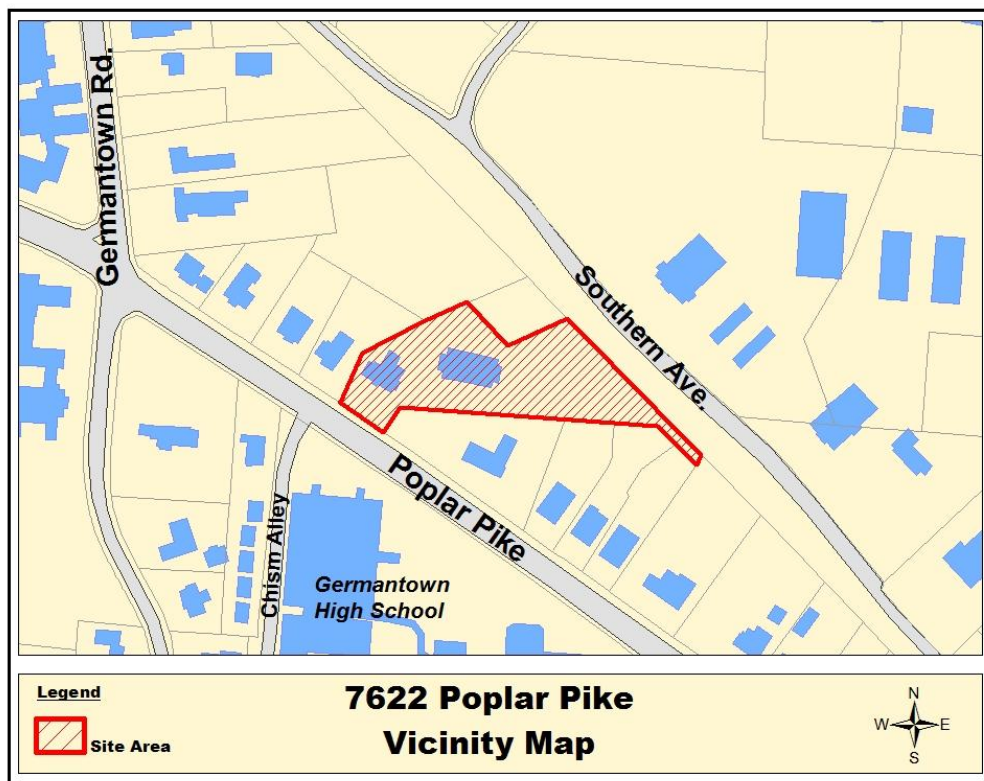
The Applicant/Owner/Lessee acknowledges and agrees that if the developer of a project is not the owner of the subject real property, the owner/lessee and developer shall be required to join in the project development contract with the City and the obligations of the project development contract shall be the joint and several obligations of the developer, owner, and lessee.

- b. Tres Jolie – 7622 Poplar Pike – Request Approval of a Ground-Mounted Sign in Old Germantown (Case No. 17-724). Previously Known as Agenda Item No. 5.

**INTRODUCTION:**

Development Case #:	17-724
Location:	7622 Poplar Pike
Owner Name:	Jay Shappley
Applicant/Representative Name:	Terry Balton w/ Balton Signs
Zoning District:	“OG” Old Germantown
Description of Request:	Approval of a Ground-Mounted Tenant Identification Sign in Old Germantown

\*Refer to the Disclosure Form attached for more information



**BACKGROUND:** The subject property is located at 7622 Poplar Pike. There are currently two structures on the site: a 1,950 s.f. single-story structure at 7622 that was originally constructed in 1938 as a single-family residence, and a 9,250 s.f., two-story office building at 7632 that was constructed in 2000 as part of a development named Poplar Pike Plaza. (Holland Studios is located at 7632.) The property was rezoned from Residential to “OG” Old Germantown in 1990 with the passage of Ordinance 1990-15. On November 22, 2005, the Design Review Commission approved a change in use for both structures on the property from office use to commercial and office uses. On August 22, 2006, the Design Review Commission granted approval of a 4.02 s.f. ground-mounted sign for Schönheit Salon.

**DISCUSSION:** The applicant is requesting approval of a tenant identification ground-mounted sign for an existing commercial space in the “OG” Old Germantown zoning district. Tres Jolie (hair salon) will be opening in the former site of Schönheit Salon. The specifics of the request are as follows:

**SIGN:** *Tenant Identification (Ground-Mounted)*

Location & Height:	The sign is proposed to be in the same location as the sign from the previous tenant. It is 4’ tall with mounting posts, as measured at the highest point from grade.
Total Sign Area:	7.49 sq. ft. per face (3’8” x 1’10”)
Content/Logo:	
Colors & Materials:	Color: Letters = Black Background = White Materials: Letters & Sign Face = Painted aluminum
Font:	Wire Wrym, Goudy Bookletter and Verela (see sign drawing)
Lighting:	Existing flood light (shown on sign drawing)
Letter Size:	2.8” to 10”
Mounting Structure:	Sign to be hung with metal hooks and chain from an existing painted wooden frame in the front yard

**STAFF COMMENTS:**

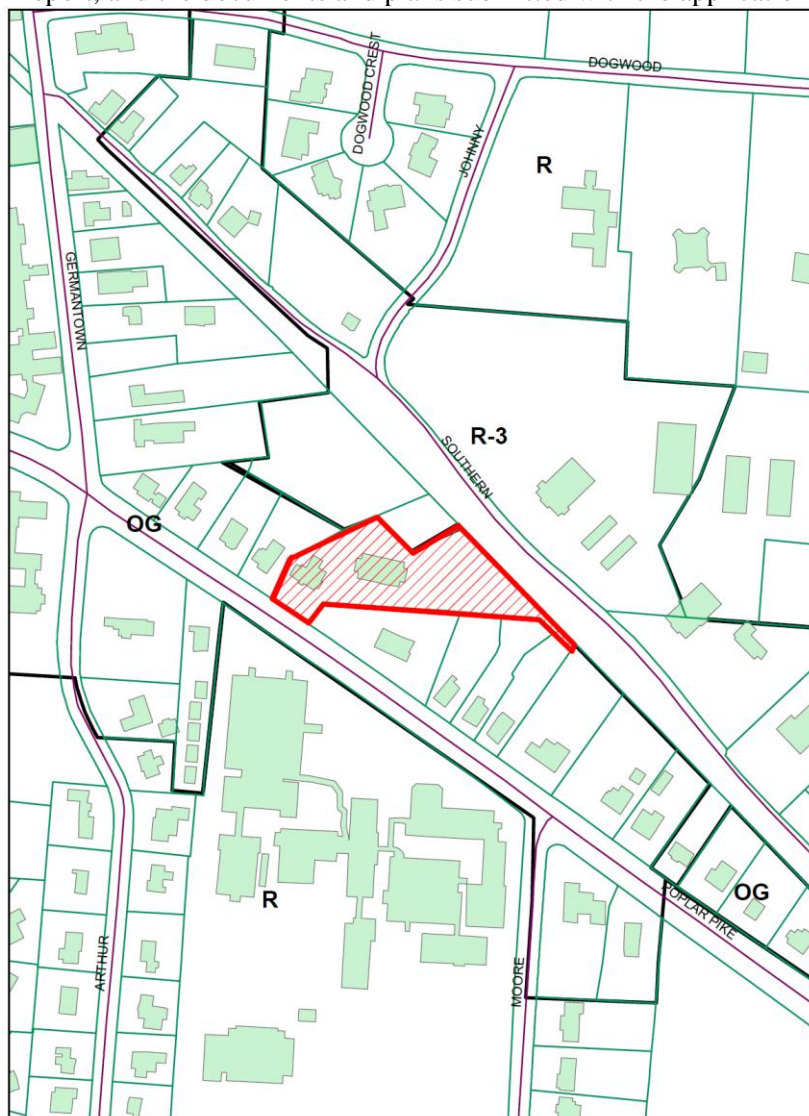
1. Design Review Commission approval is required for all signs within Old Germantown.
2. Per Section 14-37(e)(2): “Ground-mounted signs shall be limited to the name of the business, address, hours, dates, instructions, and primary products and services.” The proposed sign has the name of the business and the telephone number, and is thus in compliance.
3. Per Section 14-37(c): “Ground-mounted signs in lieu of wall signs shall not exceed 12 square feet per face, and the total sign area shall not exceed 24 square feet total of all faces. The maximum sign area shall be limited to five square feet of sign area per face for signs located 15 feet from the face of the curb or the edge of the pavement. The maximum sign area for those signs located between 15 feet and 30 feet from the curb or the edge of the pavement shall be based on one square foot per each two feet of setback with a maximum of 12 square feet per face. The maximum

sign area shall be limited to 12 square feet of sign area per face for signs located 30 feet or more from the face of the curb or the edge of the pavement.”

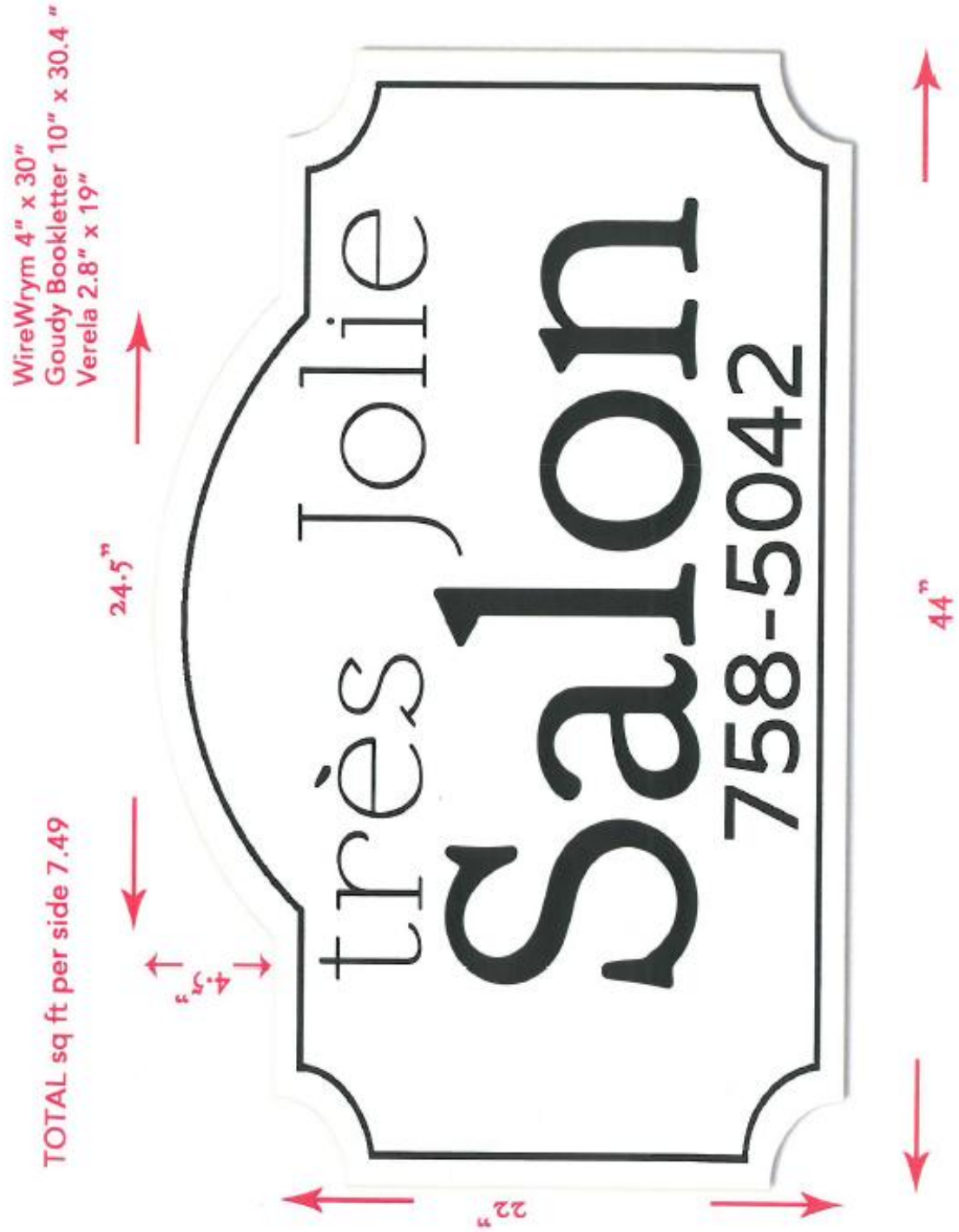
- a. The applicant is proposing to put the sign in the same location as the previous ground-mounted sign, where there is an existing wood frame. This is 20’5” from Poplar Pike.
  - b. Thus, if the proposed sign is 20’5” from Poplar Pike, the sign area may be 7.71 s.f. [ $5 + (20.4167-15)/2$ ]. The applicant has revised the proposed sign to comply with this restriction. (The total sign area for one face is 7.49 s.f.)
4. If approved, the applicant must obtain a permit from the Memphis /Shelby County Office of Code Enforcement prior to installing the sign.

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on May 11, 2017, and with held a recommendation on this application.

PROPOSED MOTION: To approve a 7.49 s.f. (per face) ground-mounted, tenant identification sign for Tres Jolie Salon at 7622 Poplar Pike (Old Germantown), subject to the Commission’s discussion, staff comments in the staff report, and the documents and plans submitted with the application.



**ZONING MAP**





3.67' wide (7.49 sq ft per face)  
 Double Faced panel  
 to be hung from existing frame.

\*Size revised as per request  
 of DRC subcommittee



Existing Posts

Existing Flood Light



RESIDENTIAL - HOURLY INQUIRY  
 CUSTOM SIGN - VEHICLE MARKING - LIGHTING - HOUSING  
 ELECTRIC MESSAGE CENTER - FULL COLOR DIGITAL PRINTING

**Terry Balton**

PH. 901-452-7371 • FAX 901-458-2637 • [BALTONSIGNS.COM](http://BALTONSIGNS.COM)

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 listing in the sign, if applicable, is not included.



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

SKETCH DATE: 05/16/17  
 SCALE: 1/2" = 1'  
 FILE NAME: TRES JOLIE SALON  
 DRAWN BY: TB

CREATED FOR  
**TRES JOLIE SALON**  
 7622 POPLAR PIKE  
 GERMANTOWN, TN 38138

ADDRESS  
 CLIENT APPROVAL  
 LANDLORD APPROVAL  
 SIGNATURE DATE





# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
 Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: \_\_\_\_\_  
 RECEIVED BY: \_\_\_\_\_

## DESIGN REVIEW COMMISSION APPLICATION FOR PERMANENT SIGN

Action Requested (Please circle one): Administrative Sign Approval / Design Review Commission Approval  
 If request is for administrative sign approval does this sign meet every criteria included in the sign policy for this location? Yes: \_\_\_ No: \_\_\_ If no, explain: \_\_\_\_\_

- \*\*\*\*\*
- Sign Owner: M'Lea Bullard tres Jolie Salon Phone No: 758-5042
  - Sign Owner's Address: 7622 Poplar Pike Email Address: mleada@gmail.com
  - Sign Location Address and Name of Shopping Center: \_\_\_\_\_  
7622 Poplar Pike, Germantown, TN 38138
  - Zoning District: Commercial \_\_\_; Residential \_\_\_; Old Germantown X; Office \_\_\_
  - Sign will be mounted on: Wall \_\_\_; Ground X
  - Type Sign: X Tenant Identification \_\_\_\_\_ Project Identification \_\_\_\_\_  
 \_\_\_\_\_ Building Identification \_\_\_\_\_ Traffic Directional \_\_\_\_\_  
 \_\_\_\_\_ Exterior Directory \_\_\_\_\_ Subdivision Identification \_\_\_\_\_  
 \_\_\_\_\_ Service Station Sign \_\_\_\_\_ Other (If other, explain on separate page)
  - Number of Sign Faces: One \_\_\_; Two X
  - Linear feet of building frontage occupied by business where sign will be located: 60 feet.
  - Size of Sign: Width: 1 feet 10 inches; Height: 3 feet 8 inches crest section 4.5 in x 2 ft .5 in  
Main Section  
**TOTAL AREA OF SIGN IN SQUARE FEET: 14.96 sq ft total (7.48 sq ft per side)**
  - Height of sign at its highest point above the surrounding grade: 4 feet 0 inches.
  - Size of Letters: 1) Height 4" Width 30" Font: WireWrym  
 2) Height 10" Width 30.4" Font: Goudy Bookletter  
 3) Height 2.8" Width 19" Font: Verela
  - Colors: Letters: Black **SUBMIT COLOR SAMPLES**  
 Background: White **SUBMIT COLOR SAMPLES**
  - Orientation of Sign to the Street: Parallel \_\_\_; Perpendicular \_\_\_; Angled \_\_\_
  - Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
20 Feet 4 Inches Name of Street: Poplar Pike  
 \_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
  - Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
52 Feet \_\_\_ Inches Name of Street: Poplar Pike  
 \_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
  - Sign Content (words, letters, logos): tres Jolie Salon. 758-5042. (no logo)
  - Size of logo: Horizontal \_\_\_ feet \_\_\_ inches; Vertical \_\_\_ feet \_\_\_ inches.
  - Sign Materials: Letters painted; Sign Face painted aluminum  
 Mounting Structure (type and materials): existing frame
  - Sign Illumination, if applicable (type, location and wattage): sign non-illuminated
  - Sign Landscaping, if applicable landscape plan shall be submitted none
  - Additional Comments: existing flood lighting as seen



**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 (including all owners, lessees and developers) is a for-profit entity, i.e. individual, sole proprietor, 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: Jay Shappley  
Address: 2873 Mallard Lane, Germantown, TN 38138  
Lessee: m'Lea Bullard  
Address: 7622 Poplar Pike, Germantown, TN 38138  
Developer: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

\*See language in parenthesis above.

- c. Farm & Fries – 7724 Poplar Pike – Request Approval of Ground-Mounted Sign in Old Germantown (Case No. 16-632). Previously Known as Agenda Item No. 7.

**INTRODUCTION:**

Development Case #: 16-632

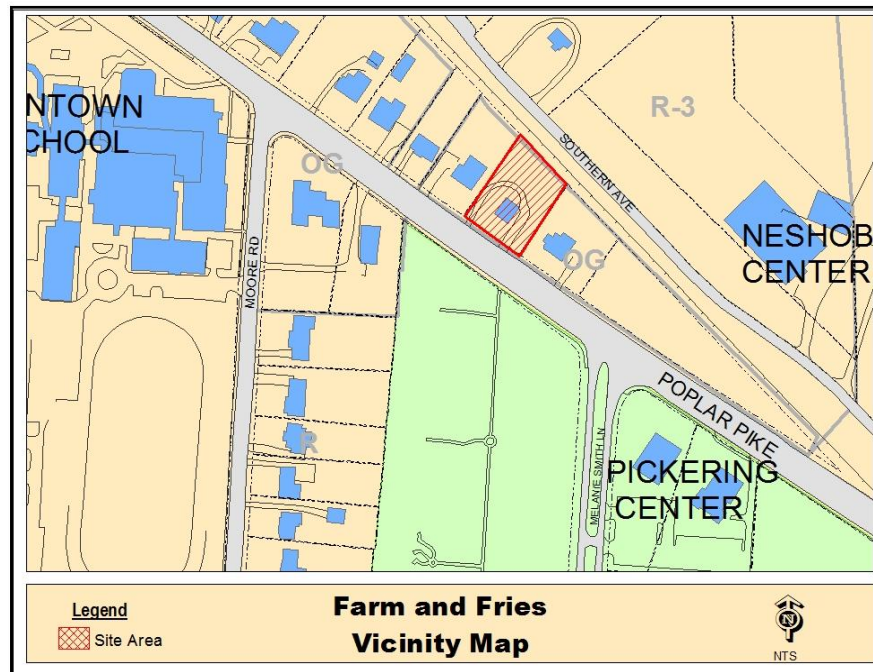
Location: 7724 Poplar Pike – North side of Poplar Pike, East of Germantown High School

Owner/Applicant Name: Mark D. Waugh w/ MW Ventures

Zoning District: “OG” Old Germantown Zoning District

Description of Request: Request Approval of a Ground-Mounted Sign for Farm & Fries Restaurant in the “OG” Old Germantown Zoning District


\*Refer to the Disclosure Form attached for more information



**BACKGROUND:** The property was rezoned from Residential to “OG” Old Germantown with the passage of Ordinance No. 1990-15 in 1990. The original residential structure was built in 1938 according to the Shelby Register’s records. The area behind the original house was unofficially used as overflow parking during the Germantown Charity Horse Show. On July 26, 2016, the Design Review Commission (DRC) approved a change of use from residential to allow a restaurant to operate on the site. On October 25, 2016, the DRC approved building elevations and a site plan for Farm & Fries restaurant, which included parking, lighting and landscaping. It is currently under construction for the new restaurant.

**DISCUSSION:** Approval is requested for a ground-mounted, tenant identification sign at a new restaurant, Farm & Fries. The specifics of the request are as follows:

**ONE (1) GROUND-MOUNTED TENANT IDENTIFICATION SIGN**

Height & Location:	4' high sign to be located in landscaping bed, 15' from Poplar Pike
Total Sign Area:	4.99 s.f. (per face)
Content/Logo:	
Colors & Materials:	Color:     Letters = White Background = Black Materials: 3/8" wood
Font:	Nexa Rust Slab
Logo Size:	0.50
Letter Size:	4.56" in height (raised or routed lettering)
Mounting Structure:	Metal post with pre-Civil War iron hanging brackets
Lighting:	Two (2) LED 7W ground-mounted landscape lights

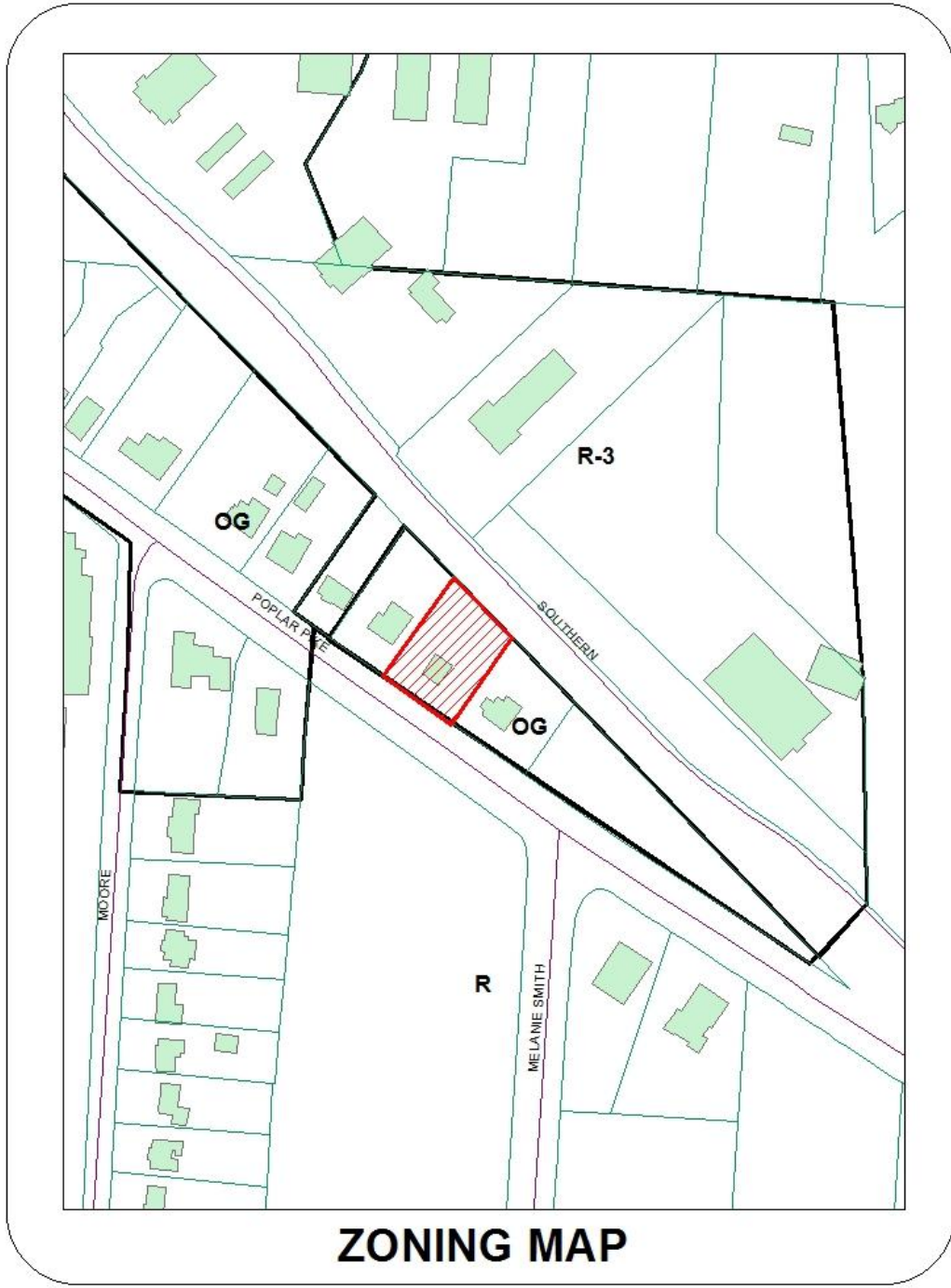
**STAFF COMMENTS:**

1. Per Section 14-37(b) of the Municipal Code, the total allowable signage in the “OG” Old Germantown zoning district is one ground-mounted sign or one wall sign. (Where there is more than one entrance, more than one wall sign may be approved by the Design Review Commission.) The applicant has revised his application to request one ground-mounted sign.
2. Per Section 14-37(c) of the Municipal Code: “Ground-mounted signs in lieu of wall signs shall not exceed 12 square feet per face, and the total sign area shall not exceed 24 square feet total of all faces. The maximum sign area shall be limited to five square feet of sign area per face for signs located 15 feet from the face of the curb or the edge of the pavement. The maximum sign area for those signs located between 15 feet and 30 feet from the curb or the edge of the pavement shall be based on one square foot per each two feet of setback with a maximum of 12 square feet per face. The maximum sign area shall be limited to 12 square feet of sign area per face for signs located 30 feet or more from the face of the curb or the edge of the pavement.”
  - a. The applicant is requesting a ground-mounted sign. The size of the proposed sign is 4.99 s.f. and the location is 15' from the curb of Poplar Pike. Thus, it would be allowed to be up to 5 s.f. The proposed sign is in compliance.
3. Per Section 14-37(6), logos are not allowed to be more than 10% of the total allowable sign area. The logo on the ground-mounted sign complies with this requirement.
4. Per Section 14-31(e) of the Municipal Code: “Decals, numerals, names, addresses, hours, credit information, etc., attached to doors or windows and all of which occupy a total area of one square foot or less are excluded from this chapter.”
  - a. Within the parameters listed above, the applicant may choose to place tenant identification signage on the doors, which would not require review by the Design Review Commission.

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

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on May 11, 2017, and with held a recommendation on this application.

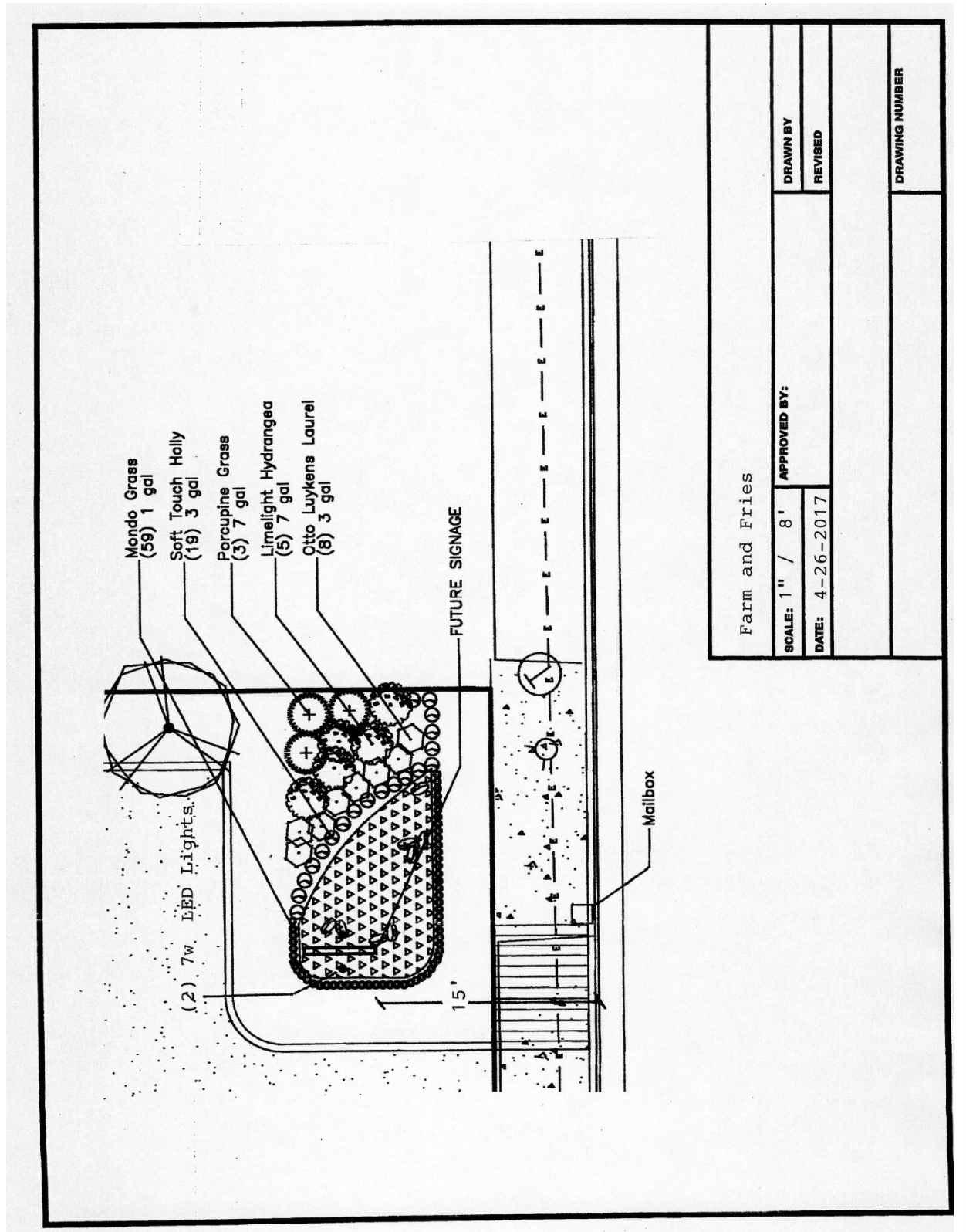
PROPOSED MOTION: To approve a 4.99 s.f. (per face) ground-mounted, tenant identification sign for Farm & Fries restaurant at 7724 Poplar Pike (Old Germantown), subject to the Commission’s discussion, staff comments in the staff report, and the documents and plans submitted with the application.



Front yard sign perpendicular to Poplar Pike



PROPOSED LOCATION OF GROUND-MOUNTED SIGN



Farm and Fries

SCALE: 1" / 8'	APPROVED BY:	DRAWN BY
DATE: 4-26-2017		REVISED
		DRAWING NUMBER





# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

## DESIGN REVIEW COMMISSION APPLICATION FOR PERMANENT SIGN

Action Requested (Please circle one): Administrative Sign Approval Design Review Commission Approval  
If request is for administrative sign approval does this sign meet every criteria included in the sign policy for this location? Yes: \_\_\_ No: \_\_\_ If no, explain: \_\_\_\_\_

\*\*\*\*\*

1. Sign Owner: Farm and Fries, LLC Phone No: 901-428-5928
2. Sign Owner's Address: 2272 Wilderness Cv, 38139 Email Address: markwmail@comcast.net
3. Sign Location Address and Name of Shopping Center: 7724 Poplar Pike, Germantown, TN 38138  
(for ground mounted yard sign perpendicular to Poplar Pike)
4. Zoning District: Commercial \_\_\_; Residential \_\_\_; Old Germantown X; Office \_\_\_.
5. Sign will be mounted on: Wall \_\_\_; Ground X.
6. Type Sign: X 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 X.
8. Linear feet of building frontage occupied by business where sign will be located: 54.4 feet.
9. Size of Sign: Width: \_\_\_ feet 30.7 inches; Height: \_\_\_ feet 23.4 inches  
**TOTAL AREA OF SIGN IN SQUARE FEET:** 4.99
10. Height of sign at its highest point above the surrounding grade: 4 feet \_\_\_ inches.
11. Size of Letters: 1) Height 4.56" Width 5.47" Font: Nexa Rust Slab (largest individual letter dimensions shown)  
 2) Height \_\_\_ Width \_\_\_ Font: font has letters with greater than 3 unique heights and widths  
 3) Height \_\_\_ Width \_\_\_ Font: secondary font is ITC Newtext BT
12. Colors: Letters: white **SUBMIT COLOR SAMPLES**  
 Background: black **SUBMIT COLOR SAMPLES**
13. Orientation of Sign to the Street: Parallel \_\_\_; Perpendicular X; Angled \_\_\_.
14. Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
15 Feet \_\_\_ Inches Name of Street: Poplar Pike  
 \_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
15. Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
21.95 Feet \_\_\_ Inches Name of Street: Poplar Pike  
 \_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
16. Sign Content (words, letters, logos): FARM & FRIES EST. 2016 "fork element" between Farm and Fries  
(see attached hanging sign with post image)
17. Size of logo: Horizontal \_\_\_ feet 24.37 inches; Vertical \_\_\_ feet 3 inches. (at largest points; actual)
18. Sign Materials: Letters wood 3/8"; Sign Face wood, area is far less than 10%  
 Mounting Structure (type and materials): post is iron; hanging bracket is pre civil war iron used on front porch
19. Sign Illumination, if applicable (type, location and wattage): LED 7W landscape lights on ground, one each side of sign (2 total), managed by photocell dusk until dawn
20. Sign Landscaping, if applicable landscape plan shall be submitted
21. Additional Comments: landscaping plan approved by DRC previously (Farm and Fries restaurant build) on October 25, 2016. Seeking approval on raised and/or routed letters.



# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

## DESIGN REVIEW COMMISSION APPLICATION FOR PERMANENT SIGN

Action Requested (Please circle one): Administrative Sign Approval Design Review Commission Approval  
If request is for administrative sign approval does this sign meet every criteria included in the sign policy for this location? Yes: \_\_\_ No: \_\_\_ If no, explain: \_\_\_\_\_

- \*\*\*\*\*
- Sign Owner: Farm and Fries, LLC Phone No: 901-428-5928
  - Sign Owner's Address: 2272 Wilderness Cv, 38139 Email Address: markwmail@comcast.net
  - Sign Location Address and Name of Shopping Center: 7724 Poplar Pike, Germantown, TN 38138  
(for east side main entrance from parking lot)
  - Zoning District: Commercial \_\_\_; Residential \_\_\_; Old Germantown X; Office \_\_\_.
  - Sign will be mounted on: Wall X; Ground \_\_\_.
  - Type Sign: X Tenant Identification \_\_\_ Project Identification  
\_\_\_ Building Identification \_\_\_ Traffic Directional  
\_\_\_ Exterior Directory \_\_\_ Subdivision Identification  
\_\_\_ Service Station Sign \_\_\_ Other (If other, explain on separate page)
  - Number of Sign Faces: One X; Two \_\_\_.
  - Linear feet of building frontage occupied by business where sign will be located: 54.4 feet. (east building side sign location is 48.7 feet)
  - Size of Sign: Width: 3 feet \_\_\_ inches; Height: 2 feet 3 inches  
**TOTAL AREA OF SIGN IN SQUARE FEET: 6.75**
  - Height of sign at its highest point above the surrounding grade: 5 feet 6 inches.
  - Size of Letters: 1) Height 5.26" Width 6.4" Font: Nexa Rust Slab (largest individual letter dimensions shown)  
2) Height \_\_\_ Width \_\_\_ Font: font has letters with greater than 3 unique heights and widths  
3) Height \_\_\_ Width \_\_\_ Font: secondary font is ITC Newtext BT
  - Colors: Letters: white **SUBMIT COLOR SAMPLES**  
Background: PMS 167 **SUBMIT COLOR SAMPLES**
  - Orientation of Sign to the Street: Parallel \_\_\_; Perpendicular X; Angled \_\_\_.
  - Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
62 Feet 5.4 Inches Name of Street: Poplar Pike  
\_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
  - Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
21.95 Feet \_\_\_ Inches Name of Street: Poplar Pike  
\_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
  - Sign Content (words, letters, logos): FARM & FRIES EST. 2016 "fork element" between Farm and & Fries
  - Size of logo: Horizontal \_\_\_ feet 28.12 inches; Vertical \_\_\_ feet 3.46 inches. (at largest points; actual
  - Sign Materials: Letters wood 3/8" \_\_\_; Sign Face wood \_\_\_ area is far less than 10%)  
Mounting Structure (type and materials): anchors (attached directly to building siding)
  - Sign Illumination, if applicable (type, location and wattage): not specific to signage, but sign will mount below building entrance wall lamp - no change from previous DRC approval October 25, 2016
  - Sign Landscaping, if applicable landscape plan shall be submitted
  - Additional Comments: seeking approval on raised and/or routed letters





- 
5. Vesta Home Show (Chapel Cove Subdivision) – North Side of Poplar Ave – 397.5’ West of Devonshire Way – Request Approval of special Events Sign Package (Case No. 17-720). Previously Known as Agenda Item No. 6.

**INTRODUCTION:**

Development Case #: 17-720

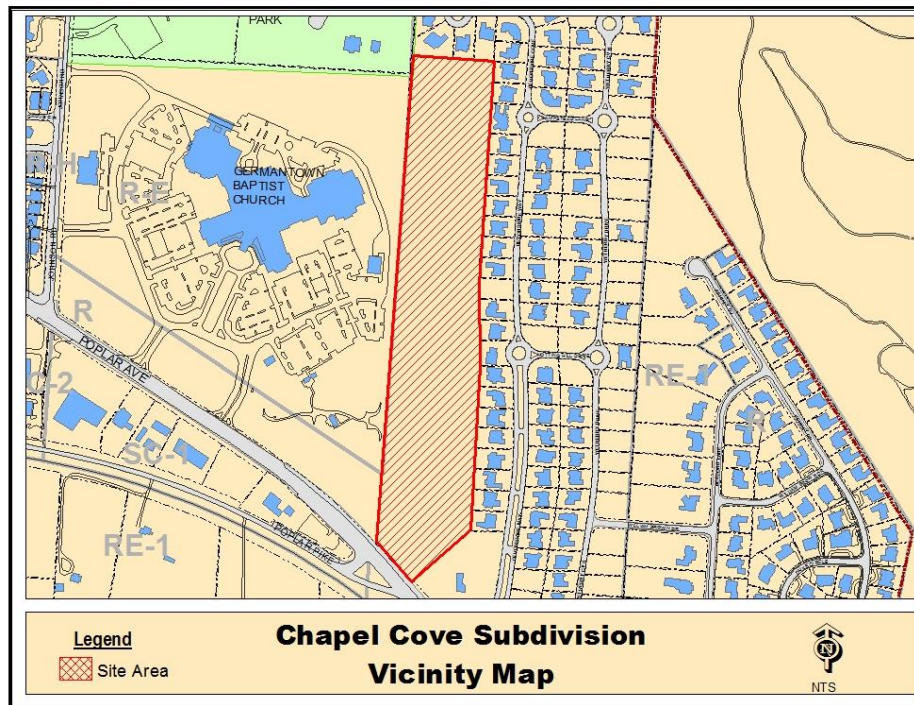
Location: North Side of Poplar Ave, 397.5’ West of Devonshire Way (Chapel Cove Subdivision and Germantown Baptist Church)

Applicant Name: Don Glays w/West Tennessee Home Builders Association, Representative

Zoning District: “R” Residential Zoning District

Description of Request: Request Approval of Vesta Home Show Sign Package in various locations for the Chapel Cove Subdivision and Germantown Baptist Church

\*Refer to the Disclosure Form attached for more information

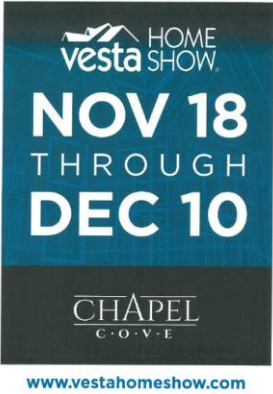


**BACKGROUND:** The applicant is requesting approval of a temporary sign package for a special event, the annual Vesta Home Show that will be held from November 15, 2017 to December 15, 2017. The selected site for this year event is Chapel Cove Subdivision, which is currently under construction and located at the east side of Germantown Baptist Church. The Vesta Home show has been previously held in the City of Germantown numerous times, with the last one occurring in 2012.

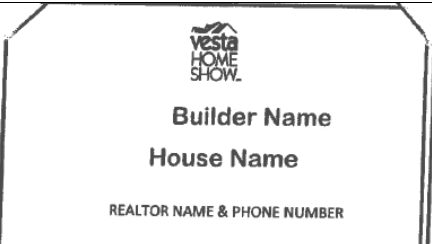
**DISCUSSION:** The specific request by the applicant is approval to erect one event identification sign, six yard signs, and ten traffic directional signs in conjunction with the annual Vesta Home Show. The applicant states that the signs will help direct the significant amount of traffic which will travel to the Home Show site at Chapel Cove Subdivision. The proposed event identification sign would be installed the day after DRC approval and remain until December 15. The proposed yard and

traffic directional signs shall be installed from November 15 to December 15 and be removed the day following the event’s closing. The specifics of each proposed sign type is described below.

**SIGN 1: Temporary Event Identification Sign**




Location & Height:	One double faced perpendicular sign to be ground mounted at the entrance of the Chapel Cove Subdivision. Sign will be installed 15’ from Poplar Avenue ROW and 5’ from the Chapel Wood Cove ROW; on the west side of Chapel Wood Cove and have a maximum height of 5’ from the surrounding grade. (See sign location shown with an asterisk on the location plan, page 8).
Total Sign Area:	6 sq. ft. (864 sq. in.)
Logo Size:	0.52 sq. ft. (75 sq. in.)
Content/Logo:	
Colors & Materials:	<p>Color: Letters = White Background = Blue Pantone 7690C</p> <p>Materials: Letters = Graphic overlay Face = Plastic (with graphic overlay)</p>
Font:	<i>Information not provided</i>
Letter Height:	Varies from 1.7813 inches to 4.893 inches
Mounting Structure:	2x4 wooden posts
Lighting:	None
Duration:	Beginning as soon as DRC approval is granted and ending on December 15, 2017

**SIGN 2: Ground Mounted Real Estate Sign**

Location & Height:	Six single-faced parallel signs to be mounted in the front yards of the six Vesta homes. Signs will be installed 20’ from the Chapel Wood Cove ROW with a maximum height of 3’8” from the surrounding grade. (See attached location map on page 8)
Total Sign Area:	6 sq. ft. (3’x2’)
Logo Size:	64 inches (8”x8”)
Content/Logo:	

Colors & Materials:	Color: Letters = Blue Background = White Materials: Letters = Vinyl Face = Plywood
Font:	Arial
Letter Height:	2.3 inches
Mounting Structure:	2x4 treated and painted yellow pine posts
Lighting:	None
Duration:	Beginning November 15, 2017 and ending on December 15, 2017

**SIGN 3: Traffic Directional Signs**

Location & Height:	Ten single-faced signs with varying orientation to be placed at various locations on the property and in the parking lot of Germantown Baptist Church, with a maximum sign height of 3.3 feet from surrounding grade. (See sign location plan on page 9.)		
Total Sign Area:	6 sq. ft.		
Content:			
Colors & Materials:	Color: Letters = Red Background = White Materials: Letters = Vinyl Sign Face = Coroplast		
Font:	Arial		
Mounting Structure:	1"x2" yellow pine		
Lighting:	None		
Duration:	Beginning November 15, 2017 and ending on December 15, 2017		

**STAFF COMMENTS:**

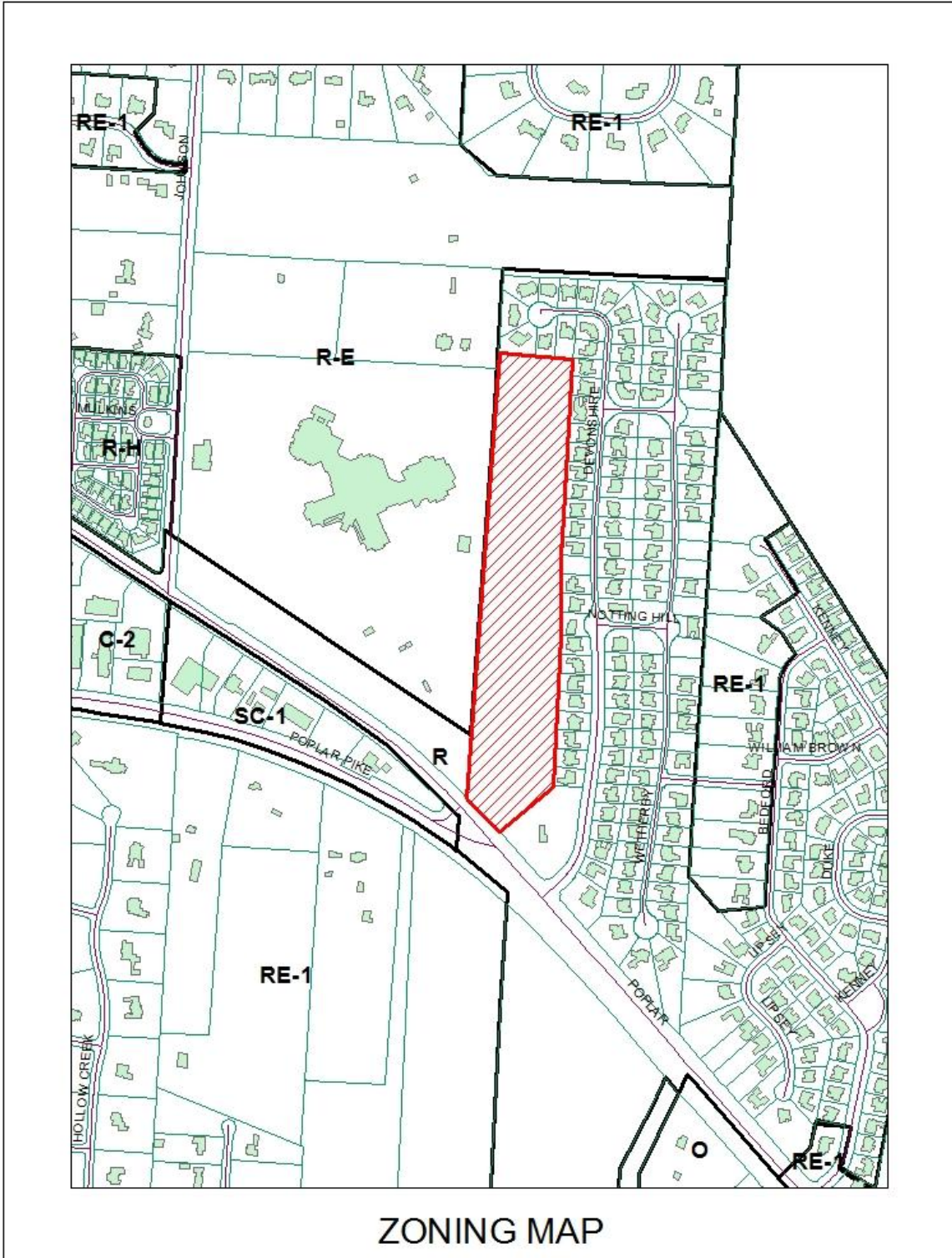
1. Section 14-4(5): "Signs which advertise an activity, business, product or service not conducted on the premises upon which the sign is located are prohibited." Sign #3 advertises parking for the event.
2. Sections 14-61 and 14-62 of the Temporary Sign Ordinance limits temporary signs to one sign per subject matter, per street front in all zoning districts, including PUD. This current proposals request approval of multiple signs (17) for a single event, which is not in conformance with the Temporary Sign Ordinance. Three of the proposed traffic directional signs will be located along the interior entrance drive to the Church parking area.
3. Sec. 14-61 limits the height of temporary signs to between 6 – 8 feet maximum, depending upon which residential zoning district they are located within; sign #1, which is to be located within the "R" District, is to be 6 feet in height, which is in accordance with the maximum height permitted by the Temporary Sign Ordinance.

4. Sec. 14-61(c) limits the size of temporary signs in residential zoning districts to 6 sq. ft. All signs proposed for this event conforms to the maximum allowable sign area for temporary signs in the “R” District.
5. Sections 14-61 of the Temporary Sign Ordinance limit the location of temporary signs as follows:
  - (1) All signs shall be located on lots with the consent of the property owner. Signs shall be located a minimum of ten feet behind the curb face or edge of pavement of any street.
    - a. Signs #2 are located on the six lots that have homes build on them for the event. The property owners (each home builder) have all signed the application granting approval to install these signs on their property.
    - b. Signs #3 are located on the property of Germantown Baptist Church, not in the Chapel Cove Subdivision, but the property owner (Germantown Baptist Church) has provided a signed letter granting approval to install these signs on their property. All traffic directional signs must be located on the Church’s property.
    - c. Signs #2 will be located 20’ from the face of curb on Chapel Wood Cove, which complies with Sign Ordinance. Signs #3 setbacks are listed on the application at 1 foot. The setback must be increase for signs located along all road frontages to comply with the 10 foot setback minimum requirement. Directional signs within the interior of the Germantown Baptist Church property may be at a lesser setback.
  - (2) All signs on corner lots, for sight line and safety reasons, may be no closer to the corner than 35 feet from the center of the corner curb.
    - a. The entrance to Chapel Cove Subdivision has includes an approved landscape screen, and brick wall within Common Open Space that is also encumbered by required easements. Consequently design of this entrance limits the available room to place signage; therefore, the applicant is requires to place the main event identification sign at the entrance, 15’ from Poplar Avenue ROW and 5’ from the Chapel Wood Cove ROW, on the west side of Chapel Wood Cove.
6. Per Sec. 14-8.(a)(2)(Permits and fees): All temporary signs requiring approval of the Design Review Commission or the Director of the Department of Economic and Community Development require a permit which shall be limited to a maximum of six months.
  - a. The applicant is requesting approval of the Sign #1 the Event Identification sign to allow installation immediately after DRC approval. This would exceed maximum allowable time limit for temporary sign by approximately 1 month. If this sign package is approved, it is recommended that DCR grant the approve from the date of their action to extend until last day of the event, requiring all signs to be remove one day after the close of the event.
7. If this sign package is approved, the applicant shall obtain a temporary sign permit from the Neighborhood Services, Code Compliance Department prior to the installation of any signs.

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on May 11, 2017, and with held a recommendation on this application.



**PROPOSED MOTION:** To approve a Temporary Sign Package that includes one event identification sign, six yard signs, and ten directional signs in conjunction with the annual Vesta Home Show Event, located at North Side of Poplar Ave, 397.5' West of Devonshire Way (Chapel Cove Subdivision and Germantown Baptist Church), subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application.





West TN Home Builders Association

Central Office:  
5400 Poplar Ave. Ste. 200  
Memphis, TN 38119  
Phone (901) 756-4500  
Fax (901) 755-1650  
www.yourhomebuilders.org

2017

**Executive Committee**

**James Reid**  
*President*

**Dave Moore**  
*Vice President*

**Dave Tucker**  
*Treasurer*

**John Catmur**  
*Secretary*

**Keith Allen**  
*Immediate Past President*

**Jon Pointer**  
*Associate Council Chairman*

**Ryan Anderson**  
*Remodelers' Council Chairman*

**Allen Carpenter**  
*Fayette Co. Chapter President*

**Board of Directors**

**Ryan Anderson**  
**Seth Billings**  
**Blair Brown**  
**Ron Carelle**  
**John Clark**  
**Karen Garner**  
**Darin K. Halford**  
**John Heard**  
**Trey Sowell**  
**Gary Thompson**

**Executive Director**  
**Don Glays**

**Legal Counsel**  
**Mark Miesse**

*Proud to serve members in all 21  
counties in the Grand Division  
of West Tennessee*



May 15, 2017,

City of Germantown  
Design Review Commission

Dear Commission Members;

Re: 2017 VESTA Home Show: Application for temporary signs

Attached are three separate applications to erect signs in the City of Germantown. These applications are:

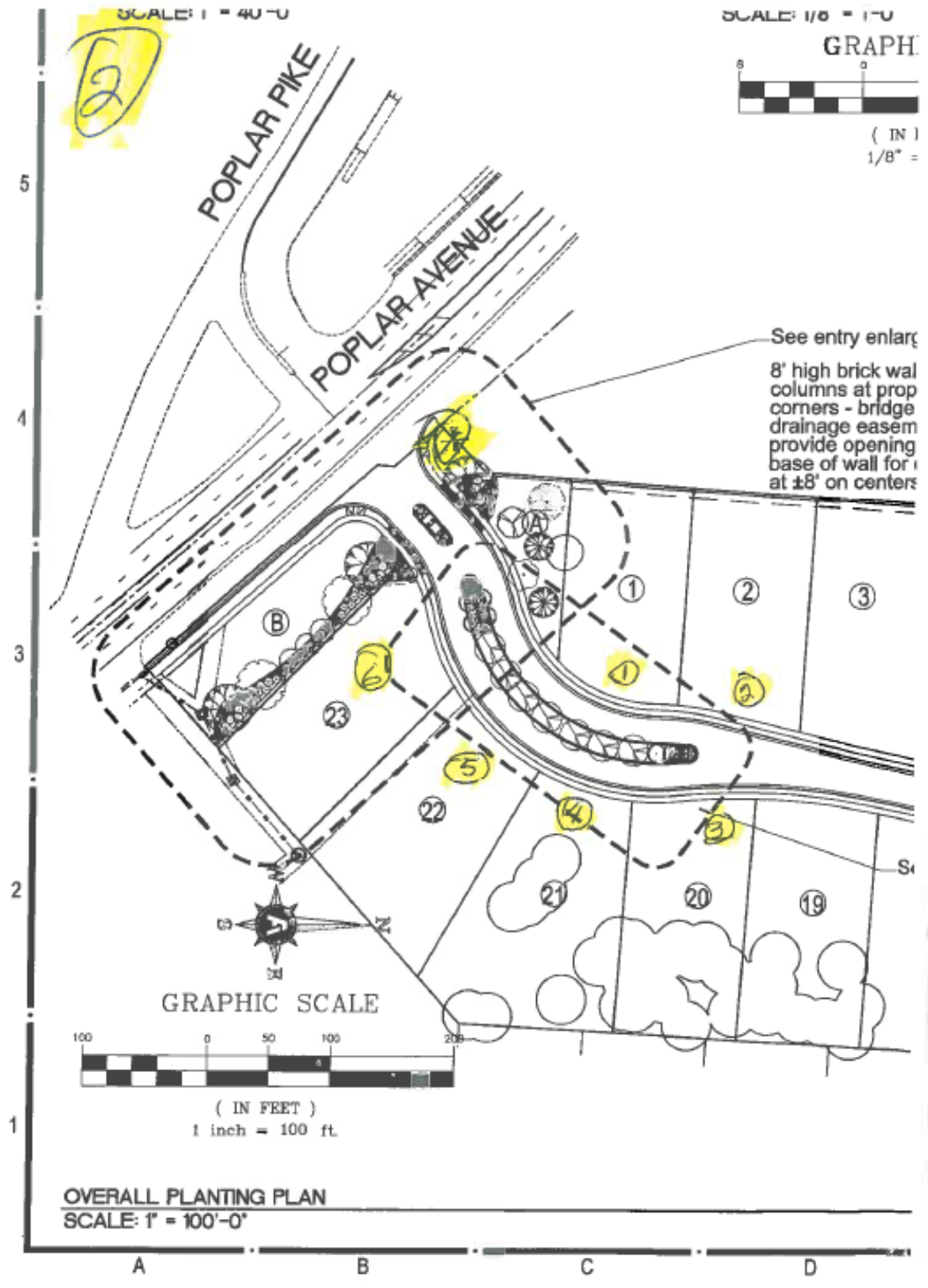
- 1) To erect a project identification sign at the entrance to Chapel Cove Subdivision. This sign will be erected 15 feet from the edge of Poplar Avenue on the west side of the Chapel Cove. It is intended that the sign will be erected as soon as approval is granted and will remain in place until December 15, 2017.

If there are events sanctioned by City of Germantown that would require this sign to be removed in favor of signs to promote such an event we would be happy to remove this sign.

- 2) To erect Real Estate signs in the front yards of the six VESTA homes to identify the Name of the Home, The Builder's Name, the Realtor's Name and Phone number. If the home is sold before or during the 2017 VESTA show, the word "Sold" would also be included. It is intended that these signs would be in place from November 15 to December 15, 2017
- 3) This application is for signs to be erected along the perimeter of and in the parking lot of Germantown Baptist Church (GBC) to direct VESTA traffic to appropriate parking spaces. It is intended that these signs would be in place from November 15 to December 15, 2017

Respectfully submitted,

  
Don Glays  
Executive Director



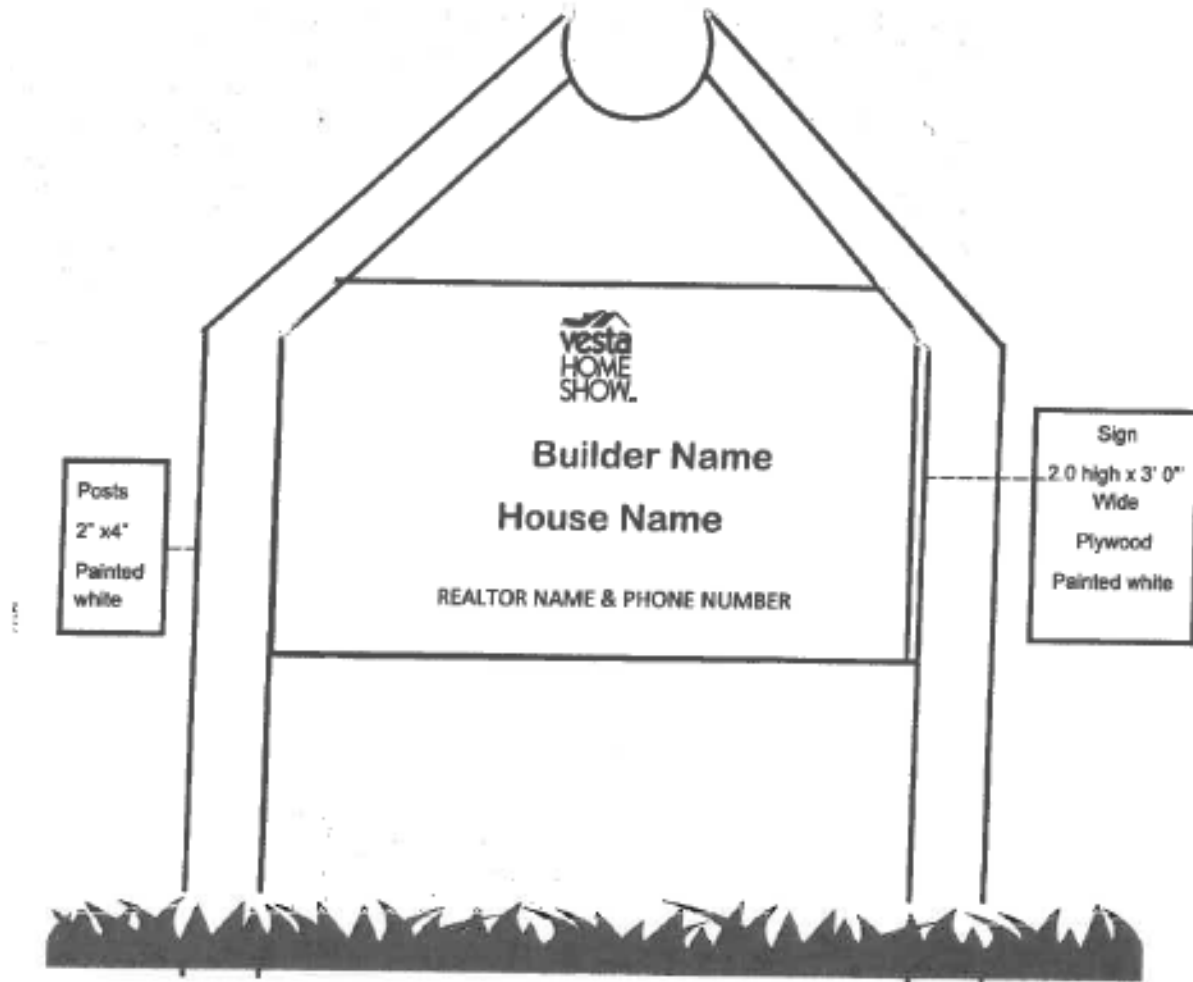


SIGN #1

A vertical sign for the Vesta Home Show. The top section features the 'vesta HOME SHOW' logo in white on a dark blue background with a faint architectural grid pattern. Below the logo, the dates 'NOV 18 THROUGH DEC 10' are written in large, bold, white capital letters. The bottom section of the sign is black and contains the text 'CHAPEL C.O.V.E' in white, with 'CHAPEL' in a serif font and 'C.O.V.E' in a smaller sans-serif font below it.

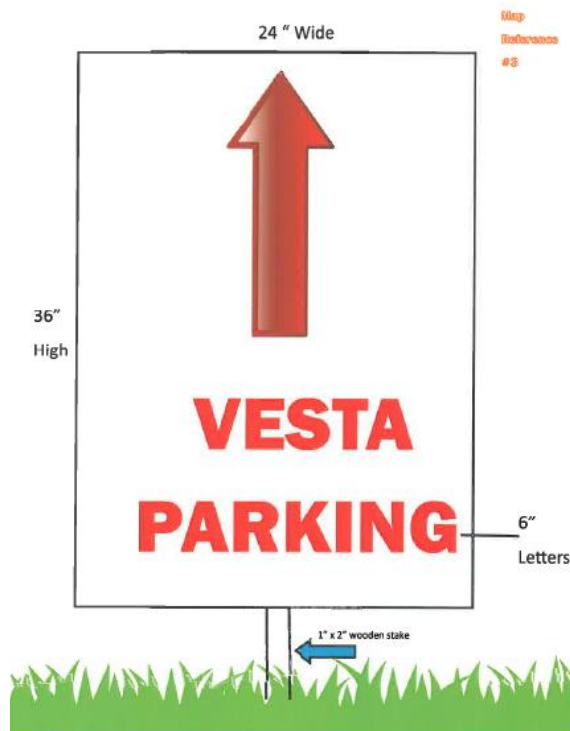
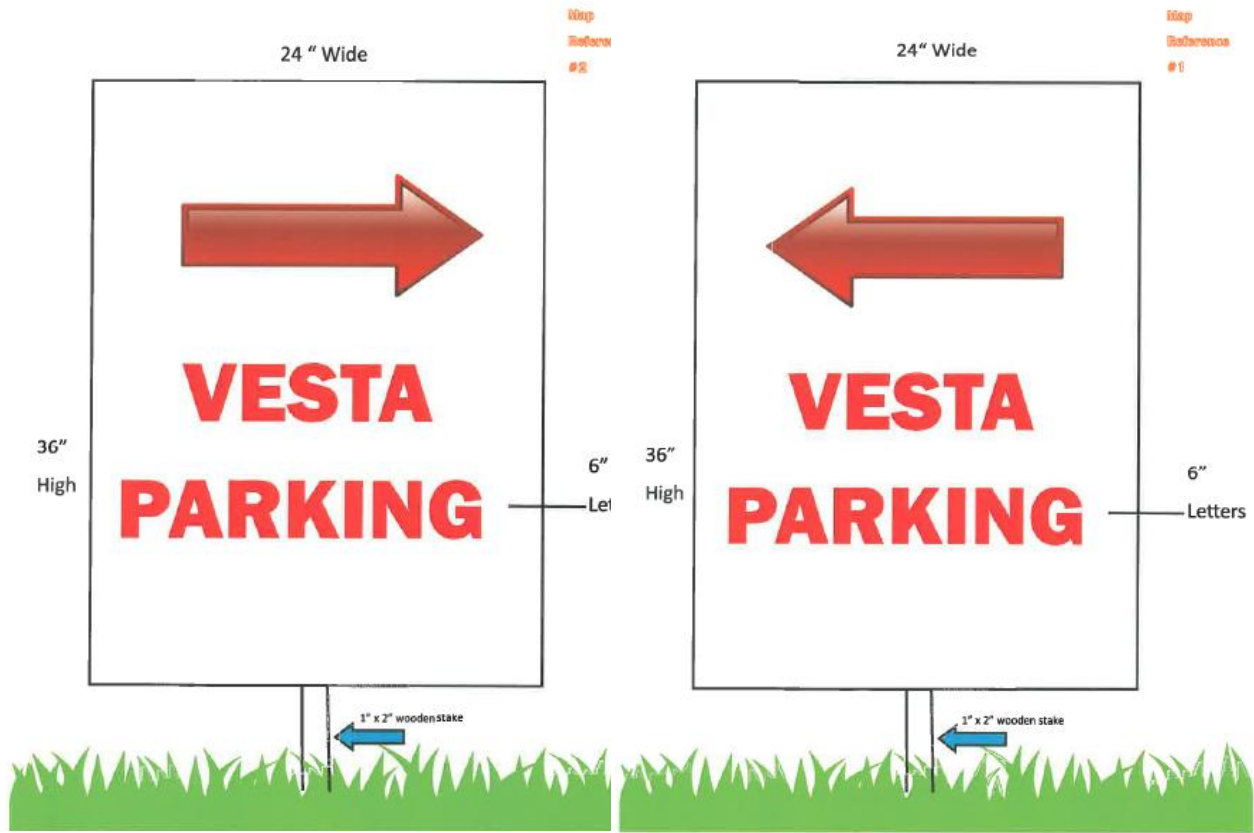
[www.vestahomeshow.com](http://www.vestahomeshow.com)

**SIGN #2 (EXAMPLE)**



Notes: Total of sign main surface will be 6.0 sq ft  
1 Sign in each VESTA Home front yard as per the above template.  
Letters will be 2.3" high  
Bottom of sign will be 8 inches above the ground  
Signs will be in use from November 15 to December 15, 2017

**SIGN #3 (EXAMPLE)**







CITY OF

GERMANTOWN  
TENNESSEE

38138-2815

1930 South Germantown Road Germantown, Tennessee

Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: 5/16/2017  
RECEIVED BY: Goralowski

**DESIGN REVIEW COMMISSION  
APPLICATION FOR PERMANENT SIGN**

Action Requested (Please circle one): Administrative Sign Approval / Design Review Commission Approval  
If request is for administrative sign approval does this sign meet every criteria included in the sign policy for this location? Yes: \_\_\_ No: \_\_\_ If no, explain: \_\_\_\_\_

- \*\*\*\*\*
1. Sign Owner: West Tennessee Home Builders Association Phone No: 901-756-4500
  2. Sign Owner's Address: 5400 Poplar Ave. Memphis TN 38119 Email Address: dglays@westtnhba.com
  3. Sign Location Address and Name of Shopping Center: Lots 1,2, 21,22,23 and 24 of Chapel Cover Subdivision
  4. Zoning District: Commercial \_\_\_; Residential X; Old Germantown \_\_\_; Office \_\_\_.
  5. Sign will be mounted on: Wall \_\_\_; Ground X.
  6. Type Sign: \_\_\_ Tenant Identification \_\_\_ Project Identification X  
\_\_\_ 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 ;
  8. Linear feet of building frontage occupied by business where sign will be located: \_\_\_ feet.
  9. Size of Sign: Width: 3 feet 0 inches; Height: 2 feet 0 inches  
**TOTAL AREA OF SIGN IN SQUARE FEET: 6 (864 sq. in)**
  10. Height of sign at its highest point above the surrounding grade: 3 feet 8 inches.
  11. Size of Letters: 1) Height 2.3 inches Width \_\_\_ Font: Ariel.  
2) Height \_\_\_ Width \_\_\_ Font: \_\_\_\_\_.  
3) Height \_\_\_ Width \_\_\_ Font: \_\_\_\_\_.
  12. Colors: Letters: Blue \_\_\_ SUBMIT COLOR SAMPLES  
Background: White \_\_\_ SUBMIT COLOR SAMPLES
  13. Orientation of Sign to the Street: Parallel X; Perpendicular \_\_\_; Angled \_\_\_.
  14. Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
20 Feet 0 Inches Name of Street: Chapel Cove  
\_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
  15. Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
40 Feet 0 Inches Name of Street: Chapel Cove  
\_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
  16. Sign Content (words, letters, logos): Builders Name, House Name, VESTA Home Show Logo, Realtors Name, Realtors Phone
  17. Size of logo: Horizontal \_\_\_ feet 8 inches; Vertical \_\_\_ feet 8 inches. (64 sq. in.)
  18. Sign Materials: Letters \_\_\_ Vinyl; Sign Face: Plywood.
  19. Mounting Structure (type and materials): 2 x 4 treated and painted yellow pine
  19. Sign Illumination, if applicable (type, location and wattage): Not illuminated
  20. Sign Landscaping, if applicable landscape plan shall be submitted





# CITY OF GERMANTOWN

TENNESSEE

DATE RECEIVED: 4/26/2017  
RECEIVED BY: Gbralewski

1930 South Germantown Road \* Germantown, Tennessee 38138-2816  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

## DESIGN REVIEW COMMISSION APPLICATION FOR PERMANENT SIGN

Action Requested (Please circle one): Administrative Sign Approval / Design Review Commission Approval  
If request is for administrative sign approval does this sign meet every criteria included in the sign policy for this location? Yes: \_\_\_ No: \_\_\_ If no, explain: \_\_\_\_\_

- \*\*\*\*\*
- Sign Owner: West Tennessee Home Builders Association Phone No: 901-756-4500
  - Sign Owner's Address: 5400 Poplar Ave. Ste 200, Memphis TN 38119 Email Address: dglays@westtnhba.com
  - Sign Location Address and Name of Shopping Center Not applicable \_\_\_\_\_
  - Zoning District: Commercial \_\_\_; Residential X; Old Germantown \_\_\_; Office \_\_\_.
  - Sign will be mounted on: Wall \_\_\_; Ground \_\_\_.
  - Type Sign: \_\_\_ Tenant Identification \_\_\_ Project Identification  
 \_\_\_ Building Identification X Traffic Directional  
 \_\_\_ Exterior Directory \_\_\_ Subdivision Identification  
 \_\_\_ Service Station Sign \_\_\_ Other (If other, explain on separate page)
  - Number of Sign Faces: One X; Two \_\_\_.
  - Linear feet of building frontage occupied by business where sign will be located Not Applicable.
  - Size of Sign: Width: 2 feet 0 inches; Height: 3 feet 0 inches  
**TOTAL AREA OF SIGN IN SQUARE FEET: 6 sq. ft.**
  - Height of sign at its highest point above the surrounding grade: 3 feet 3 inches.
  - Size of Letters: 1) Height 6 Inches Width \_\_\_ Font: Arial  
 2) Height \_\_\_ Width \_\_\_ Font: \_\_\_\_\_  
 3) Height \_\_\_ Width \_\_\_ Font: \_\_\_\_\_
  - Colors: Letters: Red \_\_\_\_\_ **SUBMIT COLOR SAMPLES**  
 Background: White \_\_\_\_\_ **SUBMIT COLOR SAMPLES**
  - Orientation of Sign to the Street: Parallel \_\_\_; Perpendicular X; Angled \_\_\_\_\_.
  - Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets).  
1 Feet 0 Inches Name of Street: Poplar Avenue, Johnson Rd  
 \_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
  - Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets). Not applicable  
 \_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_  
 \_\_\_ Feet \_\_\_ Inches Name of Street: \_\_\_\_\_
  - Sign Content (words, letters, logos): VESTA Home Show with arrows
  - Size of logo: Horizontal \_\_\_ feet \_\_\_ inches; Vertical \_\_\_ feet \_\_\_ inches.
  - Sign Materials: Letters Vinyl; Sign Face: Coroplast.
  - Mounting Structure (type and materials): 1" x 2" yellow pine
  - Sign Illumination, if applicable (type, location and wattage): not illuminated
  - Sign Landscaping, if applicable landscape plan shall be submitted
  - Additional Comments: \_\_\_\_\_

















**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 (including all owners, lessees and developers) is a for-profit entity, i.e. individual, sole proprietor, 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: Wilsons Crossing Partners, LLC  
Address: 177 Crescent Drive, Collierville TN 38017

Lessee: \_\_\_\_\_  
Address: \_\_\_\_\_

Developer: Wilsons Crossing Partners LLC Address: 177 Crescent Drive, Collierville TN 38017

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

Name	Business or Home Address
<u>Keith Grant</u>	<u>177 Crescent Drive, Collierville TN 38017</u>
<u>David Grant</u>	<u>177 Crescent Drive, Collierville TN 38017</u>
<u>Richard Grant</u>	<u>177 Crescent Drive, Collierville TN 38017</u>
<u>Kimberly Brown</u>	<u>177 Crescent drive Collierville TN 380107</u>
_____	_____
_____	_____

\*See language in parenthesis above.

2. **Not for Profit Entities.** If the owner of the land which is the subject of this Application (including all owners, lessees and developers) is a not for profit entity, the authorized representative of the Owner must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Owner: [Signature]  
Address: 940 Poplar Hill Germantown Tr.

President or Equivalent  
Chief Executive Officer: GERMANTOWN BAPTIST CHURCH  
Address: \_\_\_\_\_

Members of the Board of Directors of the Owner:

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

Note that approval of the application is based upon information provided herein and any change in this information including any change in ownership interests of the subject real property, after filing the application may result in reconsideration of any approval.

The Applicant/Owner/Lessee acknowledges and agrees that if the developer of a project is not the owner of the subject real property, the owner/lessee and developer shall be required to join in the project development contract with the City and the obligations of the project development contract shall be the joint and several obligations of the developer, owner, and lessee.



March 29, 2017

City of Germantown  
Design Review Commission

Dear Commission Members,

This letter is to confirm that Germantown Baptist Church grants permission to The West Tennessee Home Builders Association (HBA) to use the parking lots of our campus for the purpose of parking vehicles of guests attending the 2017 VESTA home Show. We understand and acknowledge that the HBA will erect directional signs along the perimeter of and within the parking areas of our property.

This permission is for the period from November 15 to December 10, 2017.

Sincerely,

Larry Vaughan  
Pastor of Administration  
Germantown Baptist Church



2017 West TN Home Builders Association Board of Directors							
Company	Name	Position	Address	City	State	Zip	
Reid Homes	James Reid	President	2845 Stage Center Cove	Memphis	TN	38134	
Keith Allen Homes	Keith Allen	Immediate Past President	PO Box 383318	Germentown	TN	38183	
The Dave Moore	Dave Moore	Vice President	PO Box 1683	Collierville	TN	38027	
D & D Construction	Dave Tucker	Treasurer	PO Box 303	Brighton	TN	38011	
Carmur Development Co.	John Carmur	Secretary (also finishing out director term)	4889 Roane Rd	Memphis	TN	38117	
Memphis Title Company	Mark Miasse	Legal Counsel	7518 Enterprise Avenue	Germentown	TN	38138	
LH Construction Group	Don Caylor	Presidential Advisor	PO Box 38254	Germentown	TN	38183	
John Clark Homes	John Clark	Director	3169 Professional Plaza, Ste. 1	Germentown	TN	38138	
RKA Construction	Ryan Anderson	Director/Remodelers Council Chair	PO Box 111505	Memphis	TN	38111	
Darin K. Halford, Builder	Darin Halford	Director	PO Box 38776	Germentown	TN	38183	
Boyle Investment Co.	Gary Thompson	Director	5900 Poplar Avenue	Memphis	TN	38119	
Magnolia Homes	Karen Garner	Director	3023 Centre Oak Way	Germentown	TN	38138	
Sowell Investments	Trey Sowell	Director/Government Affairs Chair	2211 Glenbar Drive	Germentown	TN	38139	
Blair Brown Homes	Blair Brown	Director	177 Crescent Drive	Collierville	TN	38017	
Pointer Insurance Agency	Jan Pointer	Associates Council Chairman	PO Box 346	Southaven	MS	38671	
Ferguson Enterprises	Ron Carrelle	Associates Council Secretary/Treasurer	8100 Macon Station, Ste. 110	Cordova	TN	38018	
John Heard Company	John Heard	Remodelers' Council Vice Chair	8981 Summer Grove Cove	Cordova	TN	38018	
Roofing Supply Group	Allen Carpenter	Remodelers' Council Associates Rep.					
Goodwin Homes	David Goodwin, Jr.	Fayette County Chapter Chair	1810 Getwell Road, Ste. C	Memphis	TN	38111	
	Open	Builders' Issues Chair	214 Ridgefield Rd.	Memphis	TN	38111	
	Open	Region 2 Representative					
	Open	Region 3 Representative					
	Open	Region 4 Representative					
	Open	Region 5 Representative					
Staff:							
WestTNHBA	Don Glays	Executive Director	5400 Poplar Ave Suite 200	Memphis	TN	38119	
WestTNHBA	Robin Terry	Membership Services Coordinator	5400 Poplar Ave Suite 200	Memphis	TN	38119	
WestTNHBA	leigh Sistrunk	Accounting	5400 Poplar Ave Suite 200	Memphis	TN	38119	
WestTNHBA	Lori Wimmer	Office Assistant	5400 Poplar Ave Suite 200	Memphis	TN	38119	

Since the applicant wasn't present the Commission granted conditional approval based on the directional signs along Poplar Ave. being set back enough from the road in order to stay in compliance with the ordinance. The applicant can either hold off on erecting sign #1 for a month to remain in compliance with the 6 month time limit, come back in 1 month to apply for the additional 6 months, or come back in 6 months to apply for an additional month.

Chairman Bruns called for a motion.

Mr. Landwehr made a motion to approve the Vesta Home Show Sign Package with two conditions. One being the directional signs on Poplar Ave. must be set back enough to be in compliance with the code, and second, the applicant shall select one of the three different options for sign #1 so that it remains in compliance with the 6-month time limit, as discussed by the Commission, staff comments in the staff report, and the documents and plans submitted with the application, seconded by Alderman Barzizza.

ROLL CALL: Alderman Barzizza – Yes; Mr. Schmidt – Yes; Ms. Burrow – Yes; Mr. Sherman – Yes; Mr. Smith – Yes; Mr. Kumar – Yes; Mr. Landwehr – Yes; Chairman Bruns – Yes

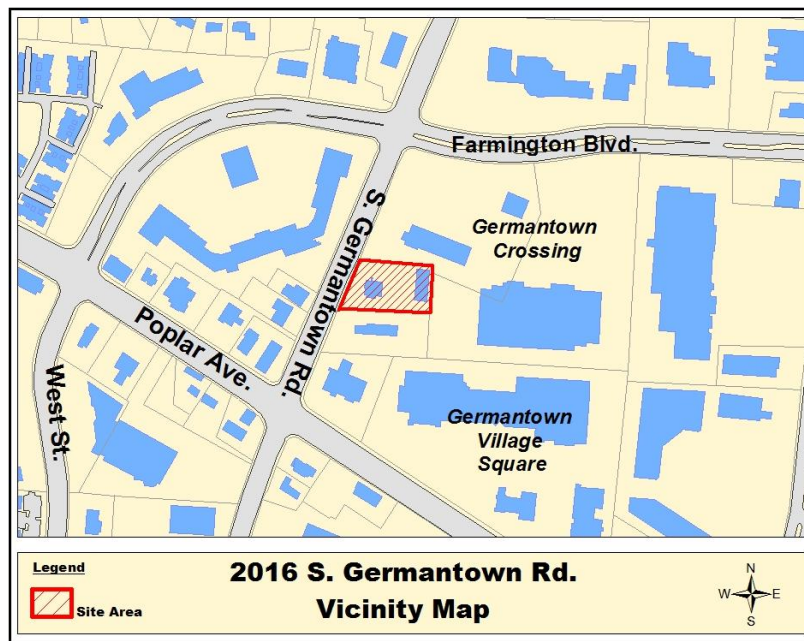
MOTION PASSED

- Arby's Restaurant – 2016 Germantown Pkwy – Request Approval of Parking Lot Upgrade and Façade Modification , Including New Drive Through Speaker Canopy (Case No. 17-719). Previously Known as Agenda Item No. 8.

**INTRODUCTION:**

Development Case #:	17-719
Owner Name:	Debra Loskovitz
Applicant Name:	Samantha Igou w/ ArcVisicion
Location:	2016 S. Germantown Rd.
Area:	1.23 (shared site with 2018 S. Germantown Rd.)
Zoning District:	“T5” Urban Center Zoning District (Utilizing the underlying SC-1 Zoning District)
Request:	Request Approval of Parking Lot Upgrade and Façade Modification, including new drive thru speaker canopy

\*Refer to the Disclosure Form attached for more information



**BACKGROUND:** In the early 1990s, this site was originally occupied by Captain D's fast food restaurant. In 2001, Krystal Restaurant received DRC approval for storefront renovations, landscaping and signage. Per City business license records, Arby's has occupied this site since 2006. Initial research by Planning Division staff did not result in record of original approvals for sign or building modifications at Arby's.

**DISCUSSION:** The applicant is proposing to refresh the exterior of the building, as well as restripe and reseal the parking lot. (See enclosed plans for details.) The project consists of the following upgrades:

- new drive-thru speaker canopy
- restriping of the crosswalk and the parking lot to become ADA compliant
- re-paint existing menu board black
- re-paint existing parking lot lighting fixtures to match current color
- re-paint the exterior of the building (all finishes are to remain)
  - elevation colors are: Navajo white, rockwood dark brown, heartthrob and functional gray (see enclosed color elevation drawing, sheet A401)
- installation of "deep red" red metal fascia band and chocolate brown metal posts on the outside of the building

**DESIGN REVIEW COMMISSION CHECKLIST:**

1. *Site Layout:* An existing, single story, Arby's restaurant building with the parking lot facing Germantown Rd.
2. *Building Elevations:* Most of the existing façade materials will remain and will be refreshed with new paint. The only change proposed to exterior building materials is the addition of a new metal fascia band. See sheet A401 of this report for a breakdown on material and color descriptions. (The applicant has also provide a material and color board for this project).
3. *Street Improvements and Curb Cuts:* No change proposed.
4. *Parking Lots:* 51 spaces, including 2 handicapped spaces. The number of total spaces will not change. The parking lot shall be restriped to come into ADA compliance.
5. *Impervious/Pervious Area Percentage:* Not provided. No change proposed.
6. *Exterior Lighting:* Existing, no changes proposed. Existing light poles to be repainted to refresh their appearance, to be painted black.
7. *Garbage Collection Area:* The existing dumpster enclosure is located on the southeastern portion of the site. No change proposed.
8. *Vents:* Not clarified as being part of this project. All vents are required to be screened from public view.
9. *Gas, Electric and Water:* The utility meters on the rear (east) elevation are proposed to be painted the same colors as the facade. There is currently landscape screening as well. All utility meters are required to be screened from public view.
10. *Mechanical Units:* Not clarified as being part of this project. All mechanical units are required to be screened from public view.
11. *Emergency Generators:* Not shown on plan.

12. *Landscaping*: The existing landscaping on site will remain. Should any landscaping be damaged during the project, it shall be replaced with the same type and size.

13. *Mailboxes*: Not shown on plan.

14. *Signs*: Signs to be submitted by a separate application for approved by the DRC.

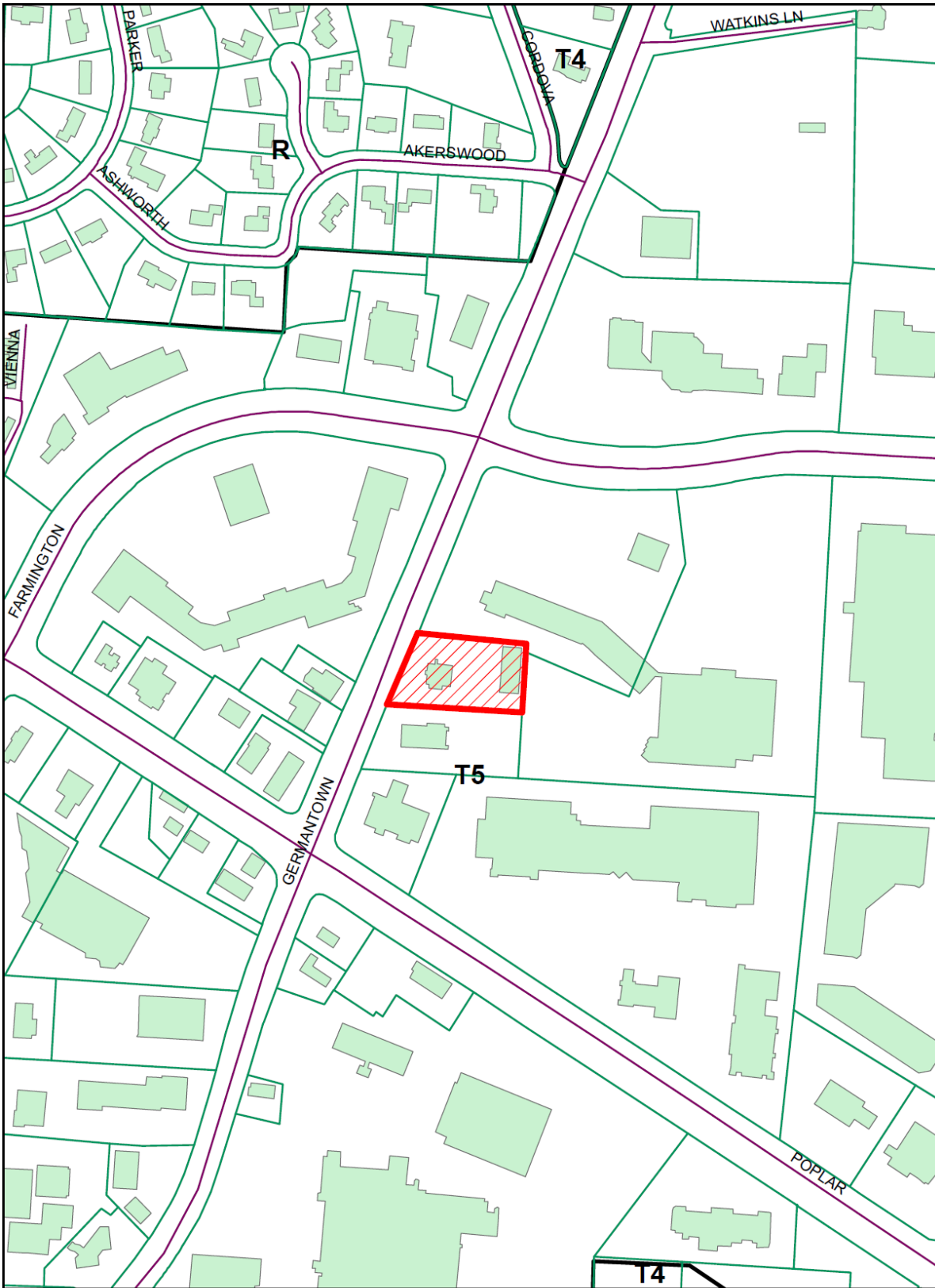
STAFF COMMENTS:

1. The property's "SC-1" Shopping Center District was overlaid by the T-5 Urban Center District as part of the Germantown Smart Growth Plan in 2007, which allows the property owner a choice to redevelop using the requirements of either one or the other district.
2. No alternations to landscaping or to the parking lot layout are being proposed. Should any of the existing landscape be damaged during the proposed project, it shall be replaced with exact type and size.
3. Per the request of the DRC Sub-Committee, the applicant has revised the colors of the proposed façade improvement to more subdued tones, specifically "pure white" has been replaced with "Navajo white" and "flame red" with "heartthrob red." (See color and materials board at meeting.)
4. The applicant has provided a detail drawing of the new speaker drive-thru canopy. As a condition of approval, the Planning Division staff is recommending that the applicant revise the colors to match those noted on the façade modification drawings (sheet A401). The applicant shall submit these revised colors to Planning Division staff for final approval.
5. The applicant has provided photos of the existing site (see enclosed).
6. The applicant must file a separate application for signage approval for this project.
7. If approved by the DRC, and prior to storefront renovations and parking lot modifications, the applicant shall provide construction plans to be reviewed and approved by the Economic and Community Development Department. Upon approval from the Economic and Community Development, the applicant shall obtain a building permit from Shelby County prior to commencing work.

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on May 11, 2017, and with held a recommendation on this application.

PROPOSED MOTION: To approve a parking lot upgrade and façade modification, including a new drive thru speaker canopy, for an existing Arby's restaurant at 2016 S. Germantown Rd., subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application.





# ZONING MAP



SAINT LOUIS  
ORLANDO  
DALLAS  
LAS VEGAS  
SEATTLE

April 27, 2017

City of Germantown Economic and Community Dept.  
Planning Division  
Attn: Sarah L. Goralewski, AICP  
1920 S. Germantown Rd.  
Germantown, TN 38138

RE: Arby's Remodel: Store # 7796  
2016 Germantown Pkwy.  
Germantown, TN 38138  
ArcV. Project NO. 170052

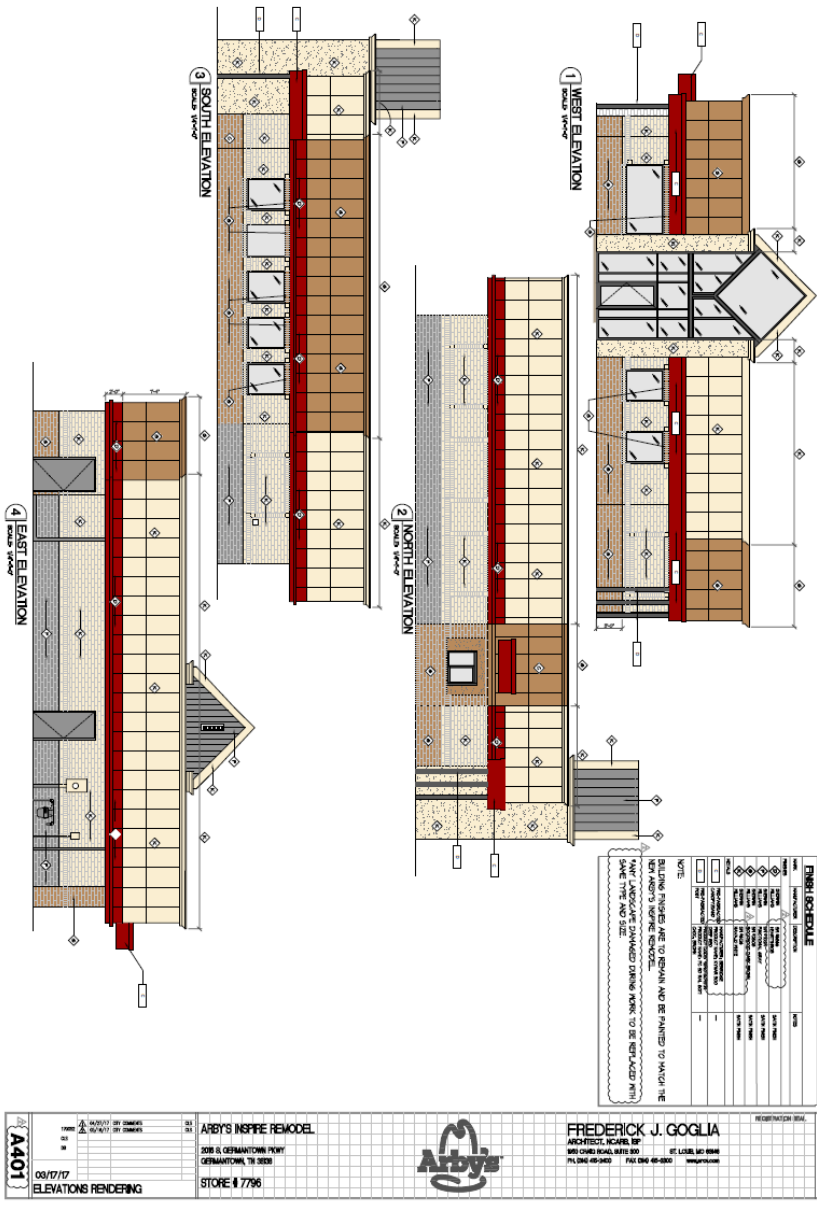
Dear Ms. Goralewski:

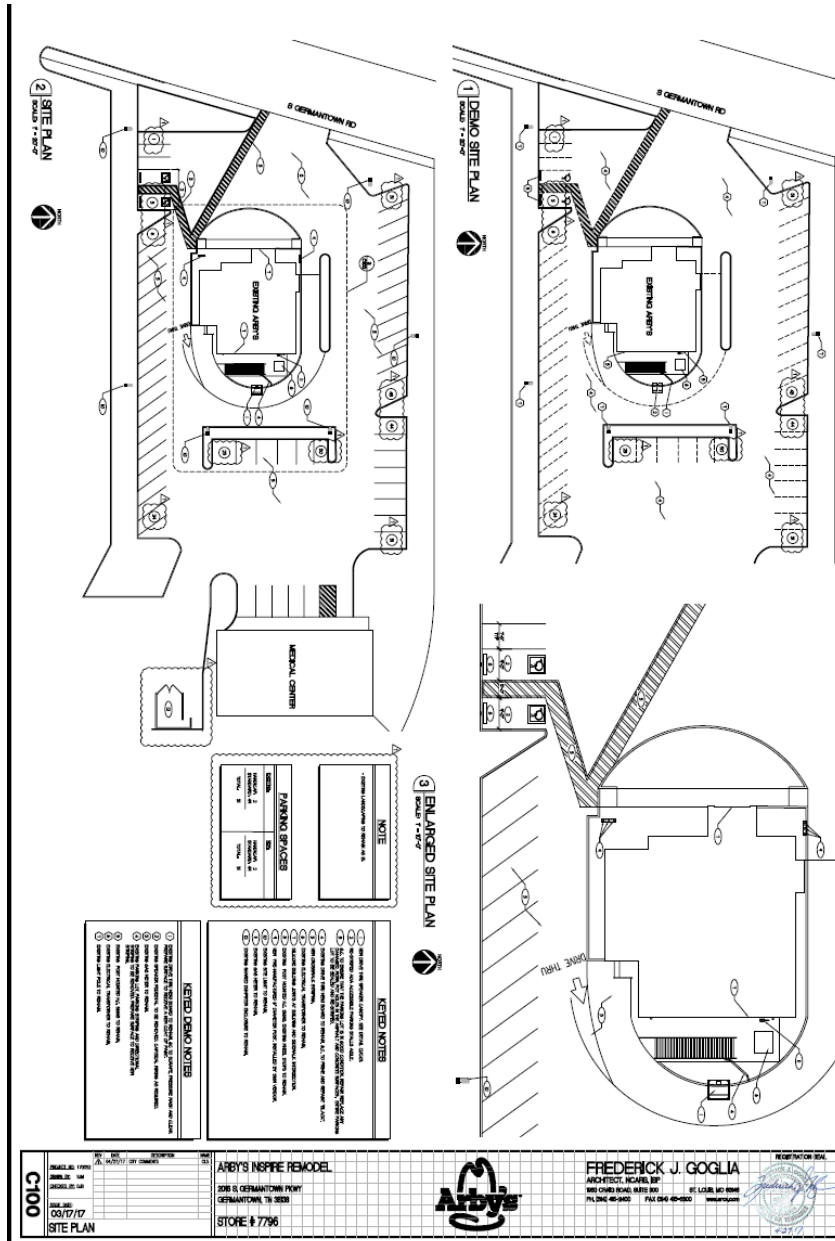
This letter is to provide you with scope of work for the proposed remodel at the above noted address. Within the submittal, you will find the photos of existing site lighting, existing landscaping to remain and existing conditions elevations. Arby's is proposing to refresh the exterior (Arby's side of the building) to reflect their "Inspire Design" concept. This will consist of painting the existing exterior walls (all existing finished will remain), adding new signage (work done by sign vendor) and add a metal fascia band. Existing site plan will remain, we will only be re-sealing and stripping existing parking lot. On the interior, the existing dining décor will be removed and replaced with new "inspire" décor. Along with the décor replacement, we'll be refinishing the interior walls, ceiling and updating the lighting. We'll also be replacing the midline production table with a new production table.

If you have any questions, comments or need any additional information regarding this letter please contact Dion Bruce at ArcVision Inc. 800-489-2233.

Sincerely,

Dion Bruce

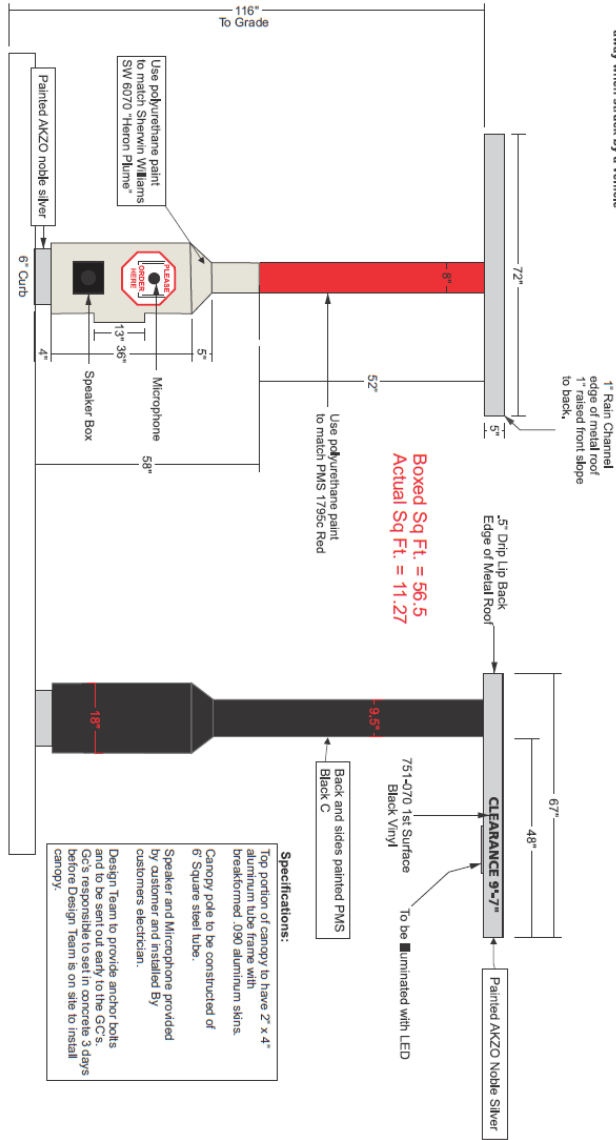






**BREAK AWAY CANOPY**  
 ARB-CAN-977

Note: Top unit is designed to swing away when struck by a vehicle



**APPROVAL INFORMATION & CONFIRMATION**

Project is approved, proceed with production of order.  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Project is not approved with corrections. Make corrections as indicated and proceed with production of order.  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**DESIGN TEAM**

Project Name: \_\_\_\_\_

Client: \_\_\_\_\_

City: \_\_\_\_\_

Location: \_\_\_\_\_

Contract No: \_\_\_\_\_

Scale: \_\_\_\_\_

Drawn By: \_\_\_\_\_

Checked By: \_\_\_\_\_

Date: \_\_\_\_\_



**EXISTING ARBY'S FAÇADE**



**EXISTING REAR FAÇADE WITH UTILITY METERS, SPEAKER CANOPY AND MENU BOARD**





# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: 4/28/2017  
RECEIVED BY: Gopalakrishna

#17-719

## DESIGN REVIEW COMMISSION PROJECT REVIEW APPLICATION

**Specific Approval requested:**

- Preliminary Plan  
*(Site plan, building elevations, landscaping, lighting, etc.)*
- Final Plan
- Change in Use  
*(Complete "OG" Checklist)*
- Wireless Transmission Facility
- Landscaping (only)
- Lighting (only)

Revision/amendment to an approved plan  
Description of requested change: \_\_\_\_\_

Other; Explain \_\_\_\_\_

Project Name: Arby's

Project Address: 2016 Germantown Parkway, Germantown, TN 38138

Previous Tenant: NA, existing tenant remodel

Applicant's Name: Samantha Igou

Mailing Address: 1950 Craig Rd., Ste. 300, St. Louis, MO 63146

Email Address: sigou@arcv.com

Telephone: 314-415-2400

Owner's Name: Debra  
Louise Loskovitz

Alvin S. S. S.

Mailing Address: 2018 Germantown Road South Germantown TN 38138

38120  
6840 Briar meadows Dr.  
Memphis, TN  
901-408-5876 / 901-754-2278

Email Address: mrdebdeb@aol.com

Telephone: 901-408-5876

Developer's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Lessee's Name: RTM Operating Company, LLC

Robert Q. Jones, Jr. (VP)

Mailing Address: 1155 Perimeter Center West Atlanta GA 30338

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_



DRC Project Review Application

Page 2

Zoning District where project is to be located: T5 (utilizing SC-1)

**Describe project item(s) to be reviewed:** *(please attach additional sheets or letter of description if needed)*

Interior and exterior remodel to existing Arby's restaurant. The exterior renovations consist of facade renovations and site ADA upgrades.

Samantha Igou  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

DEBRA Lockmire  
Print Name of Owner

[Signature]  
Signature of Owner

\_\_\_\_\_  
Print Name of Developer

\_\_\_\_\_  
Signature of Developer

PSM Cooper's Camp, LLC

[Signature]  
Signature of Lessee

Print Name of Lessee  
Robert Q. Jones, Jr.

B/C

By my signature I attest that all of the required information associated with this application has been submitted to the Department of Community Development by the scheduled deadline date. Any failure on my part not to submit any of the required information may result in the removal of the application from the agenda.

DRC Project Review Application  
Page 3

**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:

- For Profit Entities.** If the owner of the land which is the subject of this Application (including all owners, lessees and developers) is a for-profit entity, i.e. individual or sole proprietor, 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: Debra Loskintz & Alvin Smith  
Address: 640 Briar Meadows Memphis, TN 38120

Lessee: \_\_\_\_\_  
Address: \_\_\_\_\_

Developer: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

\*See language in parenthesis above.

Mr. Chaz Daughtery, Arby's Program Manger for West Tennessee, explained that the color sample he provided at the meeting is the shade that they are suggesting, since they are not allowed to use the bright red. They will revise the fascia band and speaker canopy color to match the deep red color that is approved by the Commission.

After much discussion, Chairman Bruns called for a motion.

Mr. Sherman moved to approve a parking lot upgrade and façade modification, including a new drive through speaker canopy, for an existing Arby’s restaurant at 2016 S. Germantown Rd., subject to the commission’s discussion, staff comments in the staff report, and the documents and plans submitted with the application, seconded by Mr. Landwehr.

ROLL CALL: Mr. Kumar – Yes; Mr. Smith – Yes; Alderman Barzizza – Yes; Mr. Landwehr – Yes; Ms. Burrow – Yes; Mr. Sherman – Yes; Mr. Schmidt – Yes; Chairman Bruns – Yes

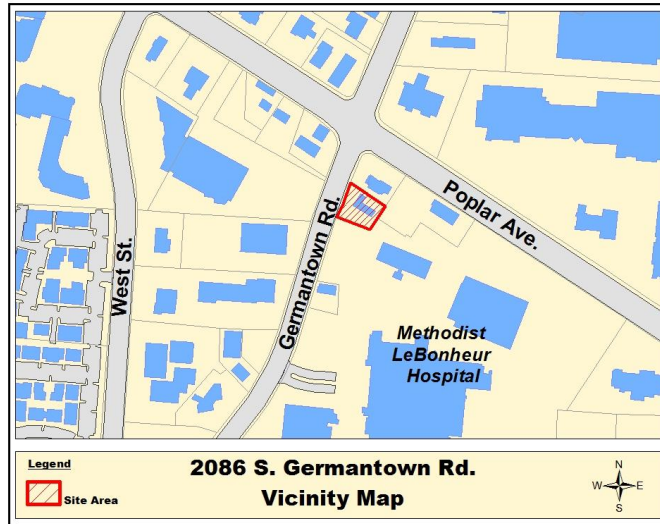
MOTION PASSED

7. Donimo’s Pizza – 2086 S. Germantown Rd. – Request Approval of Revised Preliminary and Final Site Plan and Façade Modification (Case No. 17-721). Previously Known as Agenda Item No. 9.

INTRODUCTION:

Development Case #:	17-721
Owner Name:	Alice Cartwright Allen
Developer/Applicant Name:	20/20 Memphis, LLC (dba Domino’s Pizza)
Representative Name:	S. Berry Jones w/ S. Berry Jones Architects - Agent/Representative
Location:	2086 S. Germantown Rd.
Area:	0.344
Zoning District:	“T5” Urban Center Zoning District (Utilizing the underlying C-2 Zoning District)
Request:	Request Approval of Revised Preliminary and Final Site Plan, and Façade Modification

\*Refer to the Disclosure Form attached for more information



**BACKGROUND:** Per City business license records, this site was originally occupied in 2001 as XPert Tune Oil Change. On November 26, 2002, the Design Review Commission granted approval for revisions to a landscape plan and storefront renovations for Castrol/GTX 10-Minute Oil Change, the new tenant. From 2008-2011, the tenant was the Lube Shop. Per City business license information, the site has been vacant since 2011. The applicant submitted a Limited Phase II Environmental Site Assessment Findings Report, completed on May 9, 2016, which stated that while contaminants were found, their levels were below the EPA screening levels. Per this report, no further action is recommended.

**DISCUSSION:** The property’s “C-2” General Commercial District was overlaid by the T-5 Urban Center District in response to the Germantown Smart Growth Plan in 2007, which allows the property owner a choice to redevelop using the requirements of either district. The current project is being proposed using the underlying zoning of “C-2” General Commercial.

The proposed site plan proposes to upgrade the property (including parking and landscaping), and to renovate the existing building (including adding an outdoor patio to front of the building), converting it to a pizza bake shop and delivery (Domino’s). The pizza bake shop will have indoor and outdoor seating areas, as well as offer pick-up and delivery of pizza. The renovations to the existing building will include façade improvements to paint as well as do necessary repairs, such as to the roof, gutters and downspouts. The site plan will be revised to add an outdoor patio to the site. The parking lot will be improved by being brought into ADA compliance, and some landscaping will be added.

TOTAL SITE AREA	0.34 ac.
BUILDING SQUARE FOOTAGE	1,988 sq. ft. footprint
BUILDING HEIGHT	17’ (1 story)
Maximum building height	35’
NUMBER OF PARKING SPACES (1/300)	
Parking Provided (8 + 4 = 12)	12
Parking Required	8 spaces (per 16 seats)
(C-2=1 space/2 seats, plus 1 per employee during peak shift)	4 spaces (per 4 employees at peak shift)
LOT BUILDING COVERAGE	13.3%
Maximum Building Lot Coverage	25%

**DESIGN REVIEW COMMISSION CHECKLIST:**

1. *Site Layout:* An existing, single story, vacant building shall be repurposed for a pizza restaurant. The site layout shall remain the same. A new outdoor patio is proposed to be constructed on the front of the existing building.
2. *Building Elevations:* The proposed façade modifications will include: painting the existing brick; closing off the existing glass overhead garage doors with EIFS stucco panels; adding aluminum gutters and downspouts; new metal mansard roof; red metal awnings.
3. *Street Improvements and Curb Cuts:* No change proposed.
4. *Parking Lots:* 12 parking spaces are proposed (see calculation above). The parking lot will be improved and redesigned to be brought into ADA compliance.
5. *Impervious/Pervious Area Percentage:* Not provided.
6. *Exterior Lighting:* A lighting and photometric plan of site lighting has been provided, which shows the proposed fixtures (sheets E1-E5).
7. *Garbage Collection Area:* A new dumpster enclosure will be constructed in the southeastern corner of the site, which will be of brick to match the façade, with metal doors.
8. *Vents:* Not part of this plan. All vents are required to be screened from public view.
9. *Gas, Electric and Water:* The utility meters on the rear (east) elevation are proposed to be painted the same colors as the facade. All utility meters are required to be screened from public view.
10. *Mechanical Units:* Not part of this plan. All mechanical units are required to be screened from public view.
11. *Emergency Generators:* Not part of this plan.
12. *Landscaping:* The existing landscaping on much of the site will remain and be pruned. However, some of the plantings may be affected during the erosion mitigation and grading, especially along the rear (eastern) portion of the site. Attention shall be given to this during the construction plan phase. New plantings around the patio and parking islands will be added. A 36" high brick wall will be constructed around the new patio. Plantings are shown around the new dumpster enclosure on the west (street) elevation, but not on the landscape plan. (See attached Landscape Plan.)
13. *Mailboxes:* Not shown on plan.

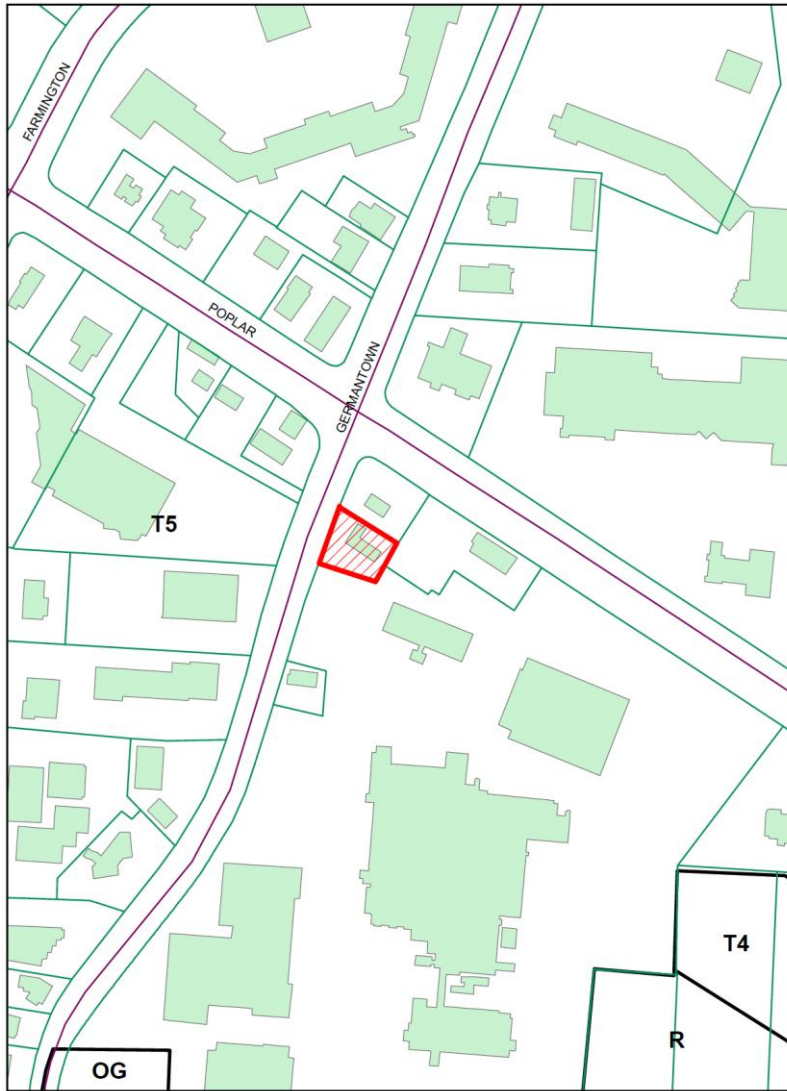
STAFF COMMENTS:

1. The property's "C-2" General Commercial District was overlaid by the T-5 Urban Center District as part of the Germantown Smart Growth Plan in 2007, which allows the property owner a choice to redevelop using the requirements of either one or the other district.
2. On May 2, 2017, the Planning Commission granted preliminary and final site plan approval to Domino's Pizza for this project that included addressing the erosion, drainage and stormwater control issues on the site.
3. The Design Review Commission (DRC) Sub-Committee reviewed this application on May 11, 2017 and requested more information. The applicant has revised the drawings to include the following:
  - a. Guard rail along the east and south portions of the site.
  - b. Dumpster enclosure details

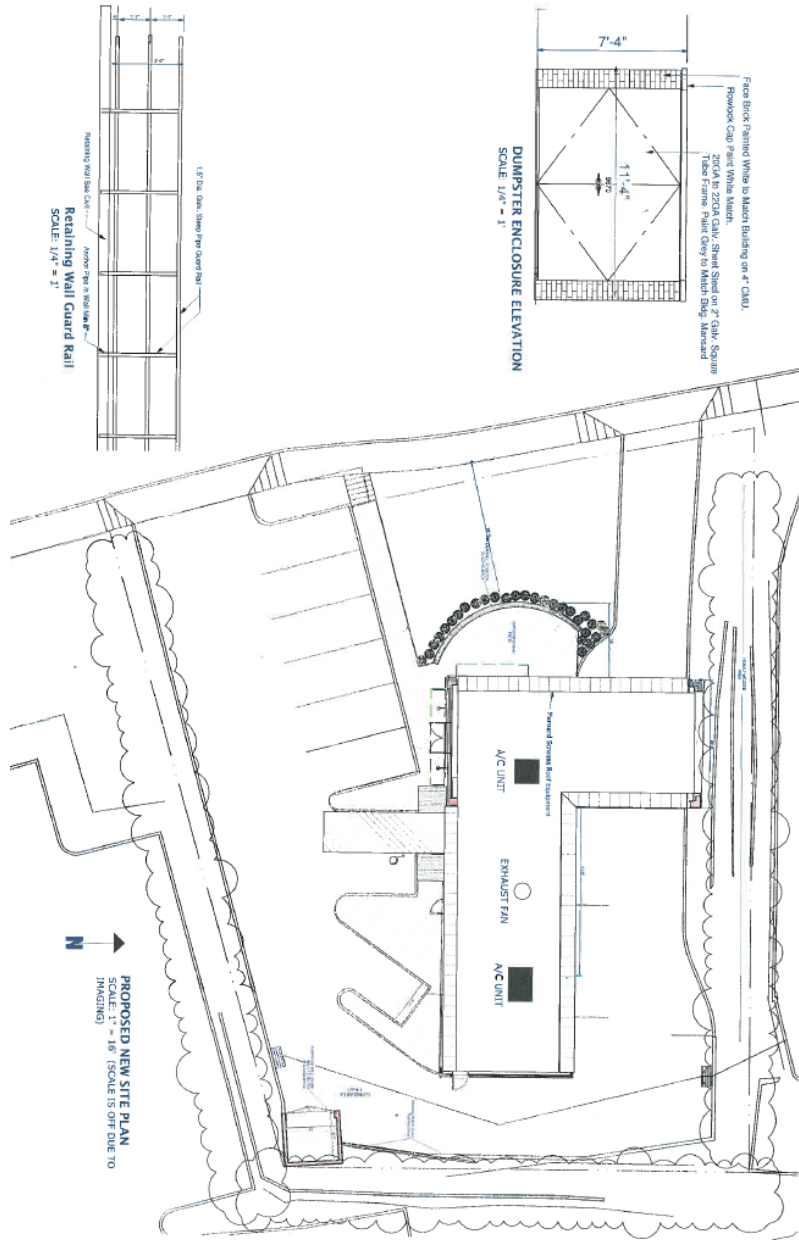
- c. Lighting and photometric plan
  - d. Grading plan
  - e. Vegetation disturbance note to the landscaping plan
4. The applicant has not provided clear information on the following requests from the DRC:
    - a. A materials and sample board
    - b. Clear notes about materials and colors on the color elevation drawings
    - c. The applicant has provided one paint chip, “Rhinestone,” for the color of the façade improvements. However, per the color drawings, there appear to be multiple shades of cream/gray on the façade.
    - d. The mansard roof appears to be gray on the color elevation drawings, but the sample sheet describes it as black.
    - e. The notes on the color drawings, describing the work and materials, are illegible.
    - f. All lighting fixtures noted on sheet E2 are not shown on the color elevation drawings.
    - g. The retaining wall/guard rail is not shown on the landscaping plans.
    - h. The amount of impervious surface for the site (including all parking lots) has not been provided.
  5. The applicant must file a separate application for signage approval for this project.
  6. If approved by the DRC, and prior to storefront renovations and parking lot modifications, the applicant shall provide construction plans to be reviewed and approved by the Economic and Community Development Department.
  7. A development contract with the City is required for this project.
  8. Upon approval from the City’s Economic and Community Development Department, the applicant shall obtain a building permit from Shelby County prior to commencing work.

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on May 11, 2017, and with held a recommendation on this application.

PROPOSED MOTION: To approve a revised preliminary and final site plan, and façade modification, for Domino’s Pizza, located at 2086 S. Germantown Rd., subject to the Commission’s discussion, staff comments in the staff report, and the documents and plans submitted with the application.



**ZONING MAP**







# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: 5/4/2017  
RECEIVED BY: Goralewski

## DESIGN REVIEW COMMISSION PROJECT REVIEW APPLICATION

**Specific Approval requested:**

- Preliminary Plan (Site plan, building elevations, landscaping, lighting, etc.)       Final Plan       Change in Use (Complete "OG" Checklist)
- Wireless Transmission Facility       Landscaping (only)       Lighting (only)
- Revision/amendment to an approved plan  
Description of requested change: \_\_\_\_\_
- Other; Explain \_\_\_\_\_

Project Name: ADAPTIVE RE-USE OF EXBERT TUNE TO DOMING'S PIZZA

Project Address: 2086 S. GERMANTOWN RD.

Previous Tenant: EXBERT TUNE

Applicant's Name: S. BERRY JONES, AIA

Mailing Address: 1261 MADISON AVE MEMPHIS TN 38104

Email Address: berry@sbjarchitects.com Telephone: 901-340-1229

Owner's Name: ALICE CARTWRIGHT ALLEN

Mailing Address: 48 EAST CHICKASAW PKWY. MEMPHIS TN 38111

Email Address: attorneyar@att.net Telephone: 901-458-0383

Developer's Name: N/A

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lessee's Name: 20/20 MEMPHIS, LLC - dba DOMING'S PIZZA

Mailing Address: P.O. 236 OLIVE BRANCH, MS 38654

Email Address: JASON@MYDOMING'S.COM Telephone: 662-895-2137

DRC Project Review Application

Page 2

Zoning District where project is to be located: T-5 - URBAN CENTER.

Describe project item(s) to be reviewed: (please attach additional sheets or letter of description if needed)

UPGRADES TO FACADES. REMOVE ROLL UP DOORS.  
REPAIR EXIST. WALKWAYS & PAVING. STABILIZE  
AREAS WHERE EXIST PAVING IS PETERIORATED.  
ADD OUTDOOR PATIO DINING.

S. BERRY JONES, AIA

Print Name of Applicant



Signature of Applicant

ALICE CARTWRIGHT ALLEN

Print Name of Owner


Signature of Owner

Print Name of Developer

Signature of Developer

JASON SHIFFLETT

Print Name of Lessee

  
Signature of Lessee

*By my signature, I attest that all of the required information associated with this application has been submitted to the Department of Community Development by the scheduled deadline date. Any failure on my part not to submit any of the required information may result in the removal of the application from the agenda.*

DRC Project Review Application  
Page 2

Zoning District where project is to be located: T-5 - URBAN CENTER.

*Describe project item(s) to be reviewed; (please attach additional sheets or letter of description if needed)*

UPGRADES TO FACADES. REMOVE ROLL UP DOORS.  
REPAIR EAST WALKWAYS & PAVING. STABILIZE  
AREAS WHERE EXIST PAVING IS DETEIORATED.  
ADD OUTDOOR PATIO DINING.

S. BERRY JONES, AIA  
Print Name of Applicant

[Signature]  
Signature of Applicant

ALICE CASTLEBRIANT AUSTIN  
Print Name of Owner

Alice Castlebriant Allan  
Signature of Owner

\_\_\_\_\_  
Print Name of Developer

\_\_\_\_\_  
Signature of Developer

JASON SHIFFLETT  
Print Name of Lessee

\_\_\_\_\_  
Signature of Lessee

*By my signature, I attest that all of the required information associated with this application has been submitted to the Department of Community Development by the scheduled deadline date. Any failure on my part not to submit any of the required information may result in the removal of the application from the agenda.*

DRC Project Review Application  
Page 3

**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 (including all owners, lessees and developers) is a for-profit entity, i.e. individual or sole proprietor, 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: ALICE CARTWRIGHT ALLEN  
Address: 48 EAST CHICKASAW FWY. MEMPHIS TN 38111

Lessee: 25/20 MEMPHIS, LLC dba Domino's PIZZA  
Address: P.O. BOX 2306 OLIVE BRANCH, MS 38654

Developer: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

\*See language in parenthesis above.

Last Revision Date: 6/2015

Mr. S. Berry Jones, AIA w/SBJ Architects explained that this property has been neglected for a number of years, and the owners of this Domino's have come up with a creative reuse of this property. They are going to invest several hundred thousand dollars into this building and site, even though they don't own

it. They are going to extend the sidewalk in order to make it more pedestrian-friendly for the patrons to walk from the hospital.

The commission questioned what type of material they would be using to replace the retaining wall.

Mr. Jones explained that there would be a lot of civil site work on this project, and they would be using concrete for the retaining wall, as approved by the Planning Commission. They will also be installing an iron guard rail in the areas where it is more than 24-30 inches high, for safety as this Commission suggested, and would make sure that it would be designed so as to keep anyone from being able to crawl through.

After much discussion, Chairman Bruns called for a motion.

Mr. Sherman moved to approve a revised preliminary and final site plan, and façade modification for Domino's Pizza, located at 2086 S. Germantown Rd., subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application, seconded by Ms. Burrow.

ROLL CALL: Mr. Landwehr – Yes; Mr. Kumar – Yes; Mr. Sherman – Yes; Mr. Smith – Yes; Ms. Burrow – Yes; Alderman Barzizza – Yes; Mr. Schmidt – Yes; Chairman Bruns – Yes

MOTION PASSED

- 
8. Landmark Bank – 2245 S. Germantown Rd. – Request Approval of Preliminary and Final Site Plan for Accessory Parking Expansion in Old Germantown (Case No. 17-711). Previously Known as Agenda Item No. 10.

INTRODUCTION:

Development Case #: 17-711

Location: 2245 S. Germantown Rd. (Checkerberry Building)

Owner Name: Landmark Community Bank

Applicant Name: Curtiss H. Doss, AIA – Representative

Zoning District: "OG" Old Germantown Zoning District

Description of Request: Request Approval of Preliminary and Final Site Plan for Accessory Parking Expansion

\*Refer to the Disclosure Form attached for more information



**BACKGROUND:** On March 28, 2017, the Design Review Commission granted approval for a change of use (commercial to accessory parking lot) and demolition of the Checkerberry Building at 2245 S. Germantown Rd. The applicant is proposing to develop the site as an accessory parking lot for neighboring Landmark Bank, and has submitted a full set of plans, including landscaping and photometric plans. (See enclosed plans.)

**DISCUSSION:** The applicant’s proposed site plan request is detailed here:

TOTAL SITE AREA	0.120 ac.
BUILDING SQUARE FOOTAGE	Not applicable (existing building to be demolished)
BUILDING HEIGHT	Not applicable (existing building to be demolished)
Maximum building height	
NUMBER OF PARKING SPACES	
Parking Proposed	9
Parking Existing	0
Parking Required	Not applicable
LOT COVERAGE	55.84% (existing), 55.75% (proposed)
Maximum Lot Coverage	45%

**DESIGN REVIEW COMMISSION CHECKLIST:**

1. *Site Layout:* An existing, single story, vacant building shall be demolished in order to develop the site as an accessory parking lot for the neighboring site.
2. *Building Elevations:* Not part of this application.
3. *Street Improvements and Curb Cuts:* No change proposed.
4. *Parking Lots:* 9 new parking spots are being proposed.

5. *Impervious/Pervious Area Percentage:* 55.75%/44.25%.
6. *Exterior Lighting:* A lighting and photometric plan of site lighting has been provided, which shows the proposed fixtures (sheet 11).
7. *Garbage Collection Area:* The trash enclosure for Landmark Bank has been relocated from its current location, to the southwestern corner of the parking lot site, and a detail has been provided in the plans.
8. *Vents:* Not part of this plan.
9. *Gas, Electric and Water:* The applicant will provide an irrigation plan as part of the construction drawing approval.
10. *Mechanical Units:* Not part of this plan.
11. *Emergency Generators:* Not part of this plan.
12. *Landscaping:* The applicant is proposing new, extensive landscaping on the southwest portion of the site, which is also to act as stormwater mitigation. New drive aisle landscaping is proposed between the exit driveway and the parking spaces. Existing landscaping in the northwest portion of the site is to remain and be maintained. The applicant will provide an irrigation plan as part of the construction drawing approval. (See attached Landscape Plan)
13. *Mailboxes:* Not shown on plan.

**STAFF COMMENTS:**

1. "Streetscape Design Guidelines for the Central Business District and Old Germantown" have been drafted and blessed by the Board of Mayor and Alderman. The parking lot design, including sidewalks, should consider the vision presented in these guidelines.
2. The applicant shall provide an irrigation plan with the landscaping plan as part of the construction drawings.
3. Per Section 23-524, a development contract shall be issued for this project: "After review and approval of any application, excluding sign requests, within the Old Germantown district by the design review commission the owner and/or developer must execute a project and development contract with the city suitable to the board of mayor and aldermen before any permit can be issued. This contract will ensure the completion of all improvements, both public and private, as embodied in the development plan approved by the design review commission."
4. The City of Germantown Engineering Division and Public Works Department reviewed this application and provided the following comments. These comments shall be addressed as part of the construction plan phase:

**PRIOR TO CONSTRUCTION PLAN APPROVAL**

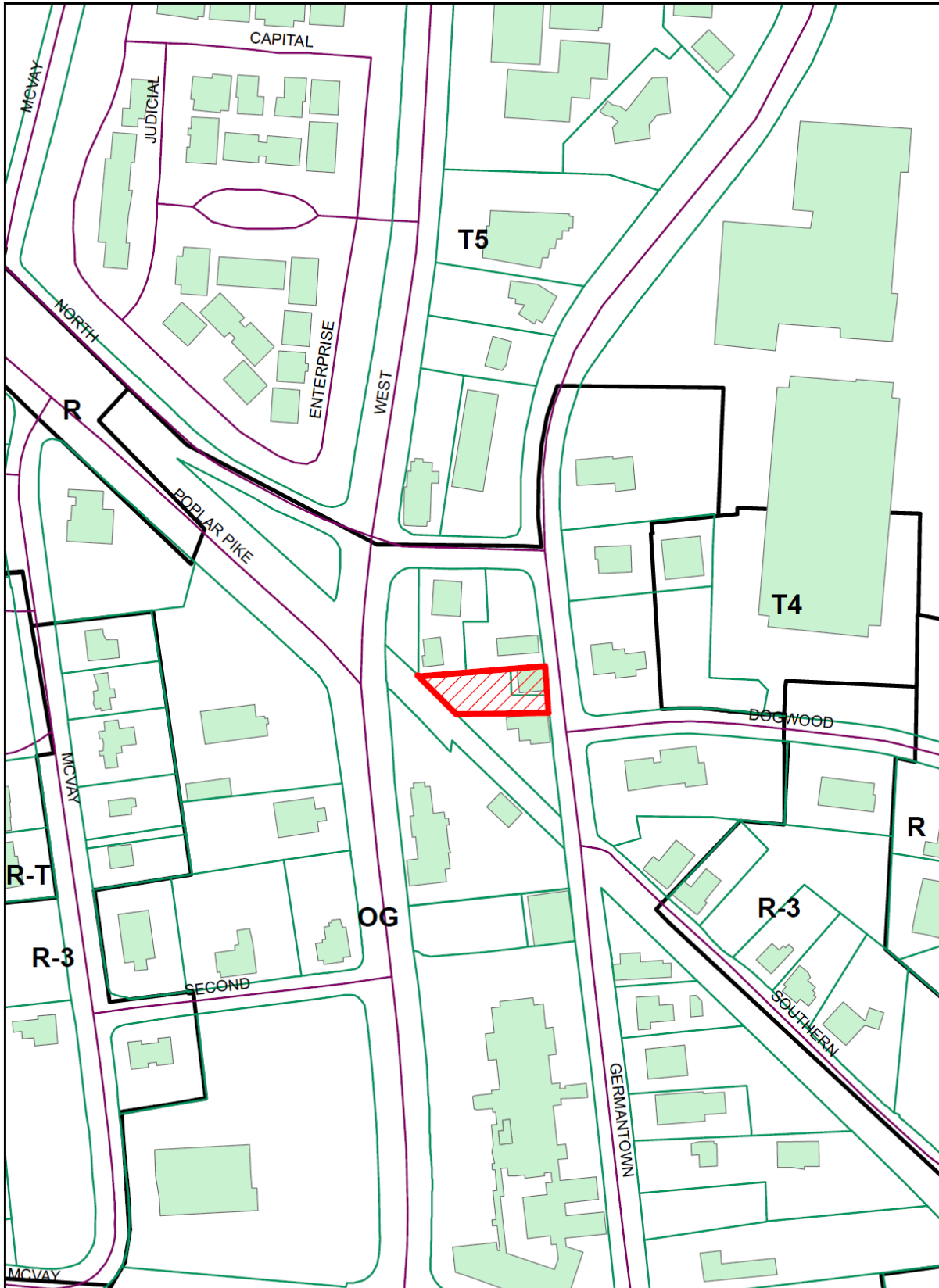
- Provide complete dimensions on the site plan such as parking spaces, drive widths, sidewalk widths, dumpster enclosure size, curb geometry, etc.
- Germantown Road frontage design should match the proposed design for the "Old Germantown" street improvements currently in final design stage, with curb, gutters and a combination of concrete and brick sidewalks. Provide details.

- Spot grades are needed on Germantown Road frontage in order to review drainage design. Trench drains may be needed, similar to existing trench drains in front of the existing bank, with a drain pipe running to railroad right-of-way.
- Make sure new drive entrance is ADA compatible at the sidewalk.
- The concrete finish on new sidewalk should be the "Old Germantown" design.
- An irrigation plan needed for landscaping.
- A detailed drawing is needed for new driveway apron.
- Will encroachment by the Germantown News fence/parking lot remain in place?
- The stormwater leaving the site should not cause any adverse impacts to the neighbors. It is not a very good system with the existing configuration. Adding more or altering the impervious surface will only compound this situation.
- The sewer and water services will need to be terminated at the main lines (no services to the lot). This can be accomplished with the demolition of the existing building or during the construction of the new parking spaces. Include instructions for abandonment.
- Adequate signage should be proposed, so that the new parking spots are for "bank customers only," if that is what the owner wants.

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on May 11, 2017, and with held a recommendation on this application.

PROPOSED MOTION: To approve a preliminary and final site plan for an accessory parking expansion for Landmark Bank at 2245 S. Germantown Rd. in the "OG" Zoning District, subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application.





**ZONING MAP**





Landmark Bank Parking Expansion  
2245 S Germantown Road  
Design Review Commission Submittal  
4/28/17

Vicinity Map and Information

This property is located on the west side of S Germantown Road, south of North Street, and north of the railroad. The property is currently identified as the Checkerberry Building. This application encompasses only that property.



The general property boundaries are shown in the aerial below. It is important to note that the property directly south of this is a railroad access easement. Immediately north of this property is the existing Landmark Community Bank.



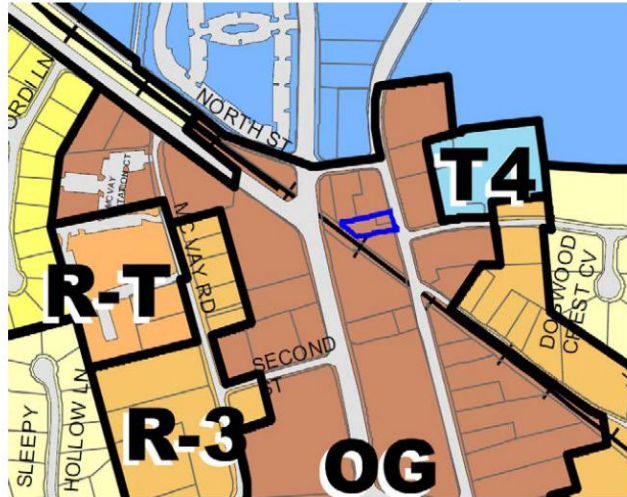


Landmark Bank Parking Expansion  
 2245 S Germantown Road  
 Design Review Commission Submittal  
 4/28/17

Land Use - Exhibit B  
 The property is located in Germantown's Old Germantown (OG) zoning district as illustrated in this Zoning Map.

Existing Site Conditions  
 The site is currently the Checkerberry Shoppe and The Book Depot building.

Parking for the site is located behind the building and is only accessed through the surrounding properties. There is currently greenspace at the rear of the property with a few trees as shown on the survey.



Previous Approvals

At the DRC meeting on 3/28/17 the board approved a 'Building Demolition' and 'Change of Use' application for this property.

Explanation of this Request

The purpose of this application is to provide the City and the DRC a full site plan package for the parking lot expansion of the existing Landmark Bank property.

The bank's goal is to expand their parking area to better service their existing customers while also being able to expand their reach to the community. As the team discovered during the planning process, parking is not a permitted stand-alone use in the Old Germantown (OG) zoning district. Because of that, the bank and (the current property owner) have partnered to submit a joint application. The bank does not own their current location just north of this property, but they do own this parcel. That is why a joint application was necessary.

This parking area will serve as an accessory use to the existing bank building. Below are some figures provided by the bank explaining the current parking lot usage on a per work-week basis.

Visitor Use	Number of Visitors
Drive-thru	113
Parked	59
Other	28



Site Plan, Parking Areas and Curb Cuts

The site plans are designed to work seamlessly with the existing circulation and parking of the Bank. The parking area is extended south along the rear property line to add 3 additional spaces here. The trash enclosure – for manual roll-carts only – is relocated to accommodate the extended parking. Details of the enclosure are on the site plan and the materials will compliment the existing Bank building.

The parking area has also been extended east towards Germantown Parkway where the Checkerberry Building is currently. This parking area is south of the existing drive-thru aisle and exits via a new curb cut onto Germantown Road.

Landscape Drawings

There are a few existing trees on-site that will be removed in the expansion. While a few of them are larger trees, they appear to be in declining health. Those trees are noted on the Demolition Plan. One mitigation tree has been added to the landscape plan.

The landscape plan uses a complimentary plant palette to the existing bank plantings. The plan also takes care to create a safe environment around the drive-thru and ATM area of the bank. A combination of shrubs and trees are used as screening elements around the parking areas. The dumpster enclosure are also screened by upright evergreen shrubs as required.

Exterior Lighting

Two light standards have been added to match the existing poles on-site. These poles have a historic character and will complement the Old Germantown district well. The plans also propose to shift the existing light poles to an LED fixture.

A list of Plans prepared and included in this submittal is noted below:

Sheet No.	Sheet Name
DRC-0	Cover Sheet
DRC-1	Survey
DRC-2	Demolition Plan
DRC-3	Site Plan
DRC-4	Notes
DRC-5	Grading & Drainage Plan
DRC-6	Erosion Control Plan
DRC-7	Civil Details
DRC-8	Landscape Plan
DRC-9	Site Photometric Plan

We look forward to reviewing this proposal with you.



# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: 5/29/2017  
RECEIVED BY: G. Galenka

## DESIGN REVIEW COMMISSION PROJECT REVIEW APPLICATION

**Specific Approval requested:**

- Preliminary Plan (Site plan, building elevations, landscaping, lighting, etc.)       Final Plan (Complete "OG" Checklist)       Change in Use (Complete "OG" Checklist)
- Wireless Transmission Facility       Landscaping (only)       Lighting (only)
- Revision/amendment to an approved plan  
Description of requested change: \_\_\_\_\_
- Other; Explain \_\_\_\_\_

Project Name: Landmark Bank Parking Expansion

Project Address: 2245 S Germantown Road, Germantown, TN 38138

Previous Tenant: The Book Depot and Checkerberry Shoppe

Applicant's Name: Curtiss H. Doss, AIA

Mailing Address: 6750 Lenox Center Court, Suite 100 Memphis, TN 38115

Email Address: curtiss@mnbarchitects.com Telephone: 901-683-7667

Owner's Name: Landmark Community Bank (Dianne Fry, Senior VP)

Mailing Address: 5880 Ridge Bend Road Memphis, TN 38120

Email Address: dfry@landmarkbanktn.com Telephone: 901-288-1153

Developer's Name: same as above

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lessee's Name: same as above

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

DRC Project Review Application  
Page 2

Zoning District where project is to be located: OG zoning district

Describe project item(s) to be reviewed: (please attach additional sheets or letter of description if needed)

See attached write-up

Curtis H. Doss  
Print Name of Applicant

  
Signature of Applicant

Landmark Community Bank (Dianne Fry)  
Print Name of Owner

  
Signature of Owner

\_\_\_\_\_  
Print Name of Developer

\_\_\_\_\_  
Signature of Developer

\_\_\_\_\_  
Print Name of Lessee

\_\_\_\_\_  
Signature of Lessee

*By my signature, I attest that all of the required information associated with this application has been submitted to the Department of Community Development by the scheduled deadline date. Any failure on my part not to submit any of the required information may result in the removal of the application from the agenda.*

DRC Project Review Application  
Page 3

**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:

- For Profit Entities.** If the owner of the land which is the subject of this Application (including all owners, lessees and developers) is a for-profit entity, i.e. individual or sole proprietor, 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: Landmark Community Bank (Dianne Fry, Senior VP)  
Address: 2245 S Germantown Road, Germantown, TN 38138  
\* for signature see page 1.

Lessee: \_\_\_\_\_  
Address: \_\_\_\_\_

Developer: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

\*See language in parenthesis above.

Last Revision Date: 6/2015

Mr. Brandon Doss w/Blair Parker Design and Rusty Norville w/Civil Engineering Solutions explained that the bank was very happy to be in Old Germantown, and that is the reason for the parking expansion. Right now, if every employee were to have a customer, then there would not be enough parking. For that reason, they were requesting the Commission allow them to put up "bank parking only from 8-5" signs, but are still willing to share the parking after regular banking hours.



The Commission asked if they would be resealing the existing parking lot on which the Landmark Bank building sits. The applicant stated that existing parking lot is really not that old and is still in very good shape, so they will not be repaving this site. There will be a soft clean cut where the new island is, so it won't be a jagged cut area. The Commission also asked the applicants to review the photometric plan with Planning Division staff, to ensure that the values are closer to zeroing out near the property lines. Additionally, the applicant will work with the City's Public Works Department concerning water meters for the property.

Chairman Bruns explained that he did see a conflict in regards to how "bank parking only" signs could be laid out on the property, but the applicant needs to continue to work with staff in that regard. If signage is necessary, then the applicant will need to come back before this Commission for that approval.

After much discussion, Chairman Bruns called for a motion.

Mr. Landwehr moved to approve a preliminary and final site plan for an accessory parking expansion for Landmark Bank at 2245 S. Germantown Rd. in the "OG" Zoning District with the modification for the landscape irrigation to be addressed with the construction drawings by the Engineering Division, as well as to review the lighting and photometric plan, subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application, seconded by Mr. Schmidt.

ROLL CALL: Alderman Barzizza – Yes; Ms. Burrow – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Mr. Kumar – Yes; Mr. Landwehr – Yes; Mr. Schmidt – Yes; Chairman Bruns – Yes

MOTION PASSED

---

9. New Business: Previously Known as Agenda Item No. 11A.

- a. Discussion pertaining to Streetscape Design Guidelines for the Central Business District and Old Germantown.

**AGENDA NUMBER: 11A**



**CITY OF  
GERMANTOWN  
TENNESSEE**

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

## ***MEMORANDUM***

Date: May 23, 2017

To: Design Review Commissioners

From: Cameron Ross, Economic and Community Development Director

Re: Streetscape Design Guidelines: Central Business District & Old Germantown

At the DRC meeting on May 23, 2017, we will be discussing the "Streetscape Design Guidelines: Central Business District & Old Germantown." Prior to the meeting, please review the guidelines, which can be found electronically here:

<https://drive.google.com/drive/folders/0B2oaU08GruVJMEJfQzdhc3dBZVE>

<P:\Planning\Staff Reports\DRC\2017\5-23-17\Streetscape Memo.docx>

b. Design Review Commission Appointment for the Historic Commission.

Alderman Barzizza requested someone to volunteer to be the Design Review Commission Liaison for the Historic Commission. Mr. Ralph Smith volunteered for the remainder of 2017.

---

ADJOURNMENT

There being no further business, comments, or questions by the Commission, the Chairman adjourned the meeting at 7:51 p.m.