

DESIGN REVIEW COMMISSION
CITY HALL COUNCIL CHAMBERS

Tuesday, August 22, 2017

6:00 p.m.

The regular meeting of the Design Review Commission was scheduled and held in the Council Chambers of City Hall on August 22, 2017.

1. Chairman Bruns called the meeting to order at 6:00 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; Mr. Neil Sherman; and Ms. Susan Burrow

DEVELOPMENT STAFF PRESENT:

Mr. Cameron Ross, Economic and Community Development Director; Ms. Sheila Pounder, Planning Division Manager; Ms. Sarah Goralewski, Planner; Ms. Regina Gibson, Administrative Secretary and Robert McLean, City Attorney

3. Approval of Minutes for July 25, 2017

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

ROLL CALL: Ms. Burrows - Yes; Alderman Barzizza – Yes; Mr. Sherman – Yes; Mr. Schmidt – Yes; Mr. Landwehr – Yes; Chairman Bruns – Yes

MOTION PASSED

4. CONSENT AGENDA

- a. Fed-Ex – 3860 Forest Hill Rd. – Request Approval of a Tenant Identification Wall Sign (Case No. 17-739).
Brandt Balton w/Balton Signs - Applicant/Agent
- b. Beautiful Soul Boutique – 3133 Forest Hill Irene Rd. (Forest Hill Shops) – Request Approval of a Tenant Identification Wall Sign (Case No. 17-740).
Amie Shumaker w/Williams Sign Company – Applicant/Agent
- c. Madonna Learning Center – 7007 Poplar Ave. – Request Approval of a Revised Landscape Plan (Gates) (Case No. 15-512).
Jo Gilbert w/Madonna Learning Center – Applicant/Agent
- d. Farrell Calhoun Paint – 3116 Forest Hill-Irene Rd. – Request Approval of Building Façade Modifications (Case No. 17-741). Previously Known as Agenda Item No. 5
Julie Fleming w/Farrell Calhoun – Applicant/Agent

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 determine 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.

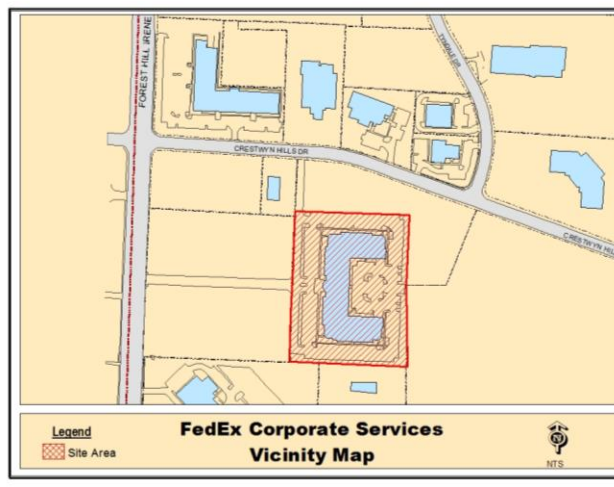
Alderman Barzizza made a motion to approve the Consent Agenda as presented and seconded by Ms. Burrow.

ROLL CALL: Mr. Landwehr – Yes, Recused himself from Agenda Items No. 4c and 4d; – Mr. Sherman – Yes; Ms. Burrow – Yes – Alderman Barzizza – Yes; Mr. Schmidt – Yes; Chairman Bruns - Yes

MOTION PASSED

STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS


- a. Fed-Ex - 3860 Forest Hill Rd. – Request Approval of a Tenant Identification Wall Sign (Case No. 17-739).



BACKGROUND: The applicant is the end tenant in a 75,000 square foot building that was approved with the recording of the Forest Hill Heights Planned Development, Amended July, 2000 and built the same year. The property for this site was annexed into the City of Germantown in September, 2000.

DISCUSSION: The applicant is requesting approval of a wall-mounted tenant identification sign for FedEx Corporate Services located at the east side of Forest Hill Irene Road, south of Crestwyn Hill Drive. The tenant space for FedEx Corporate Services is approximately 25,000 square feet. The specifics of the request are as follows:

SIGN: Wall-Mounted Tenant Identification

Location & Height:	One sign to be mounted on the wall of the building façade, facing Forest Hill Irene Road, north of building entrance with a maximum height of 16’8” from the surrounding grade.
Total Sign Area:	32.5 sq. ft.
Content/Logo:	
Colors & Materials:	Color: Letters = Matthew Duranodic Bronze 246 Background = Existing building facade Materials: Letters = Aluminum
Font:	Custom Font
Letter Size:	Varies from 10 ³ / ₄ ” to 30”
Mounting Structure:	Stud mounted with aluminum rods to building facade
Lighting:	Halo Lit: LED 60 watts

STAFF COMMENTS:

1. Although the existing commercial building (use) is located within the "T-5" Urban Center District, it was developed under the regulations for the pre-existing "O-51" Commercial District. Consequently, the signage for this business will be regulated by the O-51 sign regulations of the Zoning Ordinance. DRC approval is required for all permanent signs for businesses not located in a shopping center with an approved sign policy that allows administrative approval by staff.
2. The applicant, a new tenant, will have 110 feet of frontage on Forest Hill Irene Road (based on the lineal footage of the building wall where the public entrance is located), resulting in a maximum allowable sign area of 75 square feet (1 sq. ft. of sign area per foot of linear wall façade or a 75 sq. ft. maximum, whichever is less) per the current Sign Ordinance. The total of the current requested sign area is 32.5 sq. ft., which is within the total allowable sign area permitted for this project.
3. 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 August 10, 2017, and recommended placing this application on the consent agenda.

PROPOSED MOTION: To approve a wall-mounted tenant identification sign for FedEx Corporate Services, located at 3860 Forest Hill Irene Rd., subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application.

BUILDING ELEVATION
SCALE : 3/16" = 1'-0"

FRONT ELEVATION - REVERSE CHANNEL, HALO LIT LETTERS
SCALE : 3/8" = 1'-0"

REVERSE CHANNEL, HALO LIT LETTER DETAIL
SCALE : N.T.S.

SIDE VIEW NON-ILLUM PLATE LETTERS
SCALE : N.T.S.

FEDEX HALO LIT, REVERSE CHANNEL PERSPECTIVE DETAIL
SCALE : N.T.S.

TENANT SQUARE FOOTAGE = 24,960 SQ. FT.
LANDLORD SIGNATURE *[Signature]*



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: FedEx Corporation Phone No: 901-434-8812
2. Sign Owner's Address: 3680 Hacks Cross Rd. Email Address: julie.ellis@fedex.com
3. Sign Location Address and Name of Shopping Center: 3860 Forest Hill Irene
4. Zoning District: Commercial _____; Residential _____; Old Germantown _____; Office X _____.
5. Sign will be mounted on: Wall X _____; Ground _____.
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 X _____; Two _____.
8. Linear feet of building frontage occupied by business where sign will be located: 110 feet.
9. Size of Sign: Width: 8 feet .125 inches; Height: 4 feet _____ inches
TOTAL AREA OF SIGN IN SQUARE FEET: 32.5
10. Height of sign at its highest point above the surrounding grade: 16 feet 8 inches.
11. Size of Letters: 1) Height 30" Width 104" Font: FedEx custom
 2) Height 10 3/4" Width 50 1/4" Font: FedEx custom
 3) Height _____ Width _____ Font: _____
12. Colors: Letters: Matthews Duranodic Bronze - 2046 **SUBMIT COLOR SAMPLES**
 Background: SW 7527 - Nantucket Dune **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).
795 Feet _____ Inches Name of Street: Forest Hill Irene
810 Feet _____ Inches Name of Street: Crestwyn Hills Cove
15. Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).
795 Feet _____ Inches Name of Street: Forest Hill Irene
810 Feet _____ Inches Name of Street: Crestwyn Hills Cove
16. Sign Content (words, letters, logos): FedEx Services
17. Size of logo: Horizontal N/A feet _____ inches; Vertical _____ feet _____ inches.
18. Sign Materials: Letters Aluminum _____; Sign Face Aluminum _____
 Mounting Structure (type and materials): Stub-off aluminum rods
19. Sign Illumination, if applicable (type, location and wattage): Halo Lit; L.E.D. - 60watt
20. Sign Landscaping, if applicable landscape plan shall be submitted
21. Additional Comments: all lettering is painted duranodic bronze with letters "Ex" cut out with building background (Nantucket Dune) visible. Lettering "Services" is non-illuminated

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: 3860 Forest Hill Irene Rd, LLC
Address: 2926 Forest Creighton Dr., Nashville, TN 37204

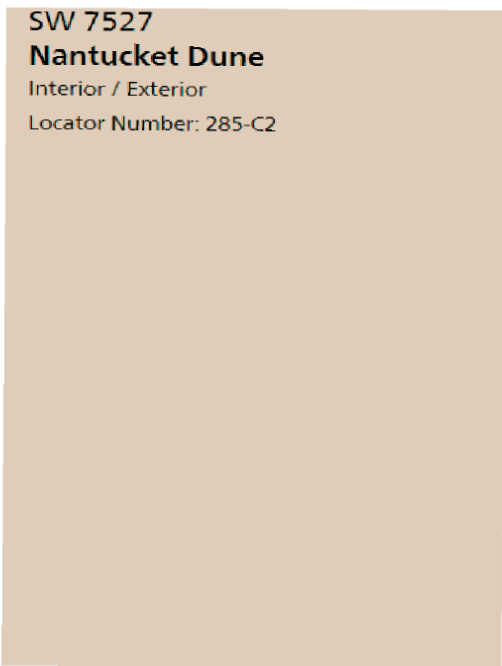
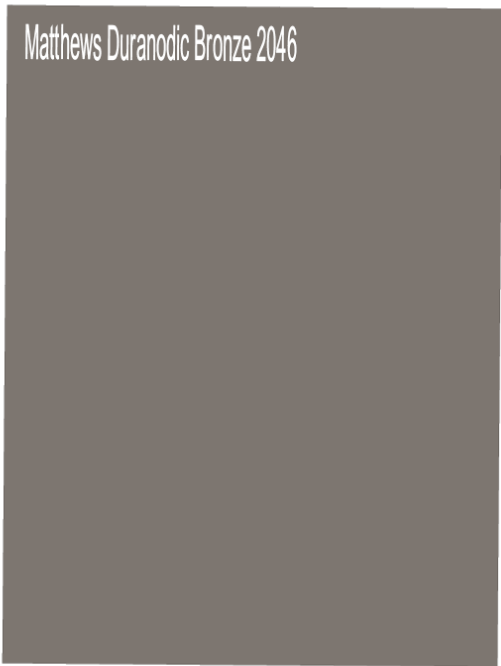
Lessee: FedEx Corporation
Address: 3860 Hacks Cross Rd., Memphis, TN 38125

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.




- b. Beautiful Soul Boutique – 3133 Forest Hill Irene Rd. (Forest Hill Shops) – Request Approval of a Tenant Identification Wall Sign (Case No. 17-740).




BACKGROUND: The applicant is the end tenant in the Forest Hill Shops commercial center, on the corner of Forest Hill Irene Road and Poplar Pike. On May 12, 2016, the tenant was administratively approved for a 30 s.f. tenant identification wall-mounted sign facing Forest Hill Irene Road (as required per the landlord).

DISCUSSION: The applicant is requesting approval of a second, new wall-mounted tenant identification sign for Beautiful Soul Boutique. The applicant is proposing to move the existing wall sign from Forest Hill Irene Road to Poplar Pike, and placing the new proposed sign facing Forest Hill Irene Road. (The main entrance for the tenant space faces Poplar Pike, although the original sign was placed facing Forest Hill Irene Rd.) The total number of wall signs would increase from one to two for this corner tenant. The specifics of the request are as follows:

SIGN 1: Existing Wall-Mounted Tenant Identification (Moving from Forest Hill Irene Rd. to Poplar Pike)

Location & Height:	One existing wall-mounted sign, currently facing Forest Hill Irene Road, to be moved to above the south building entrance on Poplar Pike. Maximum height of 12' from the surrounding grade.
Total Sign Area:	30 sq. ft.
Content/Logo:	
Colors & Materials:	Color: Letters = Vanilla Bean Background = Existing building facade Materials: Letters = Aluminum
Font:	Helvetica
Letter Height:	24"
Mounting Structure:	Stud mounted with aluminum rods to building facade
Lighting:	Halo Lit: 4500 White 12V LED Lights

SIGN 2: New Wall-Mounted Tenant Identification (Forest Hill Irene Rd.)

Location & Height:	Second, new wall-mounted sign to be mounted facing Forest Hill Irene Rd. Maximum height of 12' from the surrounding grade.
Total Sign Area:	20 sq. ft.
Content/Logo:	

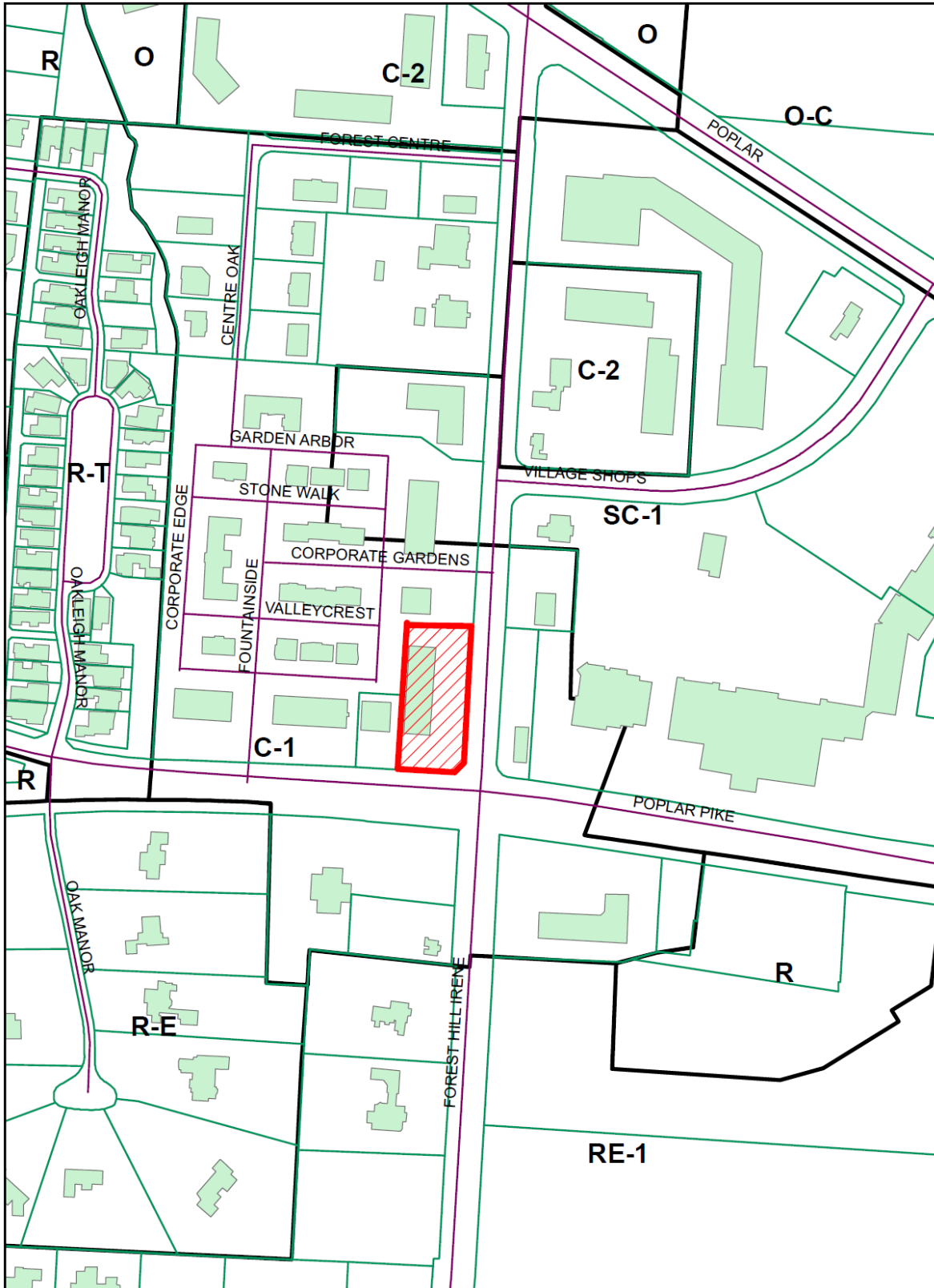
Colors & Materials:	Color: Letters = Vanilla Bean Background = Existing building facade Materials: Letters = Aluminum
Font:	Helvetica
Letter Height:	18"
Mounting Structure:	Stud mounted with aluminum rods to building facade
Lighting:	Halo Lit: 4500 White 12V LED Lights

STAFF COMMENTS:

1. The applicant is requesting to move the previously approved wall-mounted sign from the façade facing Forest Hill Irene Rd. to the Poplar Pike side. Additionally, the applicant would like a second wall-mounted sign facing Forest Hill Irene Rd. Per Section 14-34(b)(1)a. and b., the Design Review Commission has the authority to approve the following: “a wall sign on another wall of the occupant’s premises in lieu of a sign on a wall containing a major exterior entrance” and “more than one wall sign, when there is more than one major entrance; provided, however, that such additional sign is on a wall facing a public street or customer parking lot and containing a major entrance, and provided that any such sign does not face abutting residential areas.” The main public entrance for this business is on Poplar Pike, and the applicant would like signage there.
2. Per Section 14-34 of the Municipal Code, the total allowable sign area is 75 sq. ft., (based on the maximum sign area of 75 sq. ft.). However, the sign policy for the Forest Hill Shops limits the size of total signage to 50 sq. ft. The total sign area for all proposed signage for Beautiful Soul Boutique is 50 sq. ft., which conforms to the size requirement of the shopping center sign policy the City of Germantown sign ordinance.
3. 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 August 10, 2017, and recommended placing this application on the consent agenda.

PROPOSED MOTION: To approve a second wall-mounted tenant identification sign of 20 s.f. for the façade facing Forest Hill Irene Rd., and move the existing wall-mounted tenant identification sign of 30 s.f. from Forest Hill Irene Rd. to Poplar Pike for Beautiful Soul Boutique, located at 3133 Forest Hill Irene Rd. (Forest Hill Shops), subject to the Commission’s discussion, staff comments in the staff report, and the documents and plans submitted with the application.



ZONING MAP

STORE FRONT 58'-6"

Beautiful Soul Boutique

EXISTING LOCATION FORREST HILL IRENE

NEW LOCATION POPLAR PIKE SIDE

UL REGISTERED

SIGN MUST BE GROUNDED IN COMPLIANCE WITH ARTICLE 680 OF NATIONAL ELECTRIC CODE.

1. 1/8" ALUMINUM FACES
2. MACHINE SCREWS
3. 12 V. LED LIGHTS
4. .063 PAINTED ALUMINUM RETURNS
5. LED POWER SUPPLY (V IN 100-240 VAC / V OUT 12.0 V DC)
6. DISCONNECT SWITCH ON RACEWAY END
7. 18 GAUGE WIRE PORCELAIN BUSHINGS
8. ALUMINUM BOX BEHIND WALL
9. NON-CORROSIVE ATTACHMENT HARDWARE
10. PRIMARY ELECTRICAL SUPPLY INSIDE CONDUIT
11. STANDARD ELECTRICAL JUNCTION BOX

CIRCUITS REQUIRED ONE (1) 20 AMP, 120 VOLT CIRCUIT DEDICATED TO SIGN ONLY

TAKE DOWN CUSTOMER'S EXISTING SET OF REVERSE CHANNEL LETTERS & INSTALL IN NEW LOCATION AS SHOWN. .090 ALUMINUM FACES WITH .063 ALUMINUM RETURNS LETTERS INTERNALLY BACK-LIT BY 4500 WHITE 12 V. LED LIGHTS. POWERED BY LED POWER SUPPLY CONTAINED IN METAL BOXES BEHIND WALL. LETTERS STUD MOUNTED OFF WALL 2-1/2" FOR HALO LIGHTING. LETTERS & ELECTRICAL TO MEET UL APPROVAL & CITY OF GERMANTOWN CODE.

LENGTH OF SIGN = 25.57% OF STORE FRONT / TOTAL SQ FT 30

APPROVED BY: DATE: 110 VOLT 15 AMP CIRCUIT TO BE PROVIDED AND PAID FOR BY CUSTOMER.
 CUSTOMER: Beautiful Soul
 PROJECT NO: Beautiful Soul
 SCALE: 3/16"=1'
 DRAWN BY: D. E. Cunningham
 DATE: 07-28-2017
 1399 THOMAS ST., MEMPHIS, TN 38107 PHONE: 523-1595 FAX: 527-7332

STORE FRONT 29'-9"

Beautiful Soul

FORREST HILL IRENE

UL REGISTERED

SIGN MUST BE GROUNDED IN COMPLIANCE WITH ARTICLE 680 OF NATIONAL ELECTRIC CODE.

1. 1/8" ALUMINUM FACES
2. MACHINE SCREWS
3. 12 V. LED LIGHTS
4. .063 PAINTED ALUMINUM RETURNS
5. LED POWER SUPPLY (V IN 100-240 VAC / V OUT 12.0 V DC)
6. DISCONNECT SWITCH ON RACEWAY END
7. 18 GAUGE WIRE PORCELAIN BUSHINGS
8. ALUMINUM BOX BEHIND WALL
9. NON-CORROSIVE ATTACHMENT HARDWARE
10. PRIMARY ELECTRICAL SUPPLY INSIDE CONDUIT
11. STANDARD ELECTRICAL JUNCTION BOX

CIRCUITS REQUIRED ONE (1) 20 AMP, 120 VOLT CIRCUIT DEDICATED TO SIGN ONLY

FABRICATE & INSTALL (1) SET OF REVERSE CHANNEL LETTERS. WHITE FACES TO BE .090 ALUMINUM. .063 ALUMINUM RETURNS. FACES AND RETURNS PAINTED VANILLA BEAN. LETTERS, LETTERS INTERNALLY BACK-LIT BY 4500 WHITE 12 V. LED LIGHTS. POWERED BY LED POWER SUPPLY CONTAINED IN METAL BOXES BEHIND WALL. LETTERS STUD MOUNTED OFF WALL 2-1/2" FOR HALO LIGHTING. LETTERS & ELECTRICAL TO MEET UL APPROVAL & CITY OF GERMANTOWN CODE.

LENGTH OF SIGN = 44.54% OF STORE FRONT / TOTAL SQ FT 19.88

APPROVED BY: DATE: 110 VOLT 15 AMP CIRCUIT TO BE PROVIDED AND PAID FOR BY CUSTOMER.
 CUSTOMER: Beautiful Soul
 PROJECT NO: Beautiful Soul
 SCALE: 3/16"=1'
 DRAWN BY: D. E. Cunningham
 DATE: 07-27-2017
 1399 THOMAS ST., MEMPHIS, TN 38107 PHONE: 523-1595 FAX: 527-7332



SIGN # 1

DATE RECEIVED: 7/28/2017
RECEIVED BY: Goralowski
17-740

CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
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: _____

1. Sign Owner: DAVID Kellenburger Phone No: (901) 242-7104
2. Sign Owner's Address: 3133 Forrest Hill RENE Email Address: _____
3. Sign Location Address and Name of Shopping Center: Forrest Hill Shops
4. Zoning District: Commercial ; Residential _____; Old Germantown _____; Office _____
5. Sign will be mounted on: Wall ; Ground _____
6. Type Sign: Tenant Identification Project Identification
 Building Identification Traffic Directional
 Exterior Directory Subdivision Identification
 Service Station Sign Other (If other, explain on separate page)
7. Number of Sign Faces: One ; Two _____
8. Linear feet of building frontage occupied by business where sign will be located: 59 feet. *NOTE Existing sign @ PLAMA former with 18' sign to Poplar Pike*
9. Size of Sign: Width: 4'5" feet _____ inches; Height: 3' feet 24" inches
TOTAL AREA OF SIGN IN SQUARE FEET: 36 S.F.
10. Height of sign at its highest point above the surrounding grade: 12 feet _____ inches.
11. Size of Letters: 1) Height 24" Width 12" Font: HELVETICA
2) Height _____ Width _____ Font: _____
3) Height _____ Width _____ Font: _____
12. Colors: Letters: VANILLA BEAN SUBMIT COLOR SAMPLES
Background: N/A 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).
15 Feet _____ Inches Name of Street: POPLAR PIKE
15. Distance building 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
16. Sign Content (words, letters, logos): BEAUTIFUL SOUL BOOTIQUE
17. Size of logo: Horizontal N/A feet _____ inches; Vertical _____ feet _____ inches.
18. Sign Materials: Letters ALUM; Sign Face ALUM
Mounting Structure (type and materials): STUD MOUNTED
19. Sign Illumination, if applicable (type, location and wattage): NEON LED (SLG)
20. Sign Landscaping, if applicable landscape plan shall be submitted
21. Additional Comments: _____

SIGN #2

DATE RECEIVED: 7/25/2017
 RECEIVED BY: Gopal Krishna
 #17-740



CITY OF
 GERMANTOWN
 TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
 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: _____

1. Sign Owner: DAVID Kellenburger Phone No: (901) 242-7104
2. Sign Owner's Address: 3153 Forrest Hill IRENE Email Address: _____
3. Sign Location Address and Name of Shopping Center: Forrest Hill SHOPS
4. Zoning District: Commercial ; Residential _____; Old Germantown _____; Office _____
5. Sign will be mounted on: Wall ; Ground _____
6. Type Sign: Tenant Identification _____ Project Identification
 _____ Building Identification _____ Traffic Directional
 _____ Exterior Directory _____ Subdivision Identification
 _____ Service Station Sign _____ Other (If other, explain on separate page)
7. Number of Sign Faces: One ; Two _____
8. Linear feet of building frontage occupied by business where sign will be located: 30' feet.
9. Size of Sign: Width: 13 feet 5 inches; Height: _____ feet 18" inches
 TOTAL AREA OF SIGN IN SQUARE FEET: 205.4
10. Height of sign at its highest point above the surrounding grade: 12 feet _____ inches.
11. Size of Letters: 1) Height 18" Width 12" Font: HELVETICA
 2) Height _____ Width _____ Font: _____
 3) Height _____ Width _____ Font: _____
12. Colors: Letters: VANILLA BEAN SUBMIT COLOR SAMPLES
 Background: N/A 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).
25' Feet _____ Inches Name of Street: Forrest Hill IRENE
 _____ 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).
25' Feet _____ Inches Name of Street: Forrest Hill IRENE
 _____ Feet _____ Inches Name of Street: _____
16. Sign Content (words, letters, logos): Beautiful Soul
17. Size of logo: Horizontal N/A feet _____ inches; Vertical _____ feet _____ inches.
18. Sign Materials: Letters ALUM; Sign Face ALUM
 Mounting Structure (type and materials): STUD MOUNTED
19. Sign Illumination, if applicable (type, location and wattage): LED
20. Sign Landscaping, if applicable landscape plan shall be submitted
21. Additional Comments: _____

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Name of Applicant (please print) Williams Sign Company
Address: 1399 Thomas Street Memphis TN 38107
Phone No: 901-529-1595 Email Address: Amie@W-signs.com
Applicant Signature: Amie

Sign
Name of Owner (please print) Daria Kellenberger
Address: 8199 Forrest Hill RENE
Phone No: 901-242-7104 Email Address: _____
Owner Signature: [Signature] 6/21/17

Owner
Name of Developer (please print) Loch Properties (Laura Warren, VP)
Address: 825 Valleybrook Dr. Memphis TN
Phone No: 901-299-6778 Email Address: Laura.W@lochproperties.com
Developer Signature: see email

Name of Sign Erecting Company Williams Sign Company
Address: 1399 Thomas Street Memphis TN 38107
Phone No: 901-529-1595 Email Address: Amie@W-signs.com

*** 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

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.L.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.

Applicant: Amie Shumaker (Williams Sign Company)
Address: 1399 Thomas St., Memphis, TN 38107
Signature of Applicant: See pg. 2

Property Owner/Landlord: Loeb Properties (Laura Warren, VP)
Address: 825 Valleybrook St., Memphis, TN
Signature of Property Owner/Landlord: See email Laura Warren

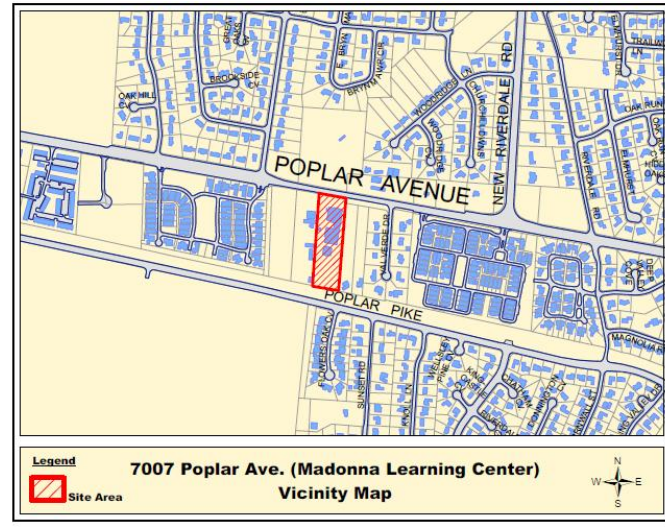
Tenant/Lessee: David Kellenberger
Address: 3133 Forest Hill Treke Rd., Germantown, TN
Signature of Tenant/Lessee: See pg. 2 8/7/17

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. Madonna Learning Center – 7007 Poplar Ave. – Request Approval of a Revised Landscape Plan (Gates) (Case No. 15-512).



BACKGROUND: The Board of Zoning Appeals approved a use on appeal to enable the expansion of the Madonna Learning Center on November 12, 2013. The Planning Commission approved the preliminary and final site plan for the expansion on February 4, 2014, and the Design Review Commission (DRC) approved building elevations, landscape plans and lighting on February 25, 2014. On March 24 and August 25, 2015, the DRC approved wall signs for the school. (The existing ground-mounted sign was approved with a variance by the DRC on July 23, 1996.)

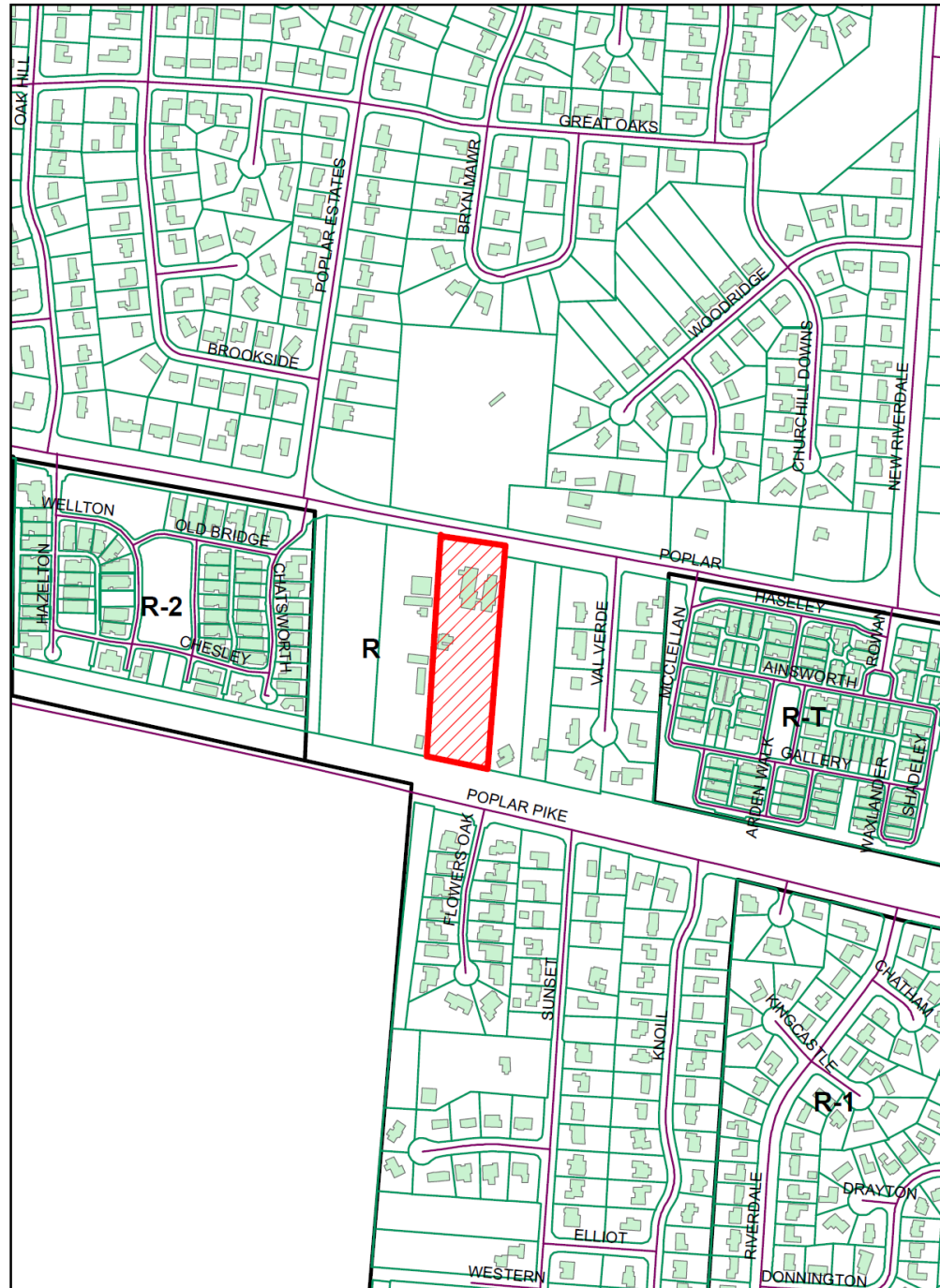
DISCUSSION: The applicant is requesting approval of a revision to the approved landscaping plan, specifically the addition of a 6' fence and gates, to better secure the property. The 6' black steel fence would be setback between 62'-2" (western side) and 106' (eastern side) from the curb of Poplar Ave. (The first 20' from the face of the curb of Poplar Ave. is public right-of-way. Thus, the fence would be setback between 42'2" and 86' from the front property line. As this property is located in the "R" Low-Density Residential zoning district, the front yard setback is 40,' per Section 23-232(1).) At each driveway, motorized 6' gates would be installed: a slide gate on the western driveway and a swing gate on the eastern driveway. Both gates would be equipped with Fire Department access locks. The applicant is also proposing to plant Little Gem Magnolias along the new fence on the western side as a screening. (Please see the attached plans for more details.)

STAFF COMMENTS:

1. Following the DRC Sub-Committee Meeting on August 10, 2017, the applicant verified the measurements on site for the proposed fence and gates. It was determined that the fence on the western property side would be 42'2" from the front property line, rather than the originally stated 39'. Thus, the fence meets the required 40' front setback and no administrative variance is required.
2. Per Section 2-171(a)(4), the DRC reviews fencing for all forms of non-residential developments.
3. Along the western side of the fence, Little Gem Magnolias will be planted as a screening.
4. If approved, the applicant shall obtain a fence permit from the City of Germantown Neighborhood Services Division prior to commencing work.
5. The applicant has received verbal approval from the City of Germantown Fire Department for the location of the fence and gates. Prior to applying for a fence permit, the applicant shall submit the final fence and gate plan to the City of Germantown Fire Department for their written approval. Such approval shall be submitted with the application for the fence permit.

DRC SUBCOMMITTEE REPORT: The DRC Sub-Committee met on August 10, 2017, and recommended placing this application on the consent agenda.

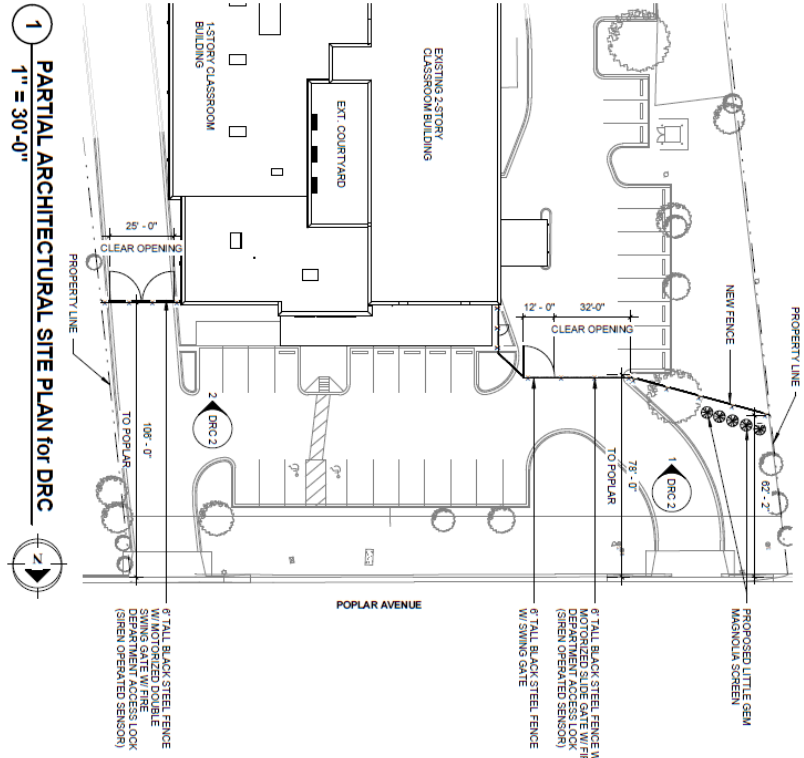
PROPOSED MOTION: To approve a revised landscape plan for Madonna Learning Center at 7007 Poplar Ave., consisting of 6' tall black steel fence and motorized gates, ranging from 42'2" to 86' from the front property line, as well as landscape screening along the western fence, subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application.



ZONING MAP



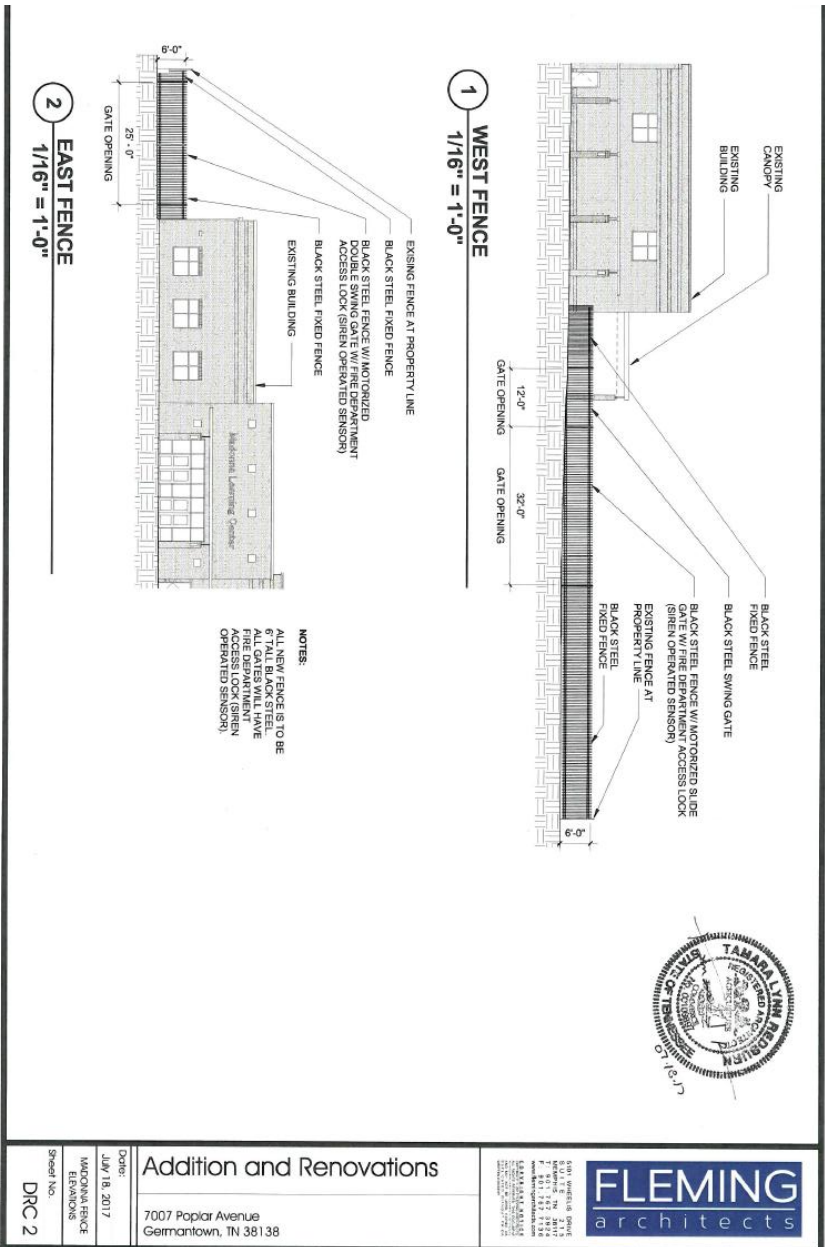
Madonna Learning Center aerial

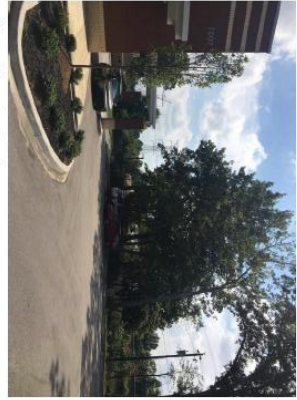


DATE: 08/22/17 DRAWN BY: [Name] CHECKED BY: [Name] PROJECT NO.: [Number] SHEET NO.: [Number]	Addition and Renovations	
	7007 Poplar Avenue Germantown, TN 38138	

8' TALL BLACK STEEL FENCE WITH OPERATED SENSORS (SIREN OPERATED SENSORS)
 8' TALL BLACK STEEL FENCE WITH OPERATED SENSORS (SIREN OPERATED SENSORS)
 8' TALL BLACK STEEL FENCE WITH OPERATED SENSORS (SIREN OPERATED SENSORS)
 8' TALL BLACK STEEL FENCE WITH OPERATED SENSORS (SIREN OPERATED SENSORS)

DRC 1
 MADONNA SITE PLAN
 SHEET NO.





West side of school



West side of school



East side of school



East side of school



Fence & gate example

Photographs
not to scale

FLEMING
architects

1100 REPUBLIC DRIVE
BIRMINGHAM, TN 38115
TEL: 205-988-2114
FAX: 205-988-2114
WWW.FLEMINGARCHITECTS.COM

Addition and Renovations

7007 Poplar Avenue
Germantown, TN 38138

Date: July 18, 2017
DRAWN BY: MADONNA STEPHAN
SHEET NO.: DRC 3



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 PROJECT REVIEW APPLICATION

Specific Approval requested:

Preliminary Plan Final Plan Change in Use
(Site plan, building elevations, landscaping, lighting, etc.) (Complete "OG" Checklist)

Wireless Transmission Facility Landscaping (only) Lighting (only)

Revision/amendment to an approved plan
Description of requested change: _____ New fence and gates at existing entry drive

Other; Explain _____

Project Name: _____ Madonna Learning Center

Project Address: _____ 7007 Poplar Avenue, Germantown, TN 38138

Previous Tenant: _____ N/A

Applicant's Name: _____ Tamara Redburn - Fleming Architects

Mailing Address: _____ 5101 Wheelis Drive, Suite 215, Memphis, TN 38117

Email Address: _____ tredburn@flemingarchitects.com Telephone: _____ 901-767-3924

Owner's Name: _____ Jo Gilbert

Mailing Address: _____ 7007 Poplar Avenue, Germantown, TN 38138

Email Address: _____ jgilbert@madonna-learning.org Telephone: _____ 901-752-5767

Developer's Name: _____ N/A

Mailing Address: _____

Email Address: _____ Telephone: _____

Lessee's Name: _____ N/A

Mailing Address: _____

Email Address: _____ Telephone: _____

DRC Project Review Application
Page 2

Zoning District where project is to be located: R

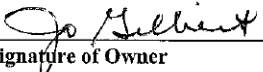
Describe project item(s) to be reviewed: *(please attach additional sheets or letter of description if needed)*

 Installation of a black steel fence with one gate at the east drive and one gate at the
 west drive. Gates to be located south of the existing north drive and parking
 to allow cars to enter and exit before they encounter a gate.

 Jo Gilbert
Print Name of Applicant

 
Signature of Applicant

 Jo Gilbert
Print Name of Owner

 
Signature of Owner

 N/A
Print Name of Developer

Signature of Developer

 N/A
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 4

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: Jo Gilbert, Madonna Learning Center
Address: 7007 Poplar Avenue, Germantown, TN 38138

President or Equivalent
Chief Executive Officer: Jo Gilbert
Address: 9533 Gotten Way, Germantown, TN 38139

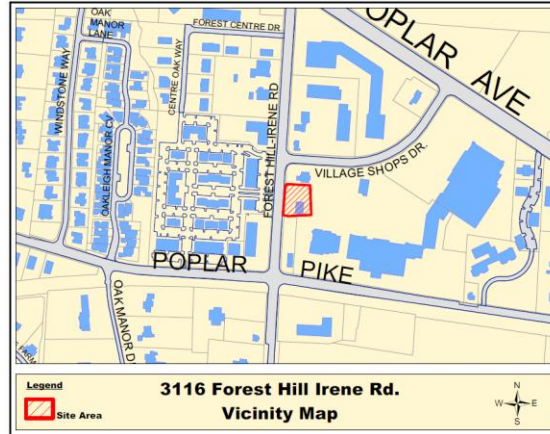
Members of the Board of Directors of the Owner:

Name	Business or Home Address
<u>Dr. Mike Neel</u>	<u>5075 Greenway Road, Memphis, TN 38117</u>
<u>John Haase</u>	<u>3604 Classic Drive South, Memphis, TN 38125</u>
<u>Mike Glenn</u>	<u>45 South Pisgah Road, Eads, TN 38028</u>
<u>Jimmy Dickey</u>	<u>1661 International Drive, Suite 250, Memphis, TN 38120</u>
<u>Elizabeth Williamson</u>	<u>5885 Garden River Cove, Memphis, TN 38120</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.

- d. Farrell Calhoun Paint – 3116 Forest Hill-Irene Rd – Request Approval of a Building Façade Modifications (Case No. 17-741). Previously Known as Agenda Item No. 5.



BACKGROUND: On June 28, 2005, the DRC approved a building façade modification for the addition of a hip roof and dormers, as well as the current color scheme of red and black, on the subject property. On November 8, 2010 the Economic and Community Development staff administratively approved the current ground-mounted sign.

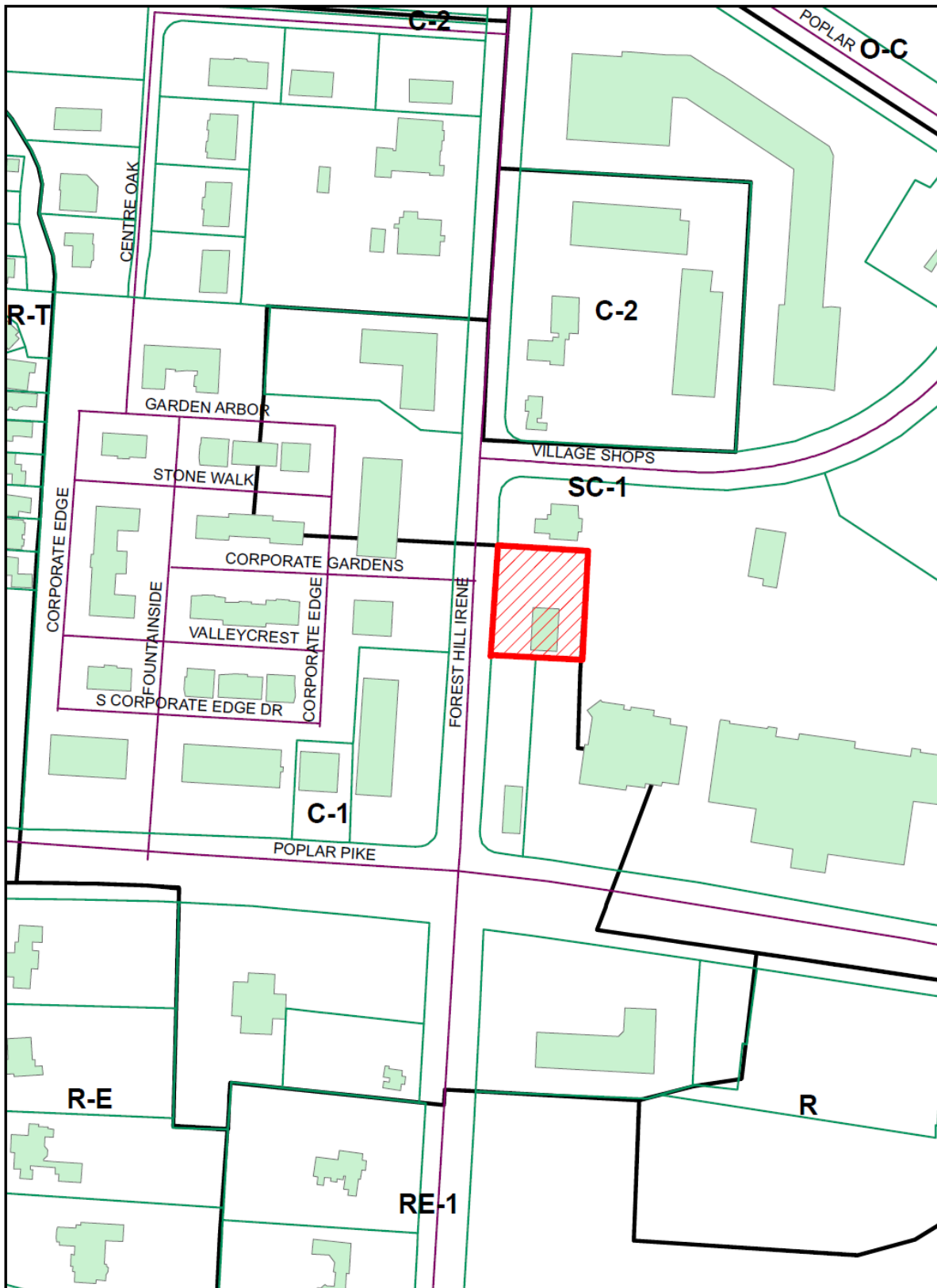
DISCUSSION: The applicant is requesting approval of a building façade modification for Farrell Calhoun Paint. The changes will consist of painting the exterior beige (“Cocoa Nib”) and replacing the existing awnings with new hunter green ones. The applicant would like the new color scheme to complement the company’s existing monument sign. The applicant would also paint the base of the ground-mounted sign to match the façade improvement. The proposed storefront changes have been approved by the property owners. A building elevation drawing as well as material samples has been provided by the applicant.

STAFF COMMENTS:

1. Per the recommendation of the Design Review Commission, the applicant has now included upgrades to the site’s landscaping, which include larger Liberty Holly trees and Indian Hawthorn bushes along the front façade facing Forest Hill Irene Rd., and Big Blue Liriope in the planter around the existing ground-mounted sign. (Please see attached drawing below.)
2. If approved, the applicant shall obtain a building permit from Shelby County Construction Code Enforcement Office prior to commencing work.

DRC SUBCOMMITTEE REPORT: The DRC Sub-Committee met on August 10, 2017, and recommended the applicant add landscaping to the proposed project, specifically around the base of the sign and front building façade, which she has done.

PROPOSED MOTION: To approve a building façade modification and the addition of landscaping, subject to the Commission’s discussion, staff comments in the staff report, and the documents and plans submitted with the application.



ZONING MAP

EXISTING BUILDING FAÇADE



PROPOSED BUILDING FAÇADE



MATERIALS SAMPLES



PROPOSED LANDSCAPING





CITY OF GERMANTOWN TENNESSEE

DATE RECEIVED: 7/28/17
RECEIVED BY: Goralewski

1930 South Germantown Road • Germantown, Tennessee 38136-2615
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DESIGN REVIEW COMMISSION PROJECT REVIEW APPLICATION

Specific Approval Requested:

Preliminary Plan Final Plan Change in Use
(Site plan, building elevations, landscaping, lighting, etc.) (Complete "OG" Checklist)

Wireless Transmission Facility Landscaping (only) Lighting (only)

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

Other; Explain _____

Project Name: Farrell-Calhoun Point

Project Address: 3116 Forrest Hill-Irene Road

Previous Tenant: N/A

Applicant's Name: Julie Ward Fleming

Mailing Address: 221 E. Carolina Ave Memphis TN 38126

Email Address: julie@farrellcalhoun.com Telephone: 901-262-9288

Owner's Name: Margaret Joyce Powell

Mailing Address: 128 Charlotte Walk, Memphis, TN 38198

Email Address: joycepowell@yahoo.com Telephone: 901-229-2357

Developer's Name: N/A

Mailing Address: _____

Email Address: _____ Telephone: _____

Lessee's Name: Farrell-Calhoun Point

Mailing Address: 221 E. Carolina Ave Memphis TN 38126

Email Address: julie@farrellcalhoun.com Telephone: 901-526-2211

DRC Project Review Application
Page 2

Zoning District where project is to be located: C1

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

Farrell-Calhoun would like to paint the exterior of the building and replace the awnings. We would like the new color scheme to compliment the existing sign with our green company logo

All applicable parties shown below must sign the application:

Julie Ward Fleming
Print Name of Applicant

Julie Ward Fleming
Signature of Applicant

Margaret Joyce Powell
Print Name of Owner

Margaret Joyce Powell
Signature of Owner

N/A
Print Name of Developer

Signature of Developer

Julie Ward Fleming
Print Name of Lessee

Julie Ward Fleming
Signature of Lessee

By these signatures, we 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 our 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.

Applicant: Julie Ward Fleming
Address: 221 E. Carolina Ave Memphis TN 38126
Signature of Applicant: Julie Ward Fleming

Owner: Marionette Taylor Powell
Address: 128 E. Main Street Memphis, TN 38103
Signature of Owner: Marionette Taylor Powell

Lessee: Julie Ward Fleming
Address: 221 E. Carolina Ave Memphis TN 38126
Signature of Lessee: Julie Ward Fleming

Developer: N/A
Address: _____
Signature of Developer: _____

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

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

*See language in parenthesis above

ADJOURNMENT

There being no further business, comments, or questions by the Commission, Chairman Brunns adjourned the meeting at 6:02 p.m.