

DESIGN REVIEW COMMISSION
CITY HALL COUNCIL CHAMBERS
Tuesday, November 28, 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 November 28, 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; Mr. Ralph Smith; Ms. Susan Burrow; Mr. Greg Hurley; and Mr. Neil Sherman.

DEVELOPMENT STAFF PRESENT:

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

3. Approval of Minutes for October 24, 2017

Alderman Barzizza moved to approve the Design Review Commission minutes of October 24, 2017, seconded by Ms. Burrow, with no further comments or discussions.

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

MOTION PASSED

4. CONSENT AGENDA

- a. Athleta – 7615 W. Farmington Blvd. Ste 200 (Saddle Creek NE)– Approval of a Storefront Modification. (Case No. 17-755).
Anna Disser w/Development Management Group, LLC
- b. Aintree Farms – 8885 C.D. Smith Road – Approval of Subdivision Entrance Gates and Revised Landscaping Plan (Case No. 17-756).
James C. Eoff, III (Aintree Farm HOA President)
- c. Day Campus Day Care – 3048 Forest Hill Irene Road – Approval of a Ground-Mounted Sign. (Case No. 17-734). Previously Known as Agenda Item No. 5
Bruce Littman w/Balton Signs
- d. Campbell Clinic – Wolf River Blvd. Associated with 1400 S. Germantown Pkwy – Approval of a Revised Preliminary and Final Site Plan, Phase 1 (Case No. 17-756). Previously Known as Agenda Item No. 7
George Hernandez, CEO w/Campbell Clinic

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.

Chairman Brunns called for a motion.

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

ROLL CALL: Ms. Burrow – Yes; Mr. Smith – Yes; Mr. Sherman – Yes Mr. Landwehr – Yes, Alderman Barzizza – Yes; Mr. Hurley – Yes; Mr. Schmidt – Yes; Chairman Brunns - Yes

MOTION PASSED

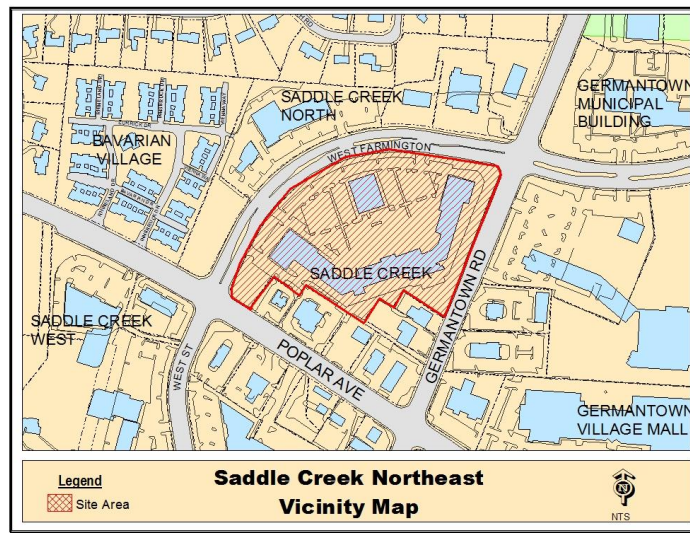
STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS

- a. Athleta – 7615 W. Farmington Blvd. Ste 200 (Saddle Creek NE)– Approval of a Storefront Modification. (Case No. 17-755).

INTRODUCTION:

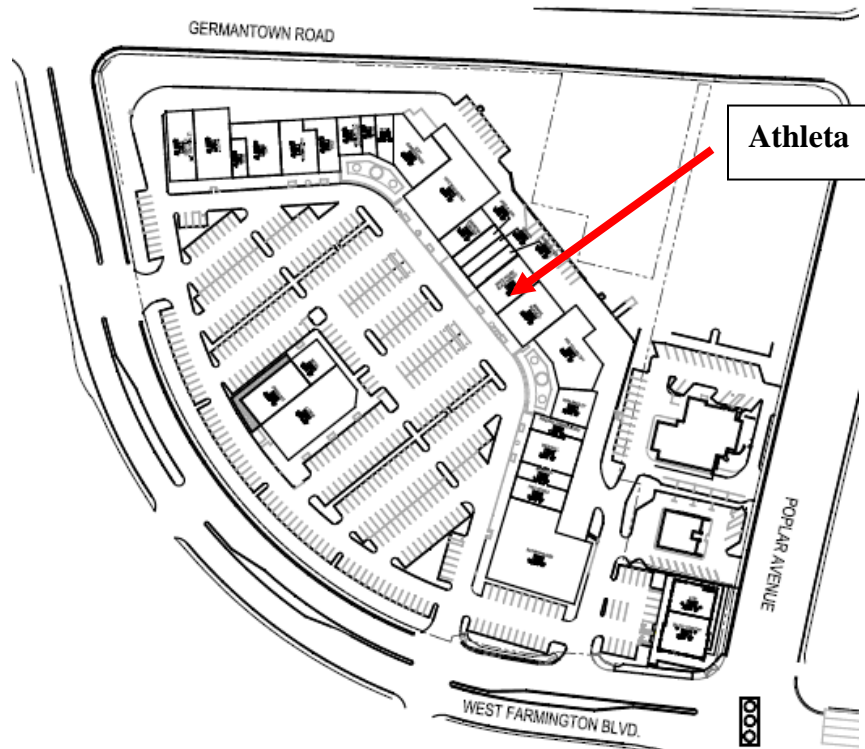
Case Number:	17-755
Location:	7615 Farmington Blvd., Ste. 200
Applicant/Representative Name:	Anna Disser w/ Development Management Group, LLC
Zoning District:	”T-5” Urban Center Zoning District (utilizing the pre-existing “SC-1” district regulations)
Description of Request:	Approval of Storefront Modification for New Tenant

*Refer to the Disclosure Form attached for more information



BACKGROUND: The subject property is in the Saddle Creek NE shopping center. The Shops of Saddle Creek center was approved by the Planning Commission and the Board of Mayor and Aldermen in 1987. The Design Review Commission recommended approval of a building facade renovation, landscape and lighting plan at its December 15, 2015 meeting. The subject store is replacing existing tenants, Origins and Jack and Janie.

DISCUSSION: The subject store will be a new tenant to Saddle Creek Shopping Center NE. The plan proposes an overall change to the exterior appearance of the storefront that consists of new paint colors, doors and windows. The proposed storefront changes have been approved by the property owners and management. The applicant submittal package included a before photo and an after rendering of the storefront for your review.



LOCATION MAP

STAFF COMMENTS:

1. Following the DRC Subcommittee meeting, the applicant submitted revised color elevation drawings that show the color name/code of the painted brick, band and storefront finish, as well as a photographic study of the storefront treatments in Saddle Creek NE.
2. The applicant has provided a material and color board sample for this project that was presented at the DRC Subcommittee meeting.
3. The applicant is not proposing any exterior lighting as part of this application.
4. Although different/new signage with a logo is shown on the proposed elevation, it has not been approved at this time. The applicant must file a separate application for signage approval for this project.
5. 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 subcommittee met on November 9, 2017, and recommended placing this application on the consent agenda.

PROPOSED MOTION: To approve storefront modifications for Athleta (Saddle Creek NE Shopping Center), 7615 Farmington Blvd., Ste. 200, subject to the Board's discussion, staff comments and the documents submitted with the application.



EXISTING PERSPECTIVE VIEW



PROPOSED PERSPECTIVE VIEW



PROPOSED ARCADE ELEVATION
 SCALE: 1/4" = 1'-0"

FINISH SPECIFICATIONS:
 PAINT P9-EX ON CORNICE BAND AT TOP: SHERWIN WILLIAMS BLACK MAGIC SW 6991, EG-SHELL
 PAINT P15-EX ON EXISTING BRICK: SHERWIN WILLIAMS WESTCHESTER GRAY SW 2849, EG-SHELL
 STOREFRONT HEADER "EYEBROW" ST-5: SATIN BLACK POWDER COAT
 STOREFRONT SYSTEM ST-6: SATIN BLACK ANODIZED ALUMINUM



PROPOSED STOREFRONT ELEVATION
 SCALE: 1/4" = 1'-0"



ATHLETA STOREFRONT DESIGN
 7615 W FARMINGTON BLVD SPACE N18
 GERMANTOWN, TN 38138
 11.09.2017





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 (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: ATHLETA

Project Address: 7615 W. FARMINGTON BOULEVARD, SUITE 200

Previous Tenant: JANIE & JACK + MONSOON + ORIGINS

Applicant's Name: Development Management Group, LLC

Mailing Address: 4209 Gallatin Pike, Nashville, TN 37216

Email Address: adisser@dmgnashville.com Telephone: 615-227-5863

Property Owner's Name: Shops at Saddle Creek Inc., c/o Heitman

Mailing Address: 191 N. Wacker Drive Suite 2500 Chicago, IL 60606

Email Address: mark.hudgins@heitman.com Telephone: 312.849.4160

Developer's Name: Trademark Property

Mailing Address: 1701 River Run Suite 500

Email Address: bgrisham@trademarkproperty.com Telephone: 817.639.2705

Lessee's Name: Gap, Inc. c/o Laurence Penta

Mailing Address: 2 Folsom Street, San Francisco, California 94105

Email Address: larry_penta@gap.com Telephone: (415) 427-2548

DRC Project Review Application

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Zoning District where project is to be located: _____

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

PROPOSED NEW STOREFRONT DESIGN INTO AN EXISTING ROUGH OPENING. SIGNAGE SHOWN IS FOR REFERENCE ONLY. SIGNAGE REVIEW WILL BE SUBMITTED UNDER SEPARATE PERMIT

Print Name of Applicant

Mark Hudgins

Print Name of Owner

Brynne Grisham

Print Name of Developer

Laurence Penta

Print Name of Lessee

Signature of Applicant

Signature of Owner

Signature of Developer

Signature of Lessee

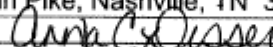
By my signature, I attest that all of the required information associated with this application has been submitted to the Department of Community Development by the scheduled deadline date. Any failure on my part not to submit any of the required information may result in the removal of the application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

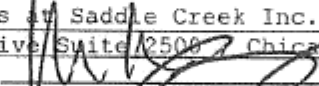
DRC Project Review Application
Page 3

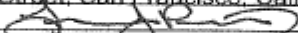
DISCLOSURE OF OWNERSHIP INTERESTS


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.

Applicant: Development Management Group, LLC
Address: 4209 Gallatin Pike, Nashville, TN 37216
Signature of Applicant: 

Property Owner: Shops at Saddle Creek Inc., c/o Heitman
Address: 191 Wacker Drive Suite 2500, Chicago, IL 60606
Signature of Property Owner: 

Lessee: Gap, Inc. c/o Laurence Perita
Address: 2 Folsom Street, San Francisco, California 94105
Signature of Lessee: 

Developer: Trademark Property
Address: 1701 River Run Suite 500, Fort Worth, TX 76107
Signature of Developer: 

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

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

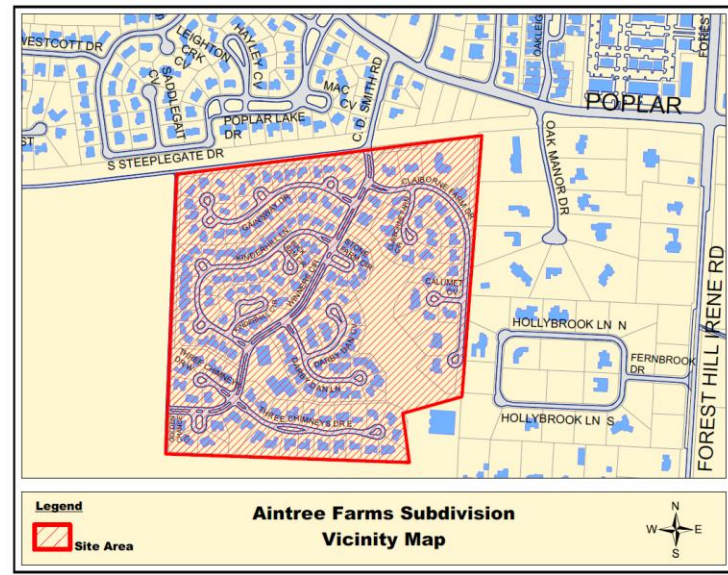
*See language in parenthesis above.

- b. Aintree Farms – 8885 C.D. Smith Road – James C. Eoff, III (Aintree Farms HOA President)
Approval of Subdivision Entrance Gates and Revised Landscaping Plan (Case No. 17-756)

INTRODUCTION:

Case Number	17-756
Location:	8885 C.D. Smith Rd. (Aintree Farms Subdivision Entrance)
Applicant/Agent:	James C. Eoff, III (Aintree Farms HOA President)
Current Zoning District:	“R” - Low Density Residential
Description of Request:	Approval of Subdivision Gates and Revised Landscaping Plan

*Refer to the Disclosure Form attached for more information



BACKGROUND: Aintree Farms Planned Development (PD) was approved by the Memphis and Shelby County Land Use Control Board on August 14, 1987, as PD 86-336CC. The Shelby County Commission approved Aintree Farms PD on November 23, 1987. The Memphis City Council approved Aintree Farms PD on November 24, 1987. The City of Germantown annexed Aintree Farms PD into the City in July 2000 as part of an annexation plan of property south of Poplar Pike and north of Winchester Road. On September 23, 2008, the Design Review Commission approved a new subdivision clubhouse, as the previous one had burned down.

DISCUSSION: Presently, the Aintree Farms subdivision is secured with a 24-hour guard, who allows all vehicles to enter. Aintree Farms Homeowners Association (HOA) would like to reinstall the original 9’ high metal gates at the entrance and exit to the subdivision, where the guard’s house is located, and automate them. The automated gates will be used in place of the guard from the hours of 11pm and 7am.

In October, 2017, representatives from the Aintree Farms HOA met with the Planning Division and the Assistant Fire Marshal to discuss this proposal. As a requirement per the City Engineer, there shall be a vehicular turnaround located before the gates, to ensure that a vehicle can exit if it approached the gated subdivision in error. In order to enable a turnaround, a portion of the existing landscaped median behind the guard house will need to be removed (including one tree).

The applicant has provided a detailed description of their proposal in the supplemental materials submitted with the application.

STAFF COMMENTS:

1. Per Section 6-102(a)(2), “the maximum height of any fence shall be six feet, with the following exceptions: (2) subdivision entrance features may exceed six feet in height to a maximum of 13 feet when specifically approved by the Design Review Commission.” The proposed gates would be 9’ high at the center.
2. Per the Aintree Farms HOA, the iron gates are the original subdivision entrance gates (as approved by Shelby County), which will be mounted on the original rock posts at the entrance and exit. They will be restored and painted the same dark green color to match the other iron work in Aintree.
3. In order to enable the vehicular turnaround before the gates, a tree and a portion of the landscaped median will need to be removed.

CONDITIONS OF APPROVAL:

1. If approved, the applicant will apply for a fence permit through the Neighborhood Services Division for the reinstallation of the gates, as well as for a permit through the Fire Marshal.
2. If approved, the applicant shall submit the revised landscape plan that reflects the location of the gates and the turnaround to the City Engineer, prior to construction. The turnaround shall be in place, prior to the installation of the gates.

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on November 9, 2017, and recommended placing this application on the consent agenda. Since the DRC Subcommittee meeting, the applicant has worked with Planning Division staff and the City Engineer to ensure that the measurement of the turnaround will be sufficient.

PROPOSED MOTION: To approve the installation of 9’ high iron automated gates and a revised landscaping plan as part of a revised Subdivision Entrance Feature (SEF) at Aintree Farms Subdivision, 8885 C.D. Smith Rd., subject to the Board’s discussion, staff comments and the documents submitted with the application.

Proposed Aintree Farms HOA Electronic Gate Access System

Aintree Farms HOA Inc. is seeking approval for the installation their original gates to the entrance and exit of the Aintree subdivision (a PUD) with new commercial motors and an access system. These gates will be utilized during the hours of 11pm to 7am to replace the guard during this time. These gates will remain open during the hours of 7am to 11pm when there is a guard on duty. Aintree Farms plans to keep the guard for the first month of the gate operation during 11pm to 7am to insure a smooth transition.

The two original gates are industrial grade iron and measure 16 feet long and are 9 feet high in the center. They will be restored and painted the same dark green color matching the other iron work in Aintree at the side street entrances off Winners Circle Drive (the main central street of Aintree). The two iron gates will be mounted on the original rock posts for the entry and exit to the community, with commercial grade metal mounting hinges and setting posts, to hold the weight of the 1,000 pound iron gates. The gates will be operated with commercial grade high traffic gate motors with battery backups for 300 cycles. Electrical connections will be all outdoor direct burial cable installed in underground conduit to run power to the industrial gate motors for both gates.

The access system will include the installation of a new ornate pedestal near the guardhouse with keypad, camera, and long range reader for residents utilizing a proximity card to enter the community during the evening hours of 11pm to 7am. Residents will be able to use their individualized 5-digit code or their personal proximity card for entry during the house of 11pm to 7 am. All guests will be required to enter a 5-digit code (individualized by each home for accountability) during this time period. The access system will meet all emergency access codes required by Germantown to guarantee emergency access for fire, police, public service, code compliance, sanitation, UT Postal Service and other like personal.

There will be a new turn around as required by Germantown code behind the current guard house in front of the two posts where the gates will be mounted (on the diagram attached). This area is currently grass with a mulched bed and laurels at the back of the guardhouse and a mulched bed with boxwoods in front of the brick wall between the entrance and exit columns. Plans are to remove the tree in the middle of the grass area and place a 6" curb in front of the two mulched areas leaving the current shrubs in place. This will result in a 14-foot wide turnaround at the apex of the curbs of the mulched areas.



Aintree Farms Entrance

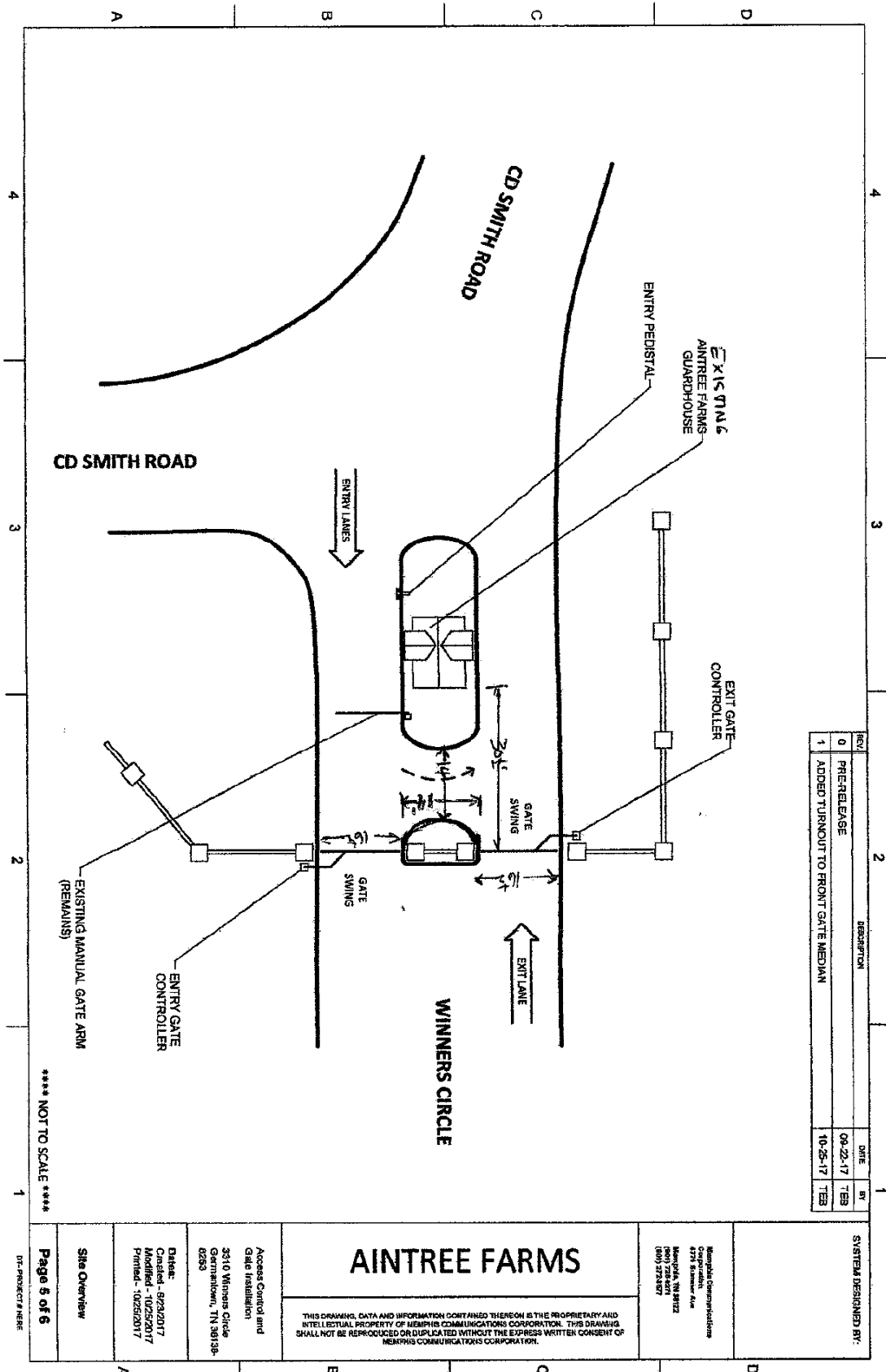


Aintree Farms Exit



Mock-up Picture of the Aintree entrance with the gate installed

The mulched bed & boxwoods to the left of the entrance to Aintree in the picture above is between the entrance & exit columns (posts) and will be left in place with a 6" concrete curb in front of the bed which is where the turn around will be located.



REV	DESCRIPTION	DATE	BY
0	PREF RELEASE	09-22-17	TBB
1	ADDED TURNOUT TO FRONT GATE MEDIAN	10-25-17	TBB

SYSTEM DESIGNED BY:

Memphis Communications Corporation
 2725 S. Airways Blvd
 Memphis, TN 38122
 (901) 372-5297

AINTREE FARMS

THIS DRAWING, DATA AND INFORMATION CONTAINED THEREON IS THE PROPRIETARY AND INTELLECTUAL PROPERTY OF MEMPHIS COMMUNICATIONS CORPORATION. THIS DRAWING SHALL NOT BE REPRODUCED OR DUPLICATED WITHOUT THE EXPRESS WRITTEN CONSENT OF MEMPHIS COMMUNICATIONS CORPORATION.

Access Control and Gate Installation
 3310 Winners Circle
 Germantown, TN 38138
 6253

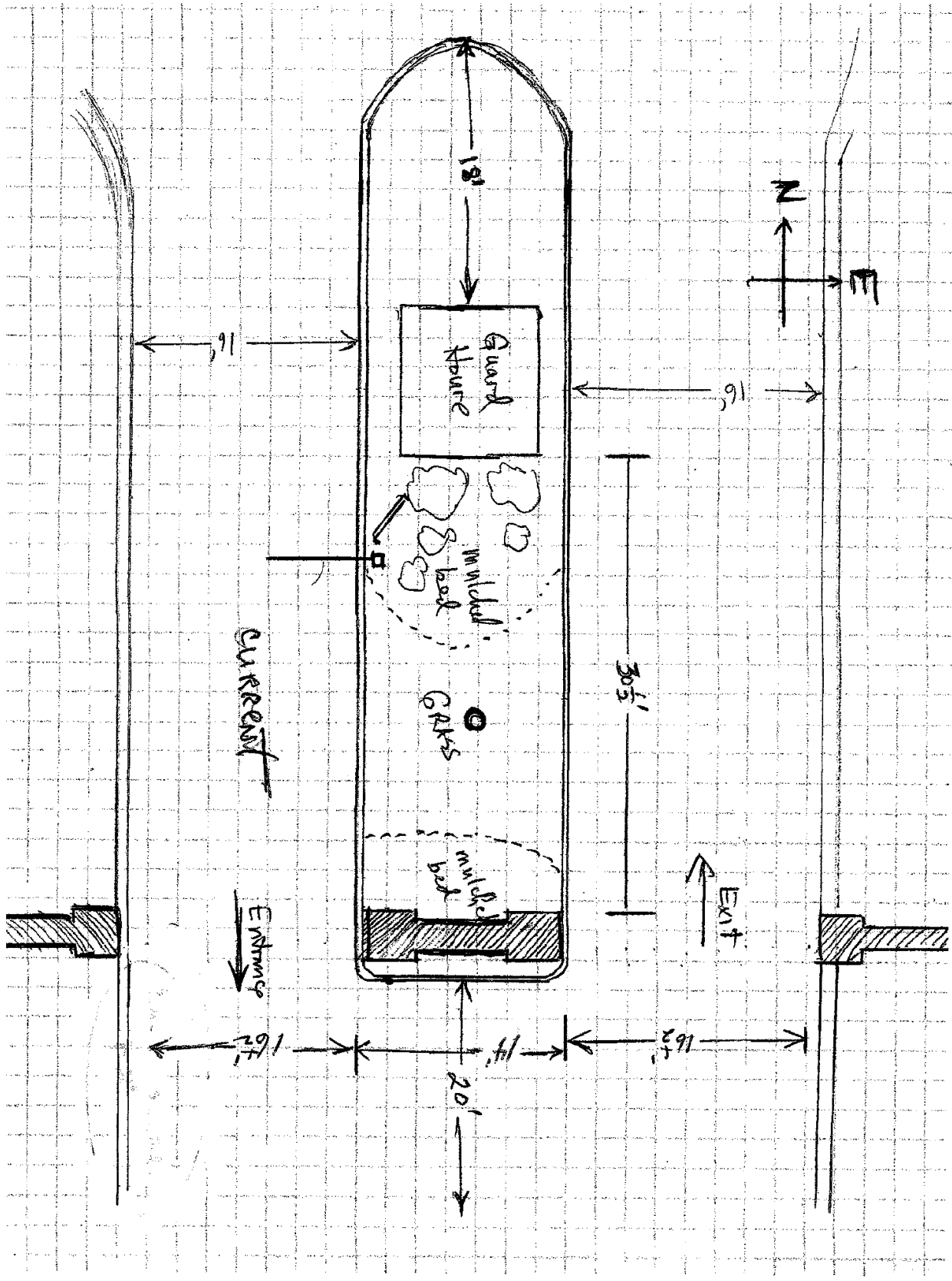
Date:
 Created - 09/20/17
 Modified - 10/25/2017
 Printed - 10/25/2017

Site Overview

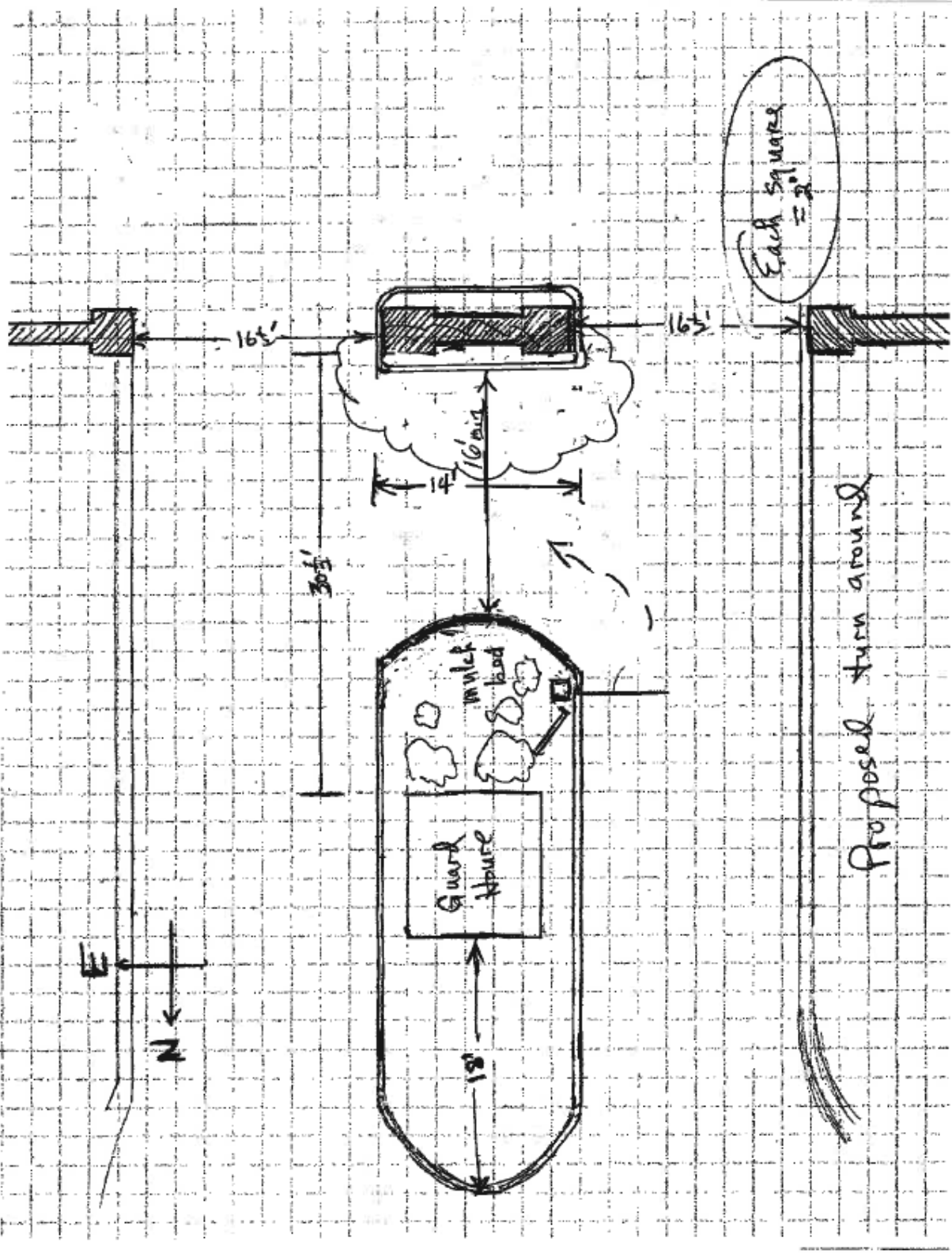
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DT-PROJECT# HERE

**** NOT TO SCALE ****



REVISED SITE PLAN WITH 16' WIDE TURNAROUND





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)
(Circle which one above applies)

Wireless Transmission Facility Landscaping (only) Lighting (only)

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

Other; Explain _____

Project Name: Aintree Farms HOA Electronic Gate Access

Project Address: 8885 C.D. Smith Rd.

Previous Tenant: NA

Applicant's Name: James C. Eoff III, President Aintree HOA

Mailing Address: 8851 Darby Dan Ln, 38138

Email Address: j.eoff@utk.edu Telephone: 901-493-2514

Property Owner's Name: Aintree Farms HOA Inc

Mailing Address: 3310 Winners Circle, 38138

Email Address: aintreegermantown@comcast.net Telephone: 901-412-8444

Developer's Name: NA

Mailing Address: _____

Email Address: _____ Telephone: _____

Lessee's Name: NA

Mailing Address: _____

Email Address: _____ Telephone: _____

DRC Project Review Application
Page 2

Zoning District where project is to be located: "R" - low density residential

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

Installation of original gates to the entrance and exit of Aintree Farms HOA subdivision (PUD), with electric motors and kiosk with key pad entry for access to Aintree subdivision from 11 pm to 7 am to replace the guard service for this shift.

All applicable parties shown below must sign the application:

James C. Eoff III, President
Print Name of Applicant, Aintree HOA
Aintree HOA Inc
Print Name of Property Owner

James C. Eoff III, President
Signature of Applicant, Aintree HOA
James C. Eoff III, President, Aintree HOA
Signature of Property Owner

NA
Print Name of Developer

Signature of Developer

NA
Print Name of Lessee

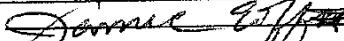
Signature of Lessee

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.


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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: James C. Eoff III, President Aintree Farms HOA Inc
Address: 8851 Darby Dam Ln, 38138

Authorized Signature for Applicant: 

President or Equivalent Chief Executive Officer: James C Eoff III, president
Aintree Farms HOA INC
Address: 3310 Winners Circle, 38138

Signature: 

Members of the Board of Directors of the Owner:

Name	Business or Home Address
<u>Attached list</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/Property 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.

2017 AINTREE FARMS BOARD OF DIRECTORS

James Eoff - President & Farm Director, Churchill Downs
8851 Darby Dan Lane, Germantown, TN 38183, (901) 493-2514, jeoff@uthsc.edu

Bill Thomas - Vice President & At-Large Director, Hollywood
8780 Three Chimneys West, Germantown, TN 38183, (901) 568-0082, pkgassociates@netscape.net

Jim Powers - Treasurer & At-Large Director, Hollywood
8871 Three Chimneys, , Germantown, TN 38183, (901) 748-2322, jpslc@aol.com

J.C. Heotis - Farm Director, Keeneland
8939 Calumet Cove, , Germantown, TN 38183, (901) 553-6781, jcheotis@newtechpkg.com

Sidney Kuehn - Farm Director, Hollywood
8779 Three Chimneys West ,Germantown, TN 38183, (901) 626-7865, skuehn@comcast.net

Scot Berry - At-Large Director, Keeneland
8987 Claiborne Farm Drive, Germantown, TN 38183, scot.berry@memphiscommunications.net

Buddy Crihfield - At-Large Director, Hollywood
3350 Winners Circle , Germantown, TN 38183, (901) 748-1084, bcrihfield@duncanw.com

Bobby Lackey - At-Large Director, Churchill Downs
8853 Darby Dan Lane , Germantown, TN 38183, (662) 791-9423, natibobby@yahoo.com

Patrick Cici - Farm Director, Pimlico
8785 Gainesway Drive, Germantown, TN 38183, (901) 262-3821, pgcici@bellsouth.net

Andrew Hosea - Farm Director, Belmont
255 Buck Ram Circle, Germantown, TN 38183, (901) 275-4661, andrewhosea@yahoo.com

Chris Shepherd - At-Large Director, Belmont
8862 Gainesway Drive, Germantown, TN 38183, (501) 680-0766, shepherds27@att.net

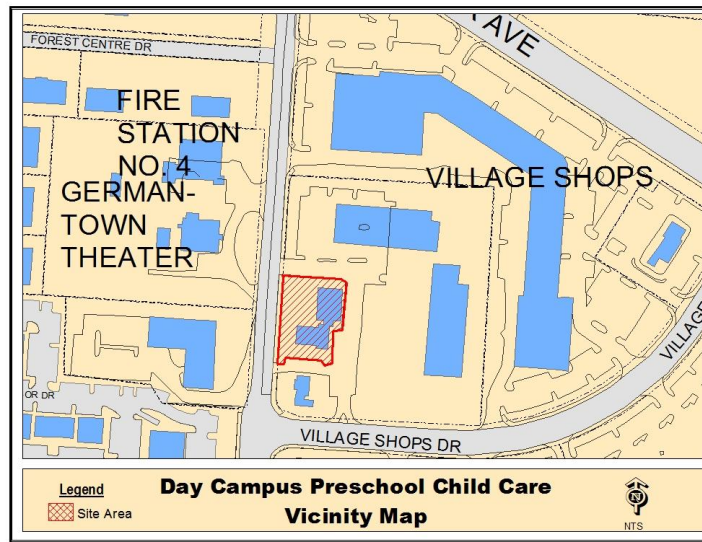
Mary Rubenstein –Recording Secretary & Property Manager, Ex-officio
3310 Winners Circle, Germantown, TN 38138, (901) 748-3331, aintreegermantown@comcast.net

- c. Day Campus Day Care – 3048 Forest Hill Irene Road – Approval of a Ground-Mounted Sign (Case No. 17-734). Previously Known as Agenda Item No. 5

INTRODUCTION:

Case Number	17-734
Location:	3070 Forest Hill Irene Rd.
Applicant/Representative Name:	Bruce Littman w/Balton Signs
Current Zoning District:	“C-2” General Commercial Zoning District
Description of Request:	Approval of a Ground-Mounted Building Identification Sign

*Refer to the Disclosure Form attached for more information



BACKGROUND: This business is located within a structure that is on a single parcel with a second existing structure that is the location of Jolie Hair Studio. According to the records of the Shelby County Assessor, the structure in which the day care is located was built in 1950. Based on staff’s research, these two structures both appear to predate the 1978 annexation of this area into the City of Germantown. A ground-mounted sign was administratively approved for Jolie Hair Studio in 2013.

DISCUSSION: The applicant is requesting approval of a ground-mounted building identification sign for Day Campus Preschool Child Care on the east side of Forest Hill Irene Road, across the street from Fire Station 4 and the Germantown Community Theater. The specifics of the request are as follows:

SIGN: *Ground-Mounted Building Identification*

Location & Height:	One double faced perpendicular sign to be mounted approximately 19 feet from the back of the pavement on Forest Hill Irene Road; 4 feet tall from the surrounding grade.
Total Sign Area:	35 sq. ft. (42” x 60” per face)
Content:	

Colors & Materials:	Color: Letters = Blue Background = Off White Materials: Letters = Vinyl Face = Aluminum
Font:	Custom
Letter Size:	12" in height
Mounting Structure:	Aluminum Sign Cabinet and base
Lighting:	None proposed
Landscaping:	None proposed

STAFF COMMENTS:

1. The proposed sign is to replace, in the same location, a previously installed ground-mounted sign for Day Campus Pre-School. A search of the existing records failed to find documentation of an official approval for the previous sign. The previous sign was 24 square feet in size and installed at a setback of 19 feet from back of curb. Without documentation of DRC’s approval of the previous sign, there is no information to determine if a setback waiver was granted for this sign that should have been placed at least 30 feet from back of curb.
2. The existing use is located within the “C-2” General Commercial District and is govern by Section 14-34 Germantown Sign Ordinance, which states “Double-faced, ground-mounted signs shall not exceed a sign area total of both faces of the lesser of 100 square feet or one square foot for each lineal foot of the premises or leased space of the occupant that faces the public road from which the double-faced sign is visible and where the building setback is 40 feet or less, the sign shall be placed within ten feet from the front face of the building. Where the building setback is more than 40 feet, the sign location shall not be less 30 feet from the face of the curb or the edge of the pavement of any street.” The location of the proposed sign does not conform to the Sign Ordinance. Given that the building is located 44 feet from Forest Hill Irene according to the application, the sign should be relocated to conform to the 30 foot from back of curb requirement of the Sign Ordinance or changed to a parallel sign, with a reduced setback.
3. The requested ground-mounted sign area is 35 sq. ft. or 17.5 sq. ft. per face which conforms to the sign regulations.
4. Section 14-34(e)(1) – “Ground-mounted signs shall contain the name of business and with the approval of the design review commission may include the address, hours, instructions, and primary products and services.” The proposed sign reflects the business’s telephone number, which is not allowed per sign code.
5. The application indicates that there are no plans to install landscaping at the base of the sign at this time. However, the DRC manual recommends landscape at the base of ground-mounted signs. Consequently, it is recommended that prior to final DRC approval that a landscape plan be submitted for this sign.
6. If approved, the applicant must obtain a permit from the Memphis/Shelby County Office of Code Enforcement prior to installing the signs.

CONDITIONS OF APPROVAL:

1. The ground-mounted sign drawing shall be revised to reflect the following:
 - a. The ground-mounted sign shall be 19’ from the face of curb.
 - b. Remove telephone number and reduce size from removed line (approximately by 10’)
 - c. Revise background color to off-white
 - d. Show sign base material and how cabinet faces will be affixed

2. The landscaping plan revised to show:

- e. 3 small evergreen (eg, boxwoods) on each long side of the sign base, in addition to the pansies and cryptomeria

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on November 9, 2017, and did not make a recommendation on this item.

PROPOSED MOTION: To approve a ground-mounted sign for Day Campus Day Care at 3048 Forest Hill-Irene Rd., subject to the Commission's discussion and conditions of approval, staff comments and conditions in the staff report, and the documents and plans submitted with the application.

Proposed Sign



Existing Sign





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: EMILY DAVIS Phone No: 901 493 1764
2. Sign Owner's Address: 3048 FOREST HILL TRENE Email Address: DAVIS.EMILY@ATT.NET
3. Sign Location Address and Name of Shopping Center: 3048 FOREST HILL TRENE
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: 131 feet.
9. Size of Sign: Width: 5 feet 0 inches; Height: _____ feet 42 inches
 TOTAL AREA OF SIGN IN SQUARE FEET: 17.5
10. Height of sign at its highest point above the surrounding grade: 4 feet _____ inches.
11. Size of Letters: 1) Height 12" Width 5" Font: _____
 2) Height _____ Width _____ Font: _____
 3) Height _____ Width _____ Font: _____
12. Colors: Letters: BLUE VINYL SUBMIT COLOR SAMPLES
 Background: OFF WHITE 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).
19 Feet 0 Inches Name of Street: FOREST HILL TRENE
 _____ 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).
44 Feet _____ Inches Name of Street: FOREST HILL TRENE
 _____ Feet _____ Inches Name of Street: _____
16. Sign Content (words, letters, logos): ADY CARPUS PRE SCHOOL CHILD CARE
17. Size of logo: Horizontal _____ feet _____ inches; Vertical _____ feet _____ inches.
18. Sign Materials: Letters VINYL; Sign Face ALUMINUM
 Mounting Structure (type and materials): GROUND MOUNT
19. Sign Illumination, if applicable (type, location and wattage): NONE.
20. Sign Landscaping, if applicable landscape plan shall be submitted
21. 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:

- 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 must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner: Emily Davis
Address: 1825 Laurel Lane
Germantown, TN 38139
Lessee: Ray Campbell
Address: 3018 South Willow Irene
Germantown, TN 38138
Developer: _____
Address: _____

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

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

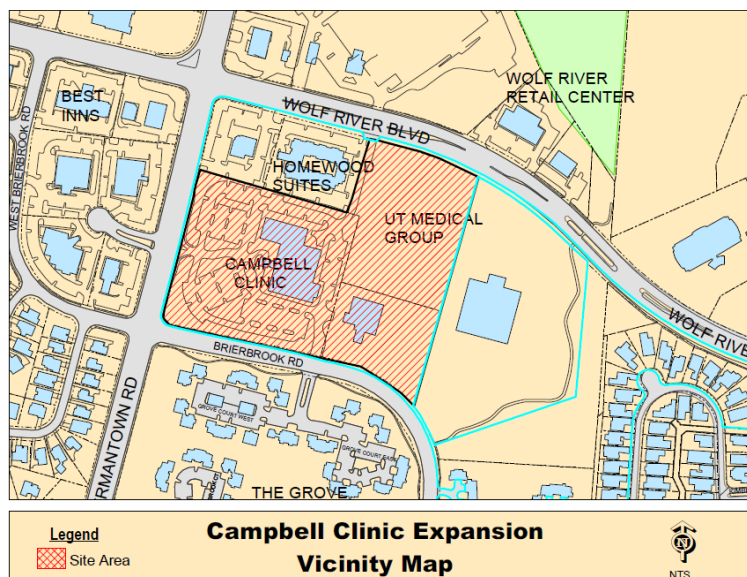
*See language in parenthesis above.

- d. Campbell Clinic – Wolf River Blvd (Associated with 1400 S. Germantown Pkwy) Approval of a Revised Preliminary and Final Site Plan – Phase 1 (Case No. 14-496). Previously Known as Agenda Item No. 7

INTRODUCTION:

Case Number	14-496
Location:	Wolf River Blvd. (Associated with 1400 S. Germantown Pkwy)
Owner:	Campbell Clinic, Inc.
Applicant:	George Hernandez, CEO w/ Campbell Clinic
Current Zoning District:	“O-51” - Office District
Description of Request:	Approval of a Preliminary and Final Site Plan – Phase 1

*Refer to the Disclosure Form attached for more information



BACKGROUND: The Planning Commission approved the Final Site Plan for the Campbell Clinic development on September 2, 1992. The BMA approved Development Contract No. 948 for the Campbell Clinic on September 8, 1992. The Planning Commission approved the request for Preliminary and Final Site Plan approval of the Campbell Ambulatory Surgery Center (ASC) Addition on September 7, 2004. The Board of Mayor and Aldermen approved Project Development Contract No. 1111 for the Campbell ASC Addition on October 25, 2004. The PC recommended approval of the rezoning from O to O-51 Office district on April 6, 2013. The Planning Commission approved the outline plan for a new medical building on September 9, 2014, and the Board of Mayor and Aldermen approved the outline plan on September 22, 2014. On December 2, 2014, the Planning Commission approved a preliminary and final site plan for the expansion of Campbell Clinic based on the approved outline plan by the BMA.

DISCUSSION: The applicant’s request is for approval of Phase 1 of the preliminary and final site plan. The Phase 1 plan consists of 50 surface parking spaces fronting along Wolf River Blvd. for temporary use by the adjacent West Cancer Clinic. A separate private agreement will be executed between Campbell Clinic and West Cancer Clinic for the temporary use of this parking area. The overall site plan approved by the PC includes a new 4 story, 120,000 sq. ft. medical office building with 861 associate parking spaces fronting on Wolf River Blvd, which will be presented to the DRC for review at a later date. The

proposed location and layout of the Phase 1 parking area roughly conforms to the approved site plan and will not impact the construction of the remaining area of development.

DESIGN REVIEW COMMISSION CHECKLIST:

1. *Site Layout:* The current site plan is for Phase 1 only - 50 surface parking spaces fronting along Wolf River Blvd. (The Site Plan for parking area is an area cutout of the overall parking lot approved by the PC in December, 2014.
 2. *Building Elevations:* N/A.
 3. *Street Improvements and Curb Cuts:* Rebuild of existing curb at Wolf River Blvd., in accordance with PC approved site plan and as required by City Engineering.
 4. *Parking Lots:* To be located on the on north side of the existing and new buildings. Phase 1 = 50 surface parking spaces.
 5. *Exterior Lighting:* Parking lot lighting fixtures are to match those existing on site. Pole lights are to be a mix of single and double head fixtures with a maximum height of 14 feet.
Photometric analysis: Lighting plan has been submitted with the application. There are some revisions needed to bring the plan into conformance with the requirements of the DRC Design Manual. These changes are listed below in the Staff Comments section of this report. A copy of lighting plan included with supplemental materials.
 6. *Garbage Collection Area:* N/A.
 7. *Vents:* N/A.
 8. *Gas, Electric and Water:* N/A.
 9. *Mechanical Units:* N/A.
 10. *Emergency Generators:* N/A.
 11. *Landscaping:* Landscape plan attached to report.
 12. *Mailboxes:* N/A.
 13. *Signs:* N/A.
- A. STANDARD CONDITIONS OF APPROVAL (Items to be placed on the Final Site Plan)
1. All recorded easements shall be shown on the plat. A five (5) foot utility easement is required along all property lines, adjacent to and not within any other easement.
 2. All survey data shall be tied to Tennessee State Plane Coordinates and the City of Germantown monumented survey control. The final plat, construction drawings and "as built" plans shall be submitted on electronic media in DXF format.
 3. The developer shall enter into a Project Development Contract with the City of Germantown for this project after it has received Final approval from the Board of Mayor and Alderman.
 4. If approved, all materials shall be specified on the construction plans for the proposed project. The applicant must receive Final Construction Plan approval from the Department of Community Development before the Memphis/Shelby County Office of Construction Code Enforcement may issue a building permit for the project.

5. The applicant is required to include the following formal written statement by a certified and licensed professional engineer to be placed on the grading and drainage plans, signed, dated and sealed:

I, _____, a duly licensed professional engineer in the State of Tennessee, hereby certify that I have designed the drainage in accordance with the Design Standards of the City of Germantown and have considered upstream and downstream conditions that affect drainage to include topography, present and future land use, existing zoning, and location of natural water courses.

6. No owner, developer, or tenant of property within the development shall commit an act, or allow a condition to exist on property within the subdivision, which act or condition endangers life or health, violates the laws of decency, or obstructs or interferes with the reasonable and comfortable use of other property in the vicinity.
7. The Developer agrees to comply with the following requirements, unless otherwise authorized in writing by the City Engineer:
 - (a) All streets shall be kept clear and free of dirt and debris;
 - (b) All construction activity shall begin no earlier than 7:00 a.m. and end no later than 6:00 p.m., Monday thru Saturday, and no construction activity shall be permitted on Sundays; and
 - (c) The Developer shall provide the Department of Community Development with the name, address and phone number of person(s) to be contacted and responsible for correcting any of the above should the occasion arise to do so.

STAFF COMMENTS: These comments are to be addressed during Construction Plan Review

Planning:

1. Due to the temporary nature of this project, the parking spaces along the western edge of phase 1 are shown in a continuous row of approximately 30 spaces without intervening landscape islands as recommended by Section 3.4 of the DRC Design Manual. There is a note on the plan that states that the landscape islands are to be constructed in the future.
2. The site plan should be revised to reflect the parking space and drive aisle dimensions and the width of the landscape area along Wolf River Blvd.
3. The lighting plan should be revised to reflect the number of each fixture and label them to correspond to a key in the table for ease of reference and increase text size on plan to 1/10 " minimum, especially the table information.
4. The photometric plan should be revised to comply with the Perimeter Lighting Requirements of the DRC Design Manual (Section 3.5) as follows: "For lighting levels adjacent to commercial property, the lighting shall not exceed one (1) footcandle or illumination at the property line, and shall not exceed one-half (1/2) footcandles 10 feet beyond the property line." The plan falls short of providing the footcandle information 10 beyond the property line along the Wolf River Blvd. frontage of this site.
5. The DRC Design Manual recommends the maximum illumination to allow for office development is an average 2.0 footcandles. The submitted photometric plan reflects an average of 2.12 footcandles for the parking area. Given that this is a plan for a temporary parking lot, the small increase from the recommended average may be acceptable for this project.

6. Given the public improvements that must be provided with this overall site development and specifically in the location of the driveway at Wolf River Blvd, the applicant should note that this project must be reviewed through the construction plan and development contract approval processes.

Engineering:

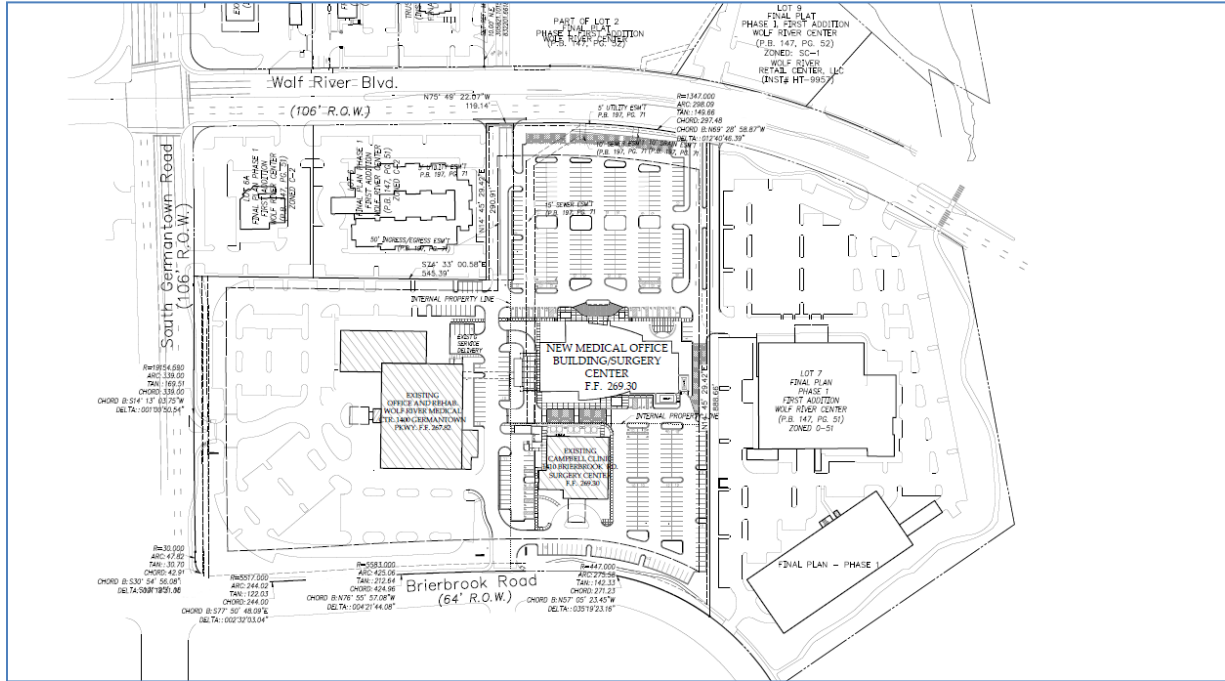
1. Due to the public infrastructure that should be installed with this Phase 1 project; a development contract will be required for this project.
2. There is an existing meandering sidewalk to the east of the existing and proposed driveway location. The sidewalk ties into the existing driveway 24' from WRB. Realign approximately 40' the existing meandering sidewalk northward toward WRB to tie into the ER of proposed driveway apron. Install new ADA ramps on both sides of new driveway.
3. Add drainage table with as-built columns.
4. Developer responsible for cleaning/dredging the existing ditch to create positive flow from the proposed outfall to the existing headwall.
5. Rip-rap check dam to be installed in front of existing headwall for temporary erosion control measures.
6. Detail 4/C2.2 should comply with city standard "valley gutter" detail.
7. Detail needed for handicap parking space pole sign (as shown on landscape plan), and "man -in-chair" pavement symbol.
8. Detail needed for truncated domes where sidewalks meet the east and west side of the driveway crosswalk.
9. Cross-section detail needed for open drainage ditch/swale.
10. Rip-rap needed at drain type 'B' headwall.
11. Drainage "design chart/legend" needed for drain pipes and structures with data for elevations, materials, slopes, etc.
12. Erosion control detail needed for drain inlets.
13. Note to sod all disturbed areas.
14. Traffic control plan needed for work in street right-of-way.
15. What does large square dashed line indicate over the open drain ditch area?
16. Is drainage detention needed? Show applicable data.
17. What is drain pipe material?
18. Spot grade design elevations needed throughout project on grading plan.
19. Temporary stone erosion control check dam needed at existing drain headwall.

20. Sidewalk design at west side of driveway crosswalk on sheet C2,1 does not match sheet C2.0?
21. Driveway cross-section needed showing dimensional widths of pavement and striping.
22. Crosswalk striping shown on some sheets and not on others? Detail needed for diagonal crosswalk striping.
23. Show source of irrigation water service and show size and location of irrigation meter and backflow preventer.
24. Need detail for handicap ramp on west side of driveway crosswalk and note that the one on the east side meets ADA.
25. Show that the entire handicap pathway from the new handicap parking spaces (as shown on landscaping plan), to the building entrance meets ADA.
26. Parking lot design on Landscape Plan does not match that shown on other sheets?
27. All construction details should be city standard details whenever practical.

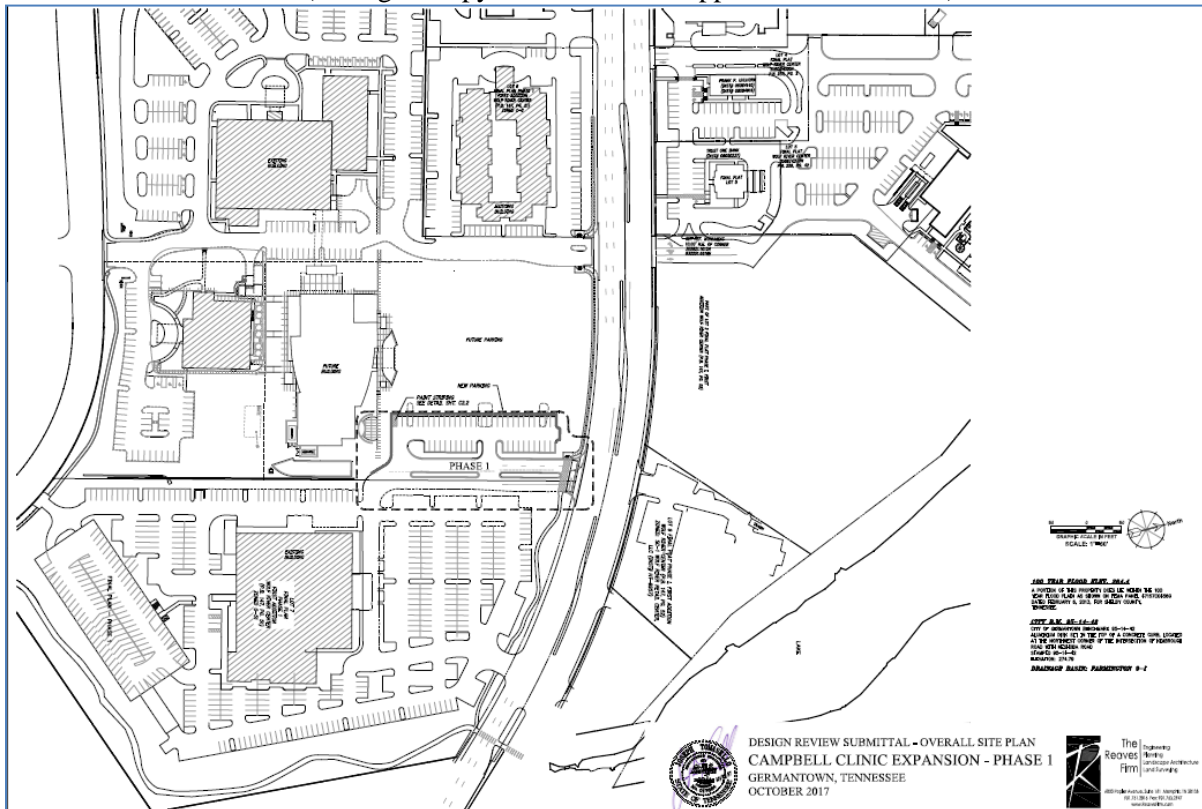
DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on November 9, 2017, and did not make a recommendation on this item.

PROPOSED MOTION: To approve a Preliminary and Final Site Plan – Phase 1 for Campbell Clinic Expansion, located at Wolf River Blvd. (Associated with 1400 S. Germantown Pkwy), subject to the Commission’s discussion, staff comments and conditions in the staff report, and the documents and plans submitted with the application.

PC APPROVED PRELIMINARY AND FINAL SITE PLAN
 (December 2, 2014)



OVERALL SITE PLAN
 (Enlarged Copy Included with Supplemental Materials)



DESIGN REVIEW SUBMITTAL - OVERALL SITE PLAN
 CAMPBELL CLINIC EXPANSION - PHASE I
 GERMANTOWN, TENNESSEE
 OCTOBER 2017

The Reeves Firm
 Engineering
 Surveying
 Architecture
 Land Planning



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

REVISED 12/31/17

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: Campbell Clinic Expansion - Ph. 1

Project Address: Parcel ID# G0220-00457 Wolf River TBD Germantown, TN 38138

Previous Tenant: NA

Applicant's Name: Campbell Clinic, Inc.

Mailing Address: 1400 S. Germantown Parkway, Germantown, TN 38138

Email Address: ghernandez@campbellclinic.com Telephone: (901) 759-3101

Property Owner's Name: Campbell Clinic, Inc.

Mailing Address: 1400 S. Germantown Parkway, Germantown, TN 38138

Email Address: ghernandez@campbellclinic.com Telephone: (901) 759-3101

Developer's Name: NA

Mailing Address: NA

Email Address: NA Telephone: NA

Lessee's Name: NA

Mailing Address: NA

Email Address: NA Telephone: NA

DRC Project Review Application
Page 2

Zoning District where project is to be located: Office - O-51

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

All applicable parties shown below must sign the application:

Campbell Clinic, Inc.

Print Name of Applicant

Campbell Clinic, Inc.

Print Name of Property Owner

Print Name of Developer

Print Name of Lessee



Signature of Applicant



Signature of Property Owner



Signature of Developer

Signature of Lessee

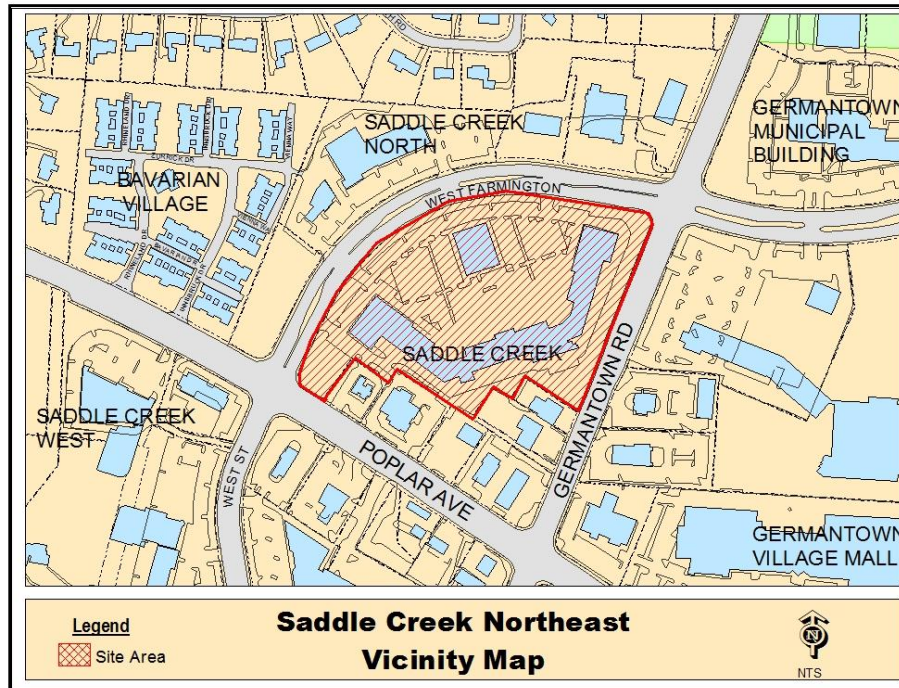
By these signatures, we attest that all of the required information associated with this application has been submitted to the Department of Community Development by the scheduled deadline date. Any failure on our part not to submit any of the required information may result in the removal of the application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

5. Pandora – 7509 Poplar Ave., Ste 1 (Saddle Creek South) Approval of a Sign Package. (Case No. 17-754). Previously Known as Agenda Item No. 6

INTRODUCTION:

Case Number:	17-754
Location:	7615 Farmington Blvd., Ste. 38
Applicant/Representative Name:	Jim Williams w/ Williams Signs
Zoning District:	”T-5” Urban Center Zoning District (utilizing the pre-existing “SC-1” district regulations)
Description of Request:	Approval of Sign Package (with a Storefront Awning)


*Refer to the Disclosure Form attached for more information




BACKGROUND: The subject property is in the Saddle Creek NE shopping center. The Shops of Saddle Creek center was approved by the Planning Commission and the Board of Mayor and Aldermen in 1987. The Design Review Commission recommended approval of a building facade renovation, landscape and lighting plan at its December 15, 2015 meeting. The subject store is replacing an existing tenant.

DISCUSSION: The applicant is requesting approval of a sign package that includes two tenant identification signs (one wall sign and one printed on an awning), and one blade sign for Pandora, which will be locating in Saddle Creek NE Shopping Center. The specifics of the request are as follows:

SIGN #1: Wall-Mounted Tenant Identification


Location & Height:	One single-faced parallel sign to be mounted on the wall above the entrance to the store, 16' from grade.
Total Sign Area:	14.64 sq. ft.
Logo Size:	0.4 sq. ft.
Content/Logo:	
Colors & Materials:	Letters = Black Letters = Aluminum
Logo Color & Materials	Face = Semi-Gloss Black Paint Crown Decoration = White Opaque Vinyl Sticker
Font:	Corporate
Letter Height:	1.33'
Mounting Structure:	Thru bolting metal to fasten directly to building facade
Lighting:	LED 120V, Halo Back-lit

SIGN #2: Storefront Awning with Tenant Identification Lettering

Location & Height:	An existing awning frame above the storefront façade, located below the proposed tenant identification wall sign, will be utilized. (The lowest part of the awning appears to be 9.5 feet from the ground.)
Awning Area:	68.04 sq.ft. (18.29' x 3.72') – without valance 18.47 sq.st. (18.29' x 1.01') – valance area
Proposed Lettering and Logo on Valance:	
Colors & Materials:	Aluminum tube frame with a black Sunbrella (6008) covering. Logo and lettering will be silk-screened onto awning.
Proposed Lettering Area and Color	2.01 sq.ft. (3.177' x .635') = area of descriptive lettering on awning White silk-screened lettering
Font:	Corporate
Letter Height:	5.125"
Proposed Logo Area:	.04 sq. ft.
Mounting Structure:	Existing aluminum frame (thru-bolted)
Lighting:	None

SIGN #3: Wall-Mounted Hanging (Blade) Tenant Identification

Location & Height:	One double-faced hanging sign to be mounted on the eastern building façade of the storefront entrance; with a maximum height of 10.58' from the surrounding grade.
Total Sign Area per Face:	3.72 sq. ft.
Logo Area:	.0145 sq. ft.

Content/Logo:	
Colors & Materials:	<p>Color: Letters/Majority of Logo = Gloss Black Paint Background = Off-White (NCS S1002 Y50R)</p> <p>Materials: Face = Painted Aluminum Crown decoration on logo = White opaque vinyl sticker</p>
Font:	Corporate
Letter Height:	1.41'
Mounting Structure:	Sign attached with thru bolts directly to face of brick facade
Lighting:	None

STAFF COMMENTS:

1. The total allowable sign area for this tenant space is 18.29 sq. ft., in accordance with the approved shopping center sign policy for Saddle Creek NE. (The Saddle Creek NE sign policy provides for 1 square foot of signage per linear foot of frontage, with the option to request from the DRC up to 1.5 sq. ft. per linear foot of frontage, up to a maximum of 75 sq. ft.) The proposed site has 18.29 foot of linear feet of frontage. The total sign area for all proposed signs in this request is 18.36 sq. ft. (not including the blade sign), which is 0.07 sq. ft. more than the amount allowed by right. Thus, the applicant is requesting the DRC grant them the allowance for 0.07 sq. ft.
2. The total allowable logo area is 1.83 sq. ft., (based on 10% of the total allowable sign area). The total proposed logo area for signs #1 and #2 is .44 sq. ft. for each, which conforms to the sign ordinance requirement.
3. The approved sign policy for Saddle Creek NE Shopping Center permits the square footage of the hanging blade sign to be excluded from the calculation of total sign area for this store.
4. Planning Division staff recommends the applicant clarify the following, as part of an approval by the Design Review Commission:
 - a. The color of the lettering on the awning (sign #2) shall be off-white/cream, rather than pure white.
 - b. The location of the blade sign (sign #3) shall be shown on the elevation drawing.
 - c. The vinyl sticker portion of the logo shall be removed, and the logo shall be all painted.
 - d. The applicant shall secure the landlord's signature on the revised sign drawings.
5. A storefront modification (such as the ribbon-pattern façade shown on the elevation drawing) is not part of this application, and would require separate design review approvals.
6. 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 November 9, 2017, and recommended discussing this application in more detail at Executive Session of their regular meeting.

PROPOSED MOTION: To approve a sign package totaling 18.36 s.f. for Pandora (7615 Farmington Blvd., Ste. 38) at Saddle Creek Northeast Shopping Center subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application.

SIGN #1: WALL SIGN

ITEM	QUANTITY	DESCRIPTION	REMARKS
1	15 SF	1/77" CLEAR POLYCARBONATE (BACK)	PL50286
2	15 SF	.090 ALUMINUM SHEET LETTER FACES 48" X 96"	AL02011
3	A/R	1/4" X 8" LONG BREAKED ROD	
4	A/R	1/4" NUTS/BOLTS	
5		8 X 1/2" LONG PAN HEAD SCREWS	
6			
7	1	25# 120/277V DISCONNECT SWITCH	
8	1	UL APPROVED ENCLOSURE	
9		PAINT SEMI GLOSS WHITE (SPACERS)	
10		COOL WHITE LED'S (5000K - 7000K)	
11		LED POWER SUPPLY (REMOTE MOUNTED)	
12	A/R	5/16" INSIDE DIA. ALUMINUM SLEEVE/SPACER 1 3/4" LONG	
13		PAINT SEMI GLOSS BLACK (LETTERS)	
14	1 LF	OPAQUE WHITE VINYL - 3M 7725-10	VN40037
15	15 SF	.063 ALUMINUM SHEET LETTER RETURNING	

SIGN #2: AWNING LETTERING

ITEM	QUANTITY	DESCRIPTION	REMARKS
1	4'-8 3/4" x 18'-3 1/2" AWNING	SUNBRELLA 6008 BLACK AWNING FABRIC	
2		WHITE PANDORA GRAPHICS	
3		EXISTING AWNING FRAME TO BE RE-COVERED	
4		AWNING ENDS TO BE OPEN	

SIGN # 1 - WALL

DATE RECEIVED: 10/27/2017
 RECEIVED BY: G. Polalewski



CITY OF
GERMANTOWN
 TENNESSEE

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

PERMANENT SIGN APPLICATION
 (ADMINISTRATIVE/DESIGN REVIEW COMMISSION)

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

- *****
1. Sign Owner/Tenant: Mark Hugins Phone No: 312-849-4160
 2. Sign Owner's/Tenant's Address: 7509 191 N. Wacker Email Address: Mark.Hugins@heiman.com
 3. Sign Location Address and Name of Shopping Center: 7509 Poplar Ave. Suite 1 Germantown, TN 38138
 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: 20' feet.
 Size of tenant space: _____ square feet
 9. Size of Sign: Width: 10' feet 4" inches; Height: 1' feet 4" inches
 TOTAL AREA OF SIGN IN SQUARE FEET: 14.6889 ϕ
 10. Height of sign at its highest point above the surrounding grade: 16' feet 0" inches.
 11. Size of Letters: 1) Height 6 3/8" Width 10" Font: PANDORA
 2) Height _____ Width _____ Font: _____
 3) Height _____ Width _____ Font: _____
 12. Colors: Letters: BLACK SUBMIT COLOR SAMPLES
 Background: W/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).
300 Feet _____ Inches Name of Street: Poplar
 _____ 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).
280 Feet _____ Inches Name of Street: Poplar
 _____ Feet _____ Inches Name of Street: _____
 16. Sign Content (words, letters, logos): PANDORA
 17. Size of logo: Horizontal 0 feet 7 3/4 inches; Vertical 0 feet 7 1/4 inches.
 18. Sign Materials: Letters ALUM; Sign Face ALUM
 Mounting Structure (type and materials): THREADED ROD
 19. Sign Illumination, if applicable (type, location and wattage): 120 LED
 20. Sign Landscaping, if applicable landscape plan shall be submitted
 21. Additional Comments: _____

SIGN # 2 - AWNING



CITY OF
GERMANTOWN
 TENNESSEE

1830 South Germantown Road • Germantown, Tennessee 38138-2815
 Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: 11/2/17
 RECEIVED BY: Gotalewski

PERMANENT SIGN APPLICATION
 (ADMINISTRATIVE/DESIGN REVIEW COMMISSION)

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

- *****
1. Sign Owner/Tenant: Mark Hugins Phone No: 312-849-4160
 2. Sign Owner's/Tenant's Address: 191 N. Wacker Dr. Suite 2500 Email Address: MARK.HUGINS@HEITMAN.COM
 3. Sign Location Address and Name of Shopping Center: 7509 Poplar Ave Suite 1 Germantown, TN 38138
 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) (AWNING)
 7. Number of Sign Faces: One ; Two _____.
 8. Linear feet of building frontage occupied by business where sign will be located: 70 feet.
 Size of tenant space: _____ square feet
 9. Size of Sign: Width: 3' feet 7.125 inches; Height: 0 feet 7.625 inches
TOTAL AREA OF SIGN IN SQUARE FEET: 2.01
 10. Height of sign at its highest point above the surrounding grade: 14' feet 0 inches.
 11. Size of Letters: 1) Height 5.125" Width 4" Font: PANDORA
 2) Height _____ Width _____ Font: _____
 3) Height _____ Width _____ Font: _____
 12. Colors: Letters: WHITE SUBMIT COLOR SAMPLES
 Background: BLACK 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).
300 Feet 0 Inches Name of Street: Poplar
 _____ 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).
250 Feet 0 Inches Name of Street: Poplar
 _____ Feet _____ Inches Name of Street: _____
 16. Sign Content (words, letters, logos): _____
 17. Size of logo: Horizontal 0 feet 2.25 inches; Vertical 0 feet 2 inches.
 18. Sign Materials: Letters PAINTED WHITE; Sign Face N/A
 Mounting Structure (type and materials): THRO-BOLTED
 19. Sign Illumination, if applicable (type, location and wattage): N/A
 20. Sign Landscaping, if applicable landscape plan shall be submitted _____
 21. Additional Comments: _____

SIGN #3 - BLADE

DATE RECEIVED: 10/27/2017
 RECEIVED BY: Goralowski



CITY OF
GERMANTOWN
 TENNESSEE

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

PERMANENT SIGN APPLICATION
 (ADMINISTRATIVE/DESIGN REVIEW COMMISSION)

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

- *****
1. Sign Owner/Tenant: MARK HUGINS Phone No: 312-849-4160
 2. Sign Owner's/Tenant's Address: 7509 191 N. WALKER Email Address: MARK.HUGINS@HEITMAN.COM
 3. Sign Location Address and Name of Shopping Center: 7509 Poplar Ave. Suite 1 Germantown, TN 38138
 4. Zoning District: Commercial X; Residential ___; Old Germantown ___; Office ___.
 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 ___; Two X
 8. Linear feet of building frontage occupied by business where sign will be located: 70' feet.
 Size of tenant space: ___ square feet
 9. Size of Sign: Width: 2' feet 7 1/2" inches; Height: 1' feet 4 15/16" inches
 TOTAL AREA OF SIGN IN SQUARE FEET: 3.7133 $\frac{1}{4}$
 10. Height of sign at its highest point above the surrounding grade: 10' feet 7" inches.
 11. Size of Letters: 1) Height 3 3/16" Width 3" Font: PANDORA
 2) Height ___ Width ___ Font: _____
 3) Height ___ Width ___ Font: _____
 12. Colors: Letters: BLACK SUBMIT COLOR SAMPLES
 Background: OFF WHITE 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).
300 Feet ___ Inches Name of Street: Poplar
 ___ 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).
280 Feet ___ Inches Name of Street: Poplar
 ___ Feet ___ Inches Name of Street: _____
 16. Sign Content (words, letters, logos): PANDORA
 17. Size of logo: Horizontal 0 feet 1 1/2" inches; Vertical 0 feet 1 3/8" inches.
 18. Sign Materials: Letters ALUM; Sign Face ALUM
 Mounting Structure (type and materials): Tow Belt
 19. Sign Illumination if applicable (type, location and wattage): N/A
 20. Sign Landscaping, if applicable landscape plan shall be submitted
 21. Additional Comments: _____

All applicable parties shown below must sign the application:

Name of Applicant (please print) Jim Williams
Address: 1399 Thomas St. Memphis, TN 38107
Phone No: 901-523-1595 Email Address: Jim@W-SIGNS.COM
Applicant Signature: [Signature]

Name of Property Owner/Landlord (please print) Shops at Saddle Creek Inc., c/o Heitman
Address: 191 N. Wacker Drive Suite 2500, Chicago, IL 60606
Phone No: 312-849-4160 Email Address: mark.buddin@shopsatcreek.com
Property Owner/Landlord Signature: [Signature]

Name of Tenant/Sign Owner (please print) Pandora Ventures LLC
Address: 250 West Pratt Street, 18th Floor, Baltimore, MD 21201
Phone No: 410.309.0200 Email Address: swosley@pandora.net
Tenant/Sign Owner Signature: [Signature]

Name of Sign Erecting Company Williams Sign Co.
Address: 1399 Thomas St. Memphis, TN 38107
Phone No: 901-523-1595 Email Address: OFFICE@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 all approved sign(s) on the subject property. SCCCE may be contacted at 901-222-8374.

FOR APPROVED AUTHORITY ONLY:

APPROVED COMMENTS:

UNAPPROVED

Date Signatures Title

BOARD DISCUSSION

Mr. Jimmy Williams's w/Williams Signs agreed to change the originally proposed white opaque sign letter color to an off white, and the band of the crown logo will be painted instead of the originally vinyl sticker.

Alderman Barzizza made a motion to approve a sign package totaling 18.36 s.f. for Pandora (7615 Farmington Blvd., Ste 38) at Saddle Creek Northeast Shopping Center subject to the commissions discussions, staff comments in the staff report, and the documents and plans submitted with the application, seconded by Mr. Schmidt.

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

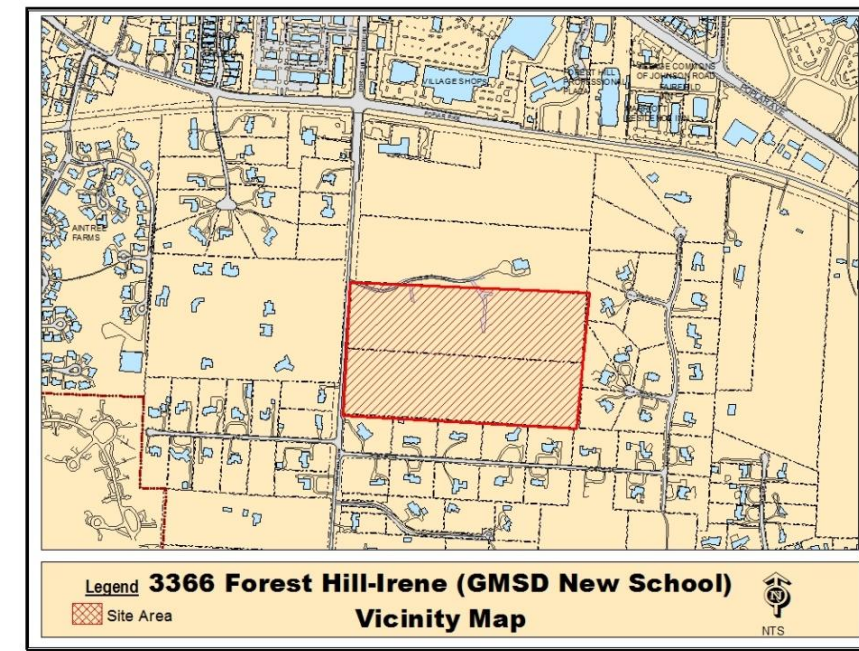
MOTION PASSED

6. New GMSD Public Elementary School – 3366 Forest Hill-Irene road – Approval of a Preliminary and final Site Plan, including Phasing Plan (Case No. 17-746). Previously Known as Agenda Item No. 8

INTRODUCTION:

Case Number	17-746
Location:	3366 Forest Hill Irene Rd.
Owner:	Jason Manuel, Superintendent w/ GMSD
Applicant:	Chris Herring w/ A2H, Inc.
Current Zoning District:	“RE-1” – Residential Estate
Description of Request:	Preliminary and Final Site Plan Approval for a GMSD New Public Elementary School and District Office Building

*Refer to the Disclosure Form attached for more information



BACKGROUND: The subject property is zoned “RE-1,” Residential Estate and consists of two parcels of undeveloped land, totaling 38.12 acres. In July 1987, the Oaks Subdivision was recorded, which included the subject property, but was not developed. (The property was in unincorporated Shelby County at this time.) On July 26, 2000, the subject property was annexed into the City of Germantown, per Ordinance 2000-10.

On August 8, 2017, the representative for the application met with the City of Germantown’s Tree Board to discuss the tree removal plan and proposed mitigation measures. On September 12, 2017, the Board of Zoning Appeals approved a Use on Appeal to allow the proposed public elementary school to locate on the subject property. (Pursuant to Section 23-204, schools are permitted in the “RE-1” residential estate zoning district with the approval of a Use on Appeal.) On September 13, 2017, the applicant had a Sketch Plan meeting with city staff to gain initial feedback on the proposed site plan. On October 6, 2017, the Germantown Municipal School District (GMSD) closed on the purchase of the property. On November 7, 2017, the Planning Commission approved the preliminary and final site plan for the two-phase project.

DISCUSSION: The proposed project would consist of an approximately 110,000 s.f. public elementary school building and a 16,000 s.f. district office building, with 194 parking spaces located east of proposed structures. The entire school project, including the parking lots, would be located on the western portion of the site. The eastern portion of the site would not be developed as part of this project, and could potentially be utilized for future public uses. (On the eastern portion of the site, 0.37 acres has been identified as a federal wetland.)

TOTAL SITE AREA	38 ac.
BUILDING FLOOR AREA	126,000 s.f.
<i>New Elementary School Building</i>	<i>110,000 s.f.</i>
<i>New District Office Building</i>	<i>16,000 s.f.</i>
TOTAL IMPERVIOUS SURFACE	8.25 ac
TOTAL MAXIMUM BUILDING COVERAGE	5.7%
MAXIMUM PROPOSED BUILDING HEIGHT	35’
NUMBER OF PARKING SPACES REQUIRED	193
NUMBER OF PARKING SPACES PROVIDED	194
<i>Elementary School Parking</i>	<i>147</i>
<i>District Office Parking</i>	<i>47</i>
NUMBER OF BICYCLE PARKING SPACES PROVIDED	12

Per the recommendations at the DRC Subcommittee meeting on November 9, 2017, the applicant met with the Assistant City Administrator, Planning Division staff, the DRC Chairman, and the GMSD District Foreman on November 14, 2017 to discuss alternative options to the landscaping plan. The applicant also provided possible solutions for screening the rooftop units (see sheets A30-0 and A3-1 of the plan set).

The following checklist describes the characteristics of each part of the property.

DESIGN REVIEW COMMISSION CHECKLIST:

1. *Site Layout:* The new elementary school building will be placed on the western portion of the site, with the bus drop-off and a lake at the front of the site fronting Forest Hill Irene Rd. The district office building is located in the interior of the site, behind the lake. The eastern portion of the site will not be developed as part of this project.
2. *Building Elevations:* Building materials consist of 3 types of brick veneer and different types of glazing. Details on the windows and doors, as well as samples of the bricks and glazing, were

provided at the DRC Subcommittee meeting. The percentage breakdown on the exterior materials for the school building is: 90% brick and 10% glazing. (The materials breakdown for the district building has not been provided.) Metal canopies will be placed over the doors. Sheet A1-3 includes a section of a typical canopy and canopy locations.

3. *Street Improvements and Curb Cuts:* Forest Hill Irene Road will be improved in tandem with this project. The plan provides two new curb cuts off of Forest Hill Irene Rd.
4. *Impervious/Pervious Area Percentage:* 21.62%/78.38%.
5. *Parking Lots:* 194 parking spaces are provided behind the school and office administration buildings, with 147 for the elementary school and 47 the district office. The parking will be shared between the two facilities.
6. *Exterior Lighting:* The applicant provided information on the overall site plan photometrics as sheets E-S01 and E-S02. At the DRC Subcommittee meeting, the applicant provided examples of the light fixtures that will be above the doors. No lighting is proposed along the driveway entrances to the site. Parking lot lighting consists of LED fixtures mounted on 25 foot-tall poles, with 55 Watt or 70 Watt LED. Other exterior light fixtures include bollard lights along the pedestrian pathways at the bus drop-off and along the south drive aisle. Photometric analysis: calculations are provided by zones, until the values reach zero, which is still on the subject property (rather than providing values to 10' beyond the property lines, as per the DRC manual). See lighting plan in supplemental materials.
7. *Garbage Collection Area:* The garbage collection area shall be screened with an 8' high brick wall. There will be no gate at the enclosure.
8. *Vents:* The vents, located on the wall facing the NE service court, will be painted to match the brick color.
9. *Gas, Electric and Water:* Sanitary sewer manholes, water meter, and electrical transformer are to be located on the north and west side of the building. The electrical transformer, gas meter, generator and propane tanks will be screened at the school by the walls surrounding the service court. The gas meter and electrical transformer for the office building will be screened by the buffer provided along the north side of the drive. The sewer manholes and water meters will be at finished grade.
10. *Mechanical Units:* The mechanical units are located on the building roof and will be partially visible on site, although not from most public view, due to the planting screen surrounding the perimeter of the site, and the distance to Forest Hill Irene Road and the surrounding neighborhoods. Sheets A3-0 and A3-1 provide site line profiles of the mechanical units.
11. *Emergency Generators:* A generator is located in the garbage dumpster area, and will be screened by an 8' high brick wall.
12. *Landscaping:* A landscaping plan for the site has been provided. The site includes an existing lake. The existing wood dock will be removed and the lake will be regraded to include a 2 foot deep shelf for 10 feet from the edge of the water. The lake water will be supplied by the existing well on site. Maintenance of the lake will occur as needed by GMSD.
13. *Mailboxes:* not indicated
14. *Signs:* No signage is proposed as part of this application. All signage will have to be approved by the DRC by a separate application.

STAFF COMMENTS:

1. The applicant is requesting a waiver from the DRC for approval some 25' high lighting poles in the parking lot that are less than 170 feet from the nearest residential area. On the photometric plan submitted with the construction plan drawings, the applicant shall clearly label which fixtures these are. (Per the City's Design Review Manual, the policy is that lighting poles less than 170 feet from residential areas be no more than 20' tall.)

2. The applicant is requesting approval of the site plan, landscaping and building elevations for both Phase One (elementary school building and all site infrastructure and landscaping improvements), as well as Phase Two (the district office building).
 - a. Should any changes occur to phase two, the applicant shall work with Planning Division staff to determine the level of review necessary.
3. On the playground area, City staff has recommended including a large unprogrammed area/field for more unstructured play during recess (such as tag, soccer, football) and which also could be used for school events, such as Field Day. Currently, there is no space to accommodate this on the site plan, without having to cross drive aisles and parking lots.
 - a. The City Parks and Recreation Department, as well as the Police Department, have both recommended removing the basketball court from the site plan, as it creates liability and safety issues for the city, as is the case at Farmington Elementary. (The City is exploring removing that basketball court.) An all-purpose hard court for four-square and other such games would be more appropriate.
4. The applicant has revised the sod material on the landscaping plan to be mostly Bermuda, with areas of Zoysia limited only to heavy shade areas.
5. City staff and the DRC Chairman have requested that the applicant provide a preliminary cost estimate for installation and maintenance of the landscaping. Both the City staff and the DRC Chairman have encouraged the applicant to pursue cost-effective landscaping solutions, which will be both attractive and also fiscally responsible over the long term.
 - a. At all the existing GMSD schools, the District has a service contract with AgriScapes for maintaining trees and planting beds. The City of Germantown Parks and Recreation Department maintains all grass areas. GMSD proposes to use these maintenance operators for the new school as well.
6. The applicant intends to use the existing well on site to provide water for the lake and possibly the irrigation system.
7. The applicant has provided information on the proposed tree removal mitigation, as presented to the City's Tree Board. (It is included as an attachment to this report.)

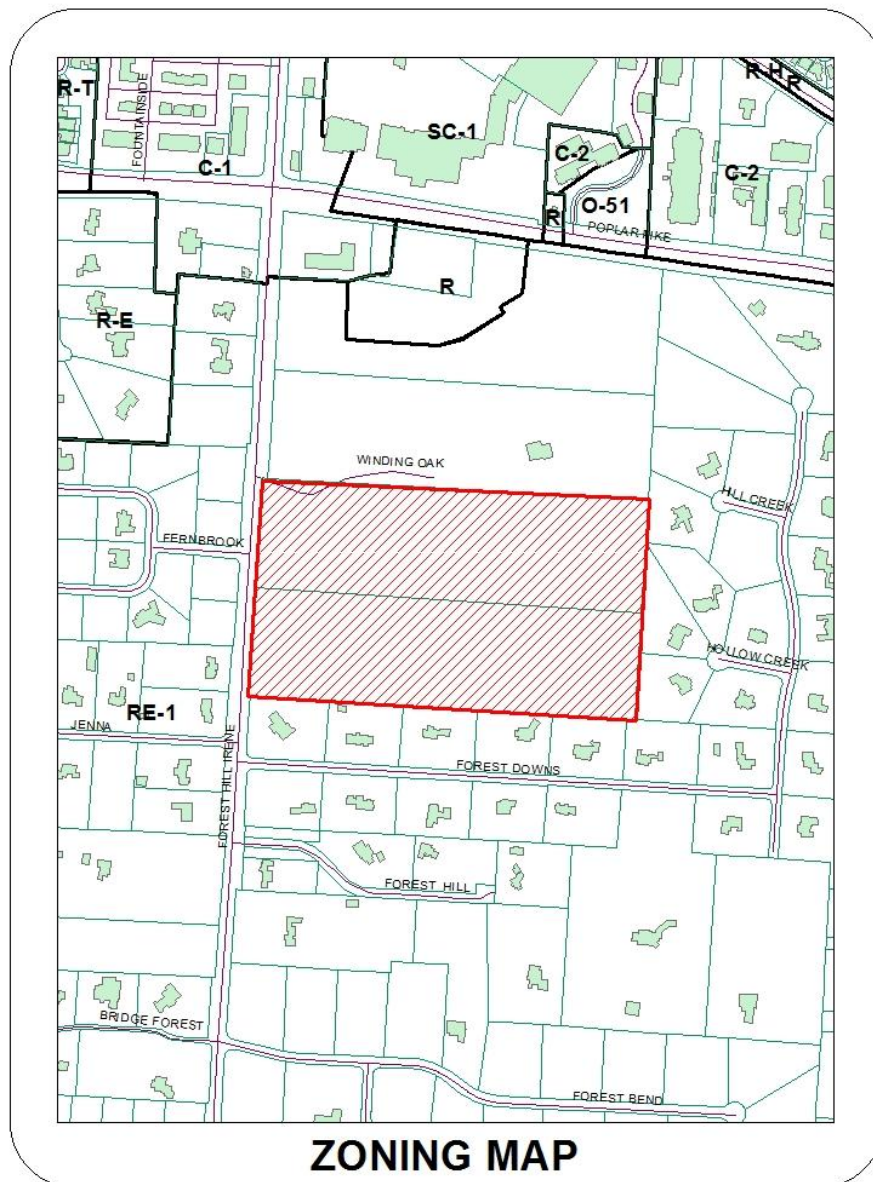
CONDITIONS OF APPROVAL *(TO BE ADDRESSED AT THE CONSTRUCTION PLAN PHASE):*

1. The detention areas shall be maintained as attractive amenities. The applicant is responsible for laying sod and mowing them, and a note shall be added to the construction plans to reflect this.
2. The grass and open field areas eastern portion of the site, which is to remain undeveloped, shall be maintained and mowed, as needed. A note shall be added to the construction plans to reflect this.
3. The applicant shall provide an irrigation plan for the landscaping plan as part of the construction drawing submittal.
 - a. This irrigation plan shall also clearly show which areas of the property will NOT have irrigation.
4. The applicant shall provide an improvement, safety and maintenance plan for the existing on-site lake, which will be included with the construction plans.
5. The applicant shall provide a detailed drawing showing the connection of school sidewalks to the proposed sidewalk on Forest Hill-Irene Rd. (showing handicap ramp design at new driveways). Forest Hill-Irene Road design can be obtained from design engineer.
6. The applicant shall revise the lighting plan to clearly show which 25' high lighting poles are less than 170 feet from the nearest residential property, should the DRC grant the waiver.

7. Should the property to the north be developed, GMSD shall provide a pedestrian/bicycle connection on the school's property to the neighborhood.
8. Should any details on the submitted plans change, the applicant shall work with Planning Division staff to determine what level of review will be required.
9. Should Phase Two not be built concurrently with Phase One, the applicant shall submit a revised landscaping plan which shows that area as grass, with no exposed dirt.
10. Following DRC approval, the applicant shall submit a set of complete, revised plans to Planning Division staff for their records.

DRC SUBCOMMITTEE REPORT: The DRC Subcommittee met on November 9, 2017, and recommended that the landscaping plan be reviewed and revised to offer more cost-effective solutions, and to provide better screening options for the rooftop units.

PROPOSED MOTION: To approve a preliminary and final site plan, including a phasing plan, for a new public GMSD elementary school and district office building with related landscaping at 3366 Forest Hill Irene Rd., subject to the Board's discussion, conditions of approval, staff comments and the documents submitted with the application.





A2-1	SHEET NO.	DATE: OCTOBER 27, 2017	DRAWN: CHENGEZ	PROJECT NO.	REVISIONS
<p>NEW SCHOOL GERMANTOWN MUNICIPAL SCHOOLS 3366 FOREST HILL IRENE, GERMANTOWN, TN</p>					
					
					



A2-2	SHEET NO.	REVISIONS	PROJECT NO. DATE DRAWN / CHECKED SHEET TITLE CONTRACT NUMBER	PROJECT NO. DATE DRAWN / CHECKED SHEET TITLE CONTRACT NUMBER	NEW SCHOOL GERMANTOWN MUNICIPAL SCHOOLS 3366 FOREST HILL IRENE, GERMANTOWN, TN		
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A2-1	MUNICIPAL BUILDING GERMANTOWN MUNICIPAL SCHOOLS																										
	Forest Hill Irene Road																										
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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: _____
- Other; Explain _____

Project Name: New Elementary School

Project Address: 3366 Forest Hill-Irene Road, Germantown, TN 38138

Previous Tenant: _____

Applicant's Name: Chris Herring

Mailing Address: 3009 Davies Plantation Road, Lakeland, TN 38002

Email Address: chrish@a2h.com Telephone: 901 372 0404

Property Owner's Name: Germantown Municipal School District

Mailing Address: 6685 Poplar Avenue, Suite 202, Germantown, TN 38138

Email Address: _____ Telephone: 901752 7900

Developer's Name: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

Lessee's Name: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

DRC Project Review Application
Page 2

Zoning District where project is to be located: RE-1

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

New construction of K-5 Elementary School.

All applicable parties shown below must sign the application:

Chris Herring

Print Name of Applicant

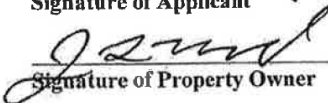
Germantown Municipal School District

Print Name of Property Owner

Print Name of Developer

Print Name of Lessee


Signature of Applicant


Signature of Property Owner

Signature of Developer

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.

BOARD DISCUSSION

Mr. Chris Herring w/A2H and Mr. Josh Cathey w/GMSD agreed to provide the city with a new set of plans that will represent all of the updated changes that have been made (such as: dumpster enclosures, roof top unit coverage/screening, lighting, irrigation plan, detention area maintenance, lake maintenance,

a detailed drawing with school sidewalks to the proposed sidewalks at Forrest Hill-Irene Rd.; and storm water plans).

Concern had been expressed regarding the proposed basketball courts at the new GMSD elementary school. Mr. Cathey explained that they have been having complaints concerning the basketball courts at Farmington School, so they are relocating these courts and locking the hoops after school hours, because they are for school use only. This would be the same situation for the proposed, child-sized basketball courts at the new GMSD school.

Chairman Bruns noted that prior to this DRC meeting, he had met with city staff, Mr. Aaron Law w/ GMSD and the project architect and landscape architect to discuss revisions to the landscaping plans, in order to make the plantings more cost-effective and less maintenance-intensive. He said that those discussions were positive and that the revised plans incorporated many of the suggested changes. He would still encourage the GMSD to provide a preliminary cost estimate for installation and maintenance of the landscaping, especially since this is a publicly funded project.

Mr. Sherman made a motion to approve a preliminary and final site plan, including a phasing plan, for a new public GMSD elementary school and district office building with related landscaping at 3366 Forest Hill Irene Rd., subject to the commissions discussion, conditions of approval, staff comments and the documents submitted with the application, seconded by Mr. Landwehr.

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

MOTION PASSED

-
7. West Street Professional Building – 2277 West Street – Approval of a Revised Preliminary and final Site Plan. (Case No. 17-749). Previously Known as Agenda Item No. 9

INTRODUCTION:

Case #: 17-749

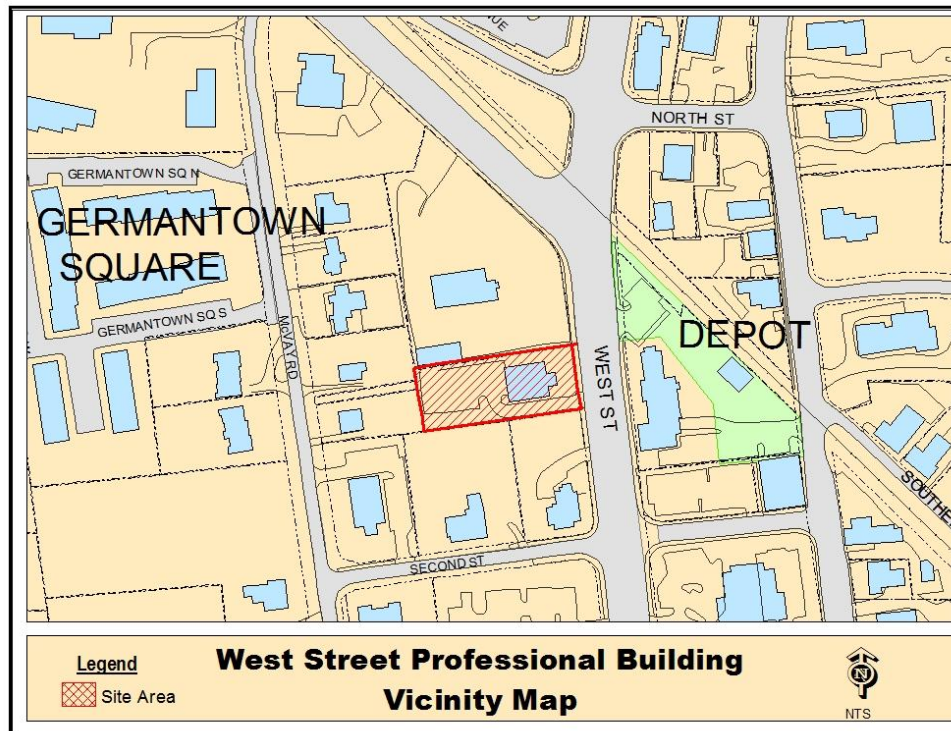
Location: 2277 West Street

Applicant/Representative Name: Murcielago Holdings, LLC

Current Zoning District: “OG” Old Germantown District

Description of Request: Approval of Revised Preliminary and Final Site Plan in Old Germantown

*Refer to the Disclosure Form attached for more information



BACKGROUND: The Shelby County Assessor of Property records reflects that the existing building was built in 1966 and is 9,385 square feet in size. Although a number of changes have occurred through the years, the West Street Professional Building is currently under new ownership, which has been working to update and remodel the building and overall site. On September 26, 2017, the Design Review Commission approved modifications to the existing building, which included renovation of the building entrance fronting West Street, new exterior building paint and new landscaping planting along the front façade of the building.

DISCUSSION: This request is approval to modify an existing preliminary and final site plan that includes the expansion of an existing patio, replacement of an existing wood deck, and the replacement and extension of an existing fence. The request also seeks approval to replace an existing storage building. See revised site plan & project write-up for details of changes proposed that are included with the supplemental documents.

STAFF COMMENTS:

1. An application for the building entrance renovations, exterior building painting, and revised landscaping plan was approved by the DRC on this site at the September 26, 2017 meeting. Although, the applicant’s initial application to the DRC include some additional changes to the site such as a new replacement accessory storage building; new fencing on an existing retaining wall; and a revised site plan (expansion of existing patio and replacement of existing wood deck), staff recommended that these items be part of a separate application to allow time to provide additional information needed to evaluate their impact to the site.
2. Sec. 23-525(b). – Nonconforming uses and structures. “...f any structure existing within the district presently designated OG is damaged or totally destroyed by fire, wind, storm or any other calamity, the owner shall have the right to reconstruct the structure if such construction is commenced within a one-year period after such calamity, in the same location...” The applicant is requesting approval to demolish an existing storage structure and replace it with a new structure on the existing 30’x8’ concrete slab in the northwest corner of the property. The applicant’s request is not allowed pursuant to Sec. 23-525(b) since the existing structure is being removed and replaced due to disrepair not as permitted by the ordinance. As previously

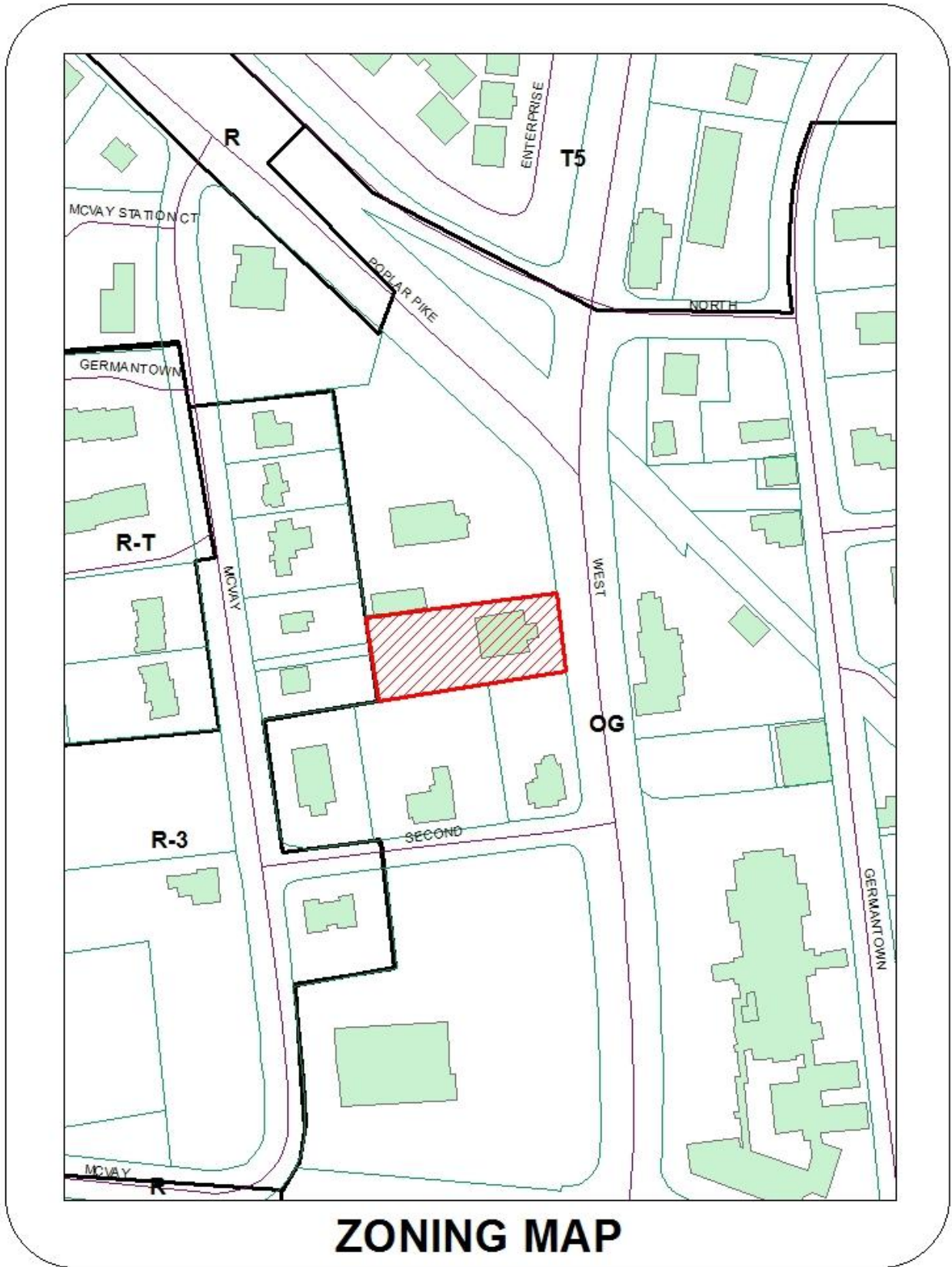
recommended by staff, the applicant must receive from the Board of Zoning Appeals approval of an accessory building setback variance to allow a new storage building to be placed on the existing concrete foundation. The existing structure is grandfather into its existing location and may be renovated but a new structure is required to be brought into conformance with the regulations.

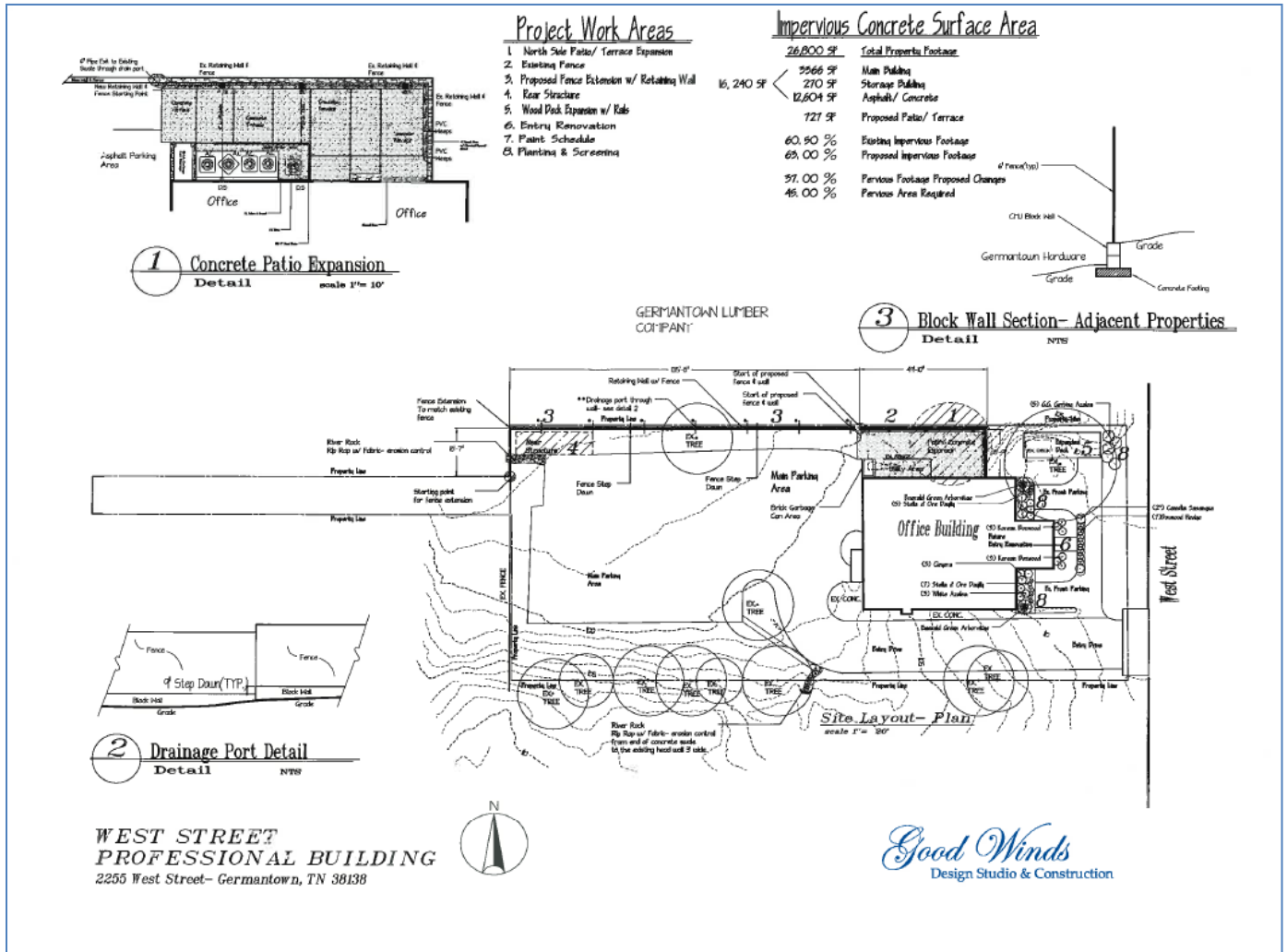
3. Sec. 6-102.A.(4) – “General provisions. Fences on property zoned commercial or office may exceed six feet in height when specifically approved by the Design Review Commission. Any proposals for fences in excess of six feet in height, when submitted to the Design Review Commission for approval, must be accompanied by appropriate documentation justifying such additional height.” The applicant is requesting approval of a 6’ cedar fence to be located on the top of an existing retaining wall that extends 52 feet along the northern property line. The retaining wall is 18 inches tall and will appear to be at grade on this site but is between 9 to 18 inches high as seen from the adjacent property to the north, Germantown Hardware.
4. The request also includes the addition of new fencing that will begin at the end of the existing fence and continue another 135 feet westward along the northern property line. The new fence section would vary in height with a maximum height of 6.9 feet at its highest point, again due to the height of a retaining wall at the base of the fence. The retaining wall will be designed to leave an opening every 20 feet to allow the continued flow of stormwater across this property. The applicant worked with the City Engineer to review pre and post grading and drainage plan for the site based on the changes proposed by the installation of the new fencing and retaining wall.
5. The application seeks approval for an expansion of an existing patio and replacement of an existing wood deck along the north side of the existing building. The concrete patio would be expanded to the northern property line and westward to the end of the existing building, thereby increasing the impervious surface on this site from 60.50% to 63.00%. The new deck would extend toward the north and east sides of the building and be located approximately 18 feet from West Street.
6. This site has parking in the front yard, requiring a 60 foot front setback, with no parking in the first 20 feet (based on the regulations of the “O” District as referenced by the “OG” District). However, this site is developed with an approximately 30 foot front setback. The new deck would encroach into the existing front setback approximately 20 feet.
7. Sec. 23-521(b) provides that “lot coverage (including buildings, paved areas, sidewalks and other impervious surfaces) shall be limited to 45 percent of the total site area, subject to the provisions of subsection (c) of this section as follows:
Sec. 23-521(c) Recognizing the unique nature of the land and buildings within the Old Germantown district, these review guidelines for commercial and residential plan review shall only be utilized by the design review commission as guidelines. Where the proposed development plan contains deviations from these review guidelines, the applicant shall have the burden showing that the exterior design, landscaping, lot coverage, parking and use as shown on the proposed development plan shall have no negative impact upon surrounding properties or upon the character of the district, and the applicant must be capable of justifying to the satisfaction of the design review commission the reasoning behind such deviations. The design review commission shall take into particular consideration the location of the proposed structure on the property as it relates to surrounding structures and properties. The design review commission may, at its discretion, require the preparation and submission, at the applicant's expense, such planning, engineering or architectural studies, reports and plans as the design review commission feels is necessary to support the applicant's position and may require that any deviations from the review guidelines be ameliorated by other criteria such as more extensive landscaping, buffer areas, increased setbacks, screens or restrictive covenants.”

8. If approved, the applicant shall obtain all required building permits from Shelby County Construction Code Enforcement Office prior to commencing work.
9. If approved, the applicant shall obtain all required fencing or accessory structure permits from the Neighborhood Services Division of the City of Germantown's Economic and Community Development Department prior to commencing work.

DRC SUBCOMMITTEE REPORT: The DRC subcommittee met on November 9, 2017, and made no recommendation on this item.

PROPOSED MOTION: To approve a building façade remodel for West Street Professional Building, located 2277 West Street, subject to the Commission's discussion, staff comments in the staff report, and the documents and plans submitted with the application.





West Street Professional Building

DRC Application November 2017

Site Plan Modifications

The intention of the improvements purposed within this DRC application are to improve the overall attractiveness of the site and create additional usable areas on the property. The following items are referenced on the site plan by number. The details of each (number) item are given in the pages that follow with photos and text explaining each improvement.

Item #1: North Side Patio /Terrace Expansion

Item #2: Existing North Fence

Item #3: Proposed Fence Extension

Item #4: Rear Structure

Item #5: Wood Deck Replacement/Expansion

West Street Professional Building

DRC Application September 2017

Item #1: North Side Patio /Terrace Expansion

The design of the rear patio is to extend the use of the adjacent offices outside for entertainment and office functions. The existing slope and drainage concerns spawned the idea to make the surface permanent and prevent water from entering the building. In addition to the concrete, drainage inlets and a channel drain will be used to collect storm water at the base of the building. The water will emit to the west in a rip rap outlet as shown on the plan. Detail #1 on the site plan illustrates the proposed patio and drainage plan. The pervious/impervious calculation details are shown on the site plan. The site is currently 60%/40% Imp-Per, and the proposed patio takes it to 63%/37%. Replacing the existing HVAC screen fence is also part of this item. A new 6' cedar fence will replace the existing fence in the same location. Photos are shown on the next page.



West Street Professional Building

DRC Application September 2017

Item #1: North Side Patio /Terrace Expansion

Site Photos



West Street Professional Building

DRC Application September 2017

Item #2: Existing North Fence

The existing fence along the north side of the proposed patio is in need of replacement. The fence posts were originally set outside of the wall and the fence attached to these posts. The proposed fence will set galvanized posts in the wall by core drilling a hole every 8'. 52' of new fence will then be built on these metal posts. The wood fence will be a 6' cedar fence on top of the existing wall.



Existing



Proposed

West Street Professional Building

DRC Application September 2017

Item #3: Proposed Fence Extension

The extension of the fence 135' westward from the existing fence will follow the same design. A block wall and brick cap will be used at the base with a 6' cedar fence on top. The overall elevation change from the northwest corner of the property and the start of the new fence is 26". The intention of the base wall is to retain the soil to the south and provide a level base for the fence. There are (3) 9" steps proposed equidistantly in the new fence. The wall will begin at "0" (6' cedar fence) and rise to 6'9" before stepping back down to 6'. A block will be left out of the wall every 20' to allow the storm water to continue its existing flow.



West Street Professional Building

DRC Application September 2017

Item #3: Proposed Fence Extension

Site Photos-North Property Line

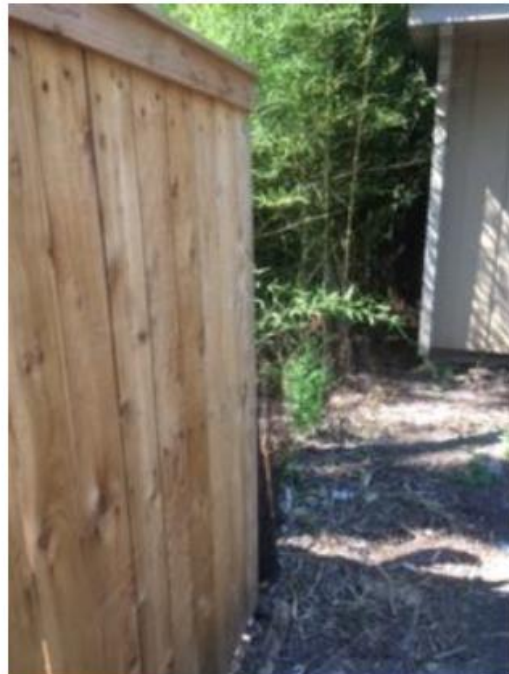


West Street Professional Building

DRC Application September 2017

Item #3: Proposed Fence Extension

Site Photos-West Fence Completion



West Street Professional Building

DRC Application September 2017

Item #4: Rear Structure

The storage structure located in the northwest corner of the property is currently in disrepair and can be renovated but it is more economical to rebuild. The existing structure sits on a 30'x8' concrete slab. It is our request to remove the existing building and construct a new building in the same location. The new building design would be the same size but only peak at 102" versus the 136" there now. The building will be painted to match the proposed colors of the main building. A building example has been included on the next page.

Due to the location of the storage structure and the adjacent property structure, the decision to remove/rebuild became more apparent to complete the fence on the property line. This picture is shown below.

Approval from the BZA is being sought in conjunction with this application.



West Street Professional Building

DRC Application September 2017

Item #4: Rear Structure

Site Photos-Existing Structure and Proposed Structure



West Street Professional Building

DRC Application September 2017

Item #5: Wood Deck Replacement/Expansion

The intention for the wood deck replacement and expansion is one of aesthetics, useable outdoor space, tree preservation and most importantly safety. The large oak tree provides a remarkable canopy to the building and landscape below. It also provides a desirable area for seating as shown by the existing deck. While the 8'x10' deck is not in the best condition for seating, we felt it was a great plan to expand on a good idea. The proposed deck, made from composite materials, will be raised 12" to better meet the existing grade and protect the roots of the tree. The deck will expand southward for a finished area of 10'x30'. The deck will terminate at the end of the concrete approximately 18' from West Street. A railing will be installed on the east, west and north sides of the deck. Due to the extreme slope northward, it was decided extending the deck will protect the visitors and their cars from falling off the edge. Planting has been added to provide privacy and provide a visual barrier from the street. An example deck and railing is on the next page.



West Street Professional Building

DRC Application September 2017

Item #5: Wood Deck Replacement/Expansion

Site Photos-Existing Deck and Proposed Deck





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 (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 REVISED SITE PLAN

Project Name: 2277 WEST STREET

Project Address: 2277 WEST STREET, GERMANTOWN, TN 38138

Previous Tenant: UNKNOWN - MULTIPLE TENANTS

Applicant's Name: MURCIELAGO HOLDINGS, LLC (BY JAMES BRUCE)

Mailing Address: 2277 WEST STREET, #300 GERMANTOWN, TN 38138

Email Address: JIMBRUCE2918@ATT.NET Telephone: 901-634-1901

Property Owner's Name: MURCIELAGO HOLDINGS, LLC

Mailing Address: 2277 WEST STREET #300 GERMANTOWN, TN 38138

Email Address: JIMBRUCE2918@ATT.NET Telephone: _____

Developer's Name: SAME AS OWNER

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: OG

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

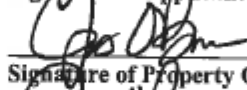
SEE ATTACHED

All applicable parties shown below must sign the application:

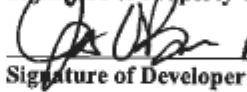
JAMES BRUCE
Print Name of Applicant


Signature of Applicant

MURCIELAGO HOLDINGS, LLC
Print Name of Property Owner

 FOR MURCIELAGO HOLDINGS LLC
Signature of Property Owner

MURCIELAGO HOLDINGS, LLC
Print Name of Developer

 FOR MURCIELAGO HOLDINGS LLC
Signature of Developer

N/A
Print Name of Lessee

N/A
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: JAMES D BRUCE FOR MURCIELAGO HOLDINGS LLC
Address: 2277 WEST ST. #300 GERMANTOWN, TN 38138
Signature of Applicant: [Signature]

Property Owner: MURCIELAGO HOLDINGS, LLC
Address: 2277 WEST ST. #300 GERMANTOWN, TN 38138
Signature of Property Owner: [Signature] FOR MURCIELAGO HOLDINGS LLC

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

Developer: SAME AS OWNER
Address: _____
Signature of Developer: _____

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

Name	Business or Home Address
<u>JAMES D BRUCE</u>	<u>2277 WEST ST. #300 GERMANTOWN, TN</u>
<u>BRET CB RODRIGUEZ</u>	<u>SAME AS ABOVE</u>
_____	_____
_____	_____
_____	_____
_____	_____

*See language in parenthesis above.

BOARD DISCUSSION

Chairman Bruns recused himself from this agenda item before staff presentation, and turned the meeting over to Vice Chairman, Mr. Christopher Schmidt. Chairman Bruns explained that he would resume the Chairman's position after the vote on this item has been taken.

Mr. Jim Bruce explained that he is requesting to improve the existing site plan. He requested to expand the existing patio area/terrace expansion, replacing a wood deck, and the replacement/extension of the wood fence. Mr. Bruce is also requesting to replace the existing storage building that was grandfathered, and is not in compliance with the City of Germantown current codes, due to the fact it is too close to the property line and is in need of repair. He is requesting to remove this building and replace it with a new building in the same place, where there is already an existing foundation. However, if he is not granted his request, then he will have to do extensive repair to the existing storage building and keep it instead. However, this is not his preference.

After much discussion, the Commission decided to divide this motion into three motions, in order for each of them to go visit the site before they make any decisions on the north side patio/terrace expansion or the wood deck replacement/expansion. Vice Chairman Schmidt called for a motion.

MOTION 1:

Alderman Barzizza made a motion to approve: 1) the replacement of the existing north fence that extends for 52', specifically a 6' high cedar wood fence atop an existing 18" high retaining wall, and 2) a new fence that extends westward for 135', specifically a 6' high cedar wood fence atop an existing retaining wall, subject to the Commissions' discussion, staff comments in the staff report, and the documents and plans submitted with the application, seconded by Mr. Hurley.

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

MOTION PASSED

MOTION 2:

Alderman Barzizza made a motion to refer the variance request for the rebuilding of the accessory structure on the existing concrete foundation to the Board of Zoning Appeals for their approval, subject to the Commissions' discussion, staff comments in the staff report, and the documents and plans submitted with the application, seconded by Mr. Smith.

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

MOTION PASSED

MOTION 3:

Mr. Landwehr made a motion to allow the north side patio/terrace expansion and the wood deck replacement/expansion, subject to the Commissions' discussion, staff comments in the staff report, and the documents and plans submitted with the application, seconded by Mr. Sherman.

Alderman Barzizza suggested that this motion be tabled until each member has had a chance go to the site itself. Aesthetically, it might be fine but feels it is important to take a better look at the site, as opposed to making a decision right now.

The Commission explained that the applicant could either withdraw the request tonight for the remaining items, namely the north side patio/terrace expansion and the wood deck replacement/expansion, and come back to the next scheduled meeting after the Commissioners have completed their site visit, or they could go ahead and vote as it is presented.

The applicant requested to withdraw these items (specifically the deck and patio requests) to be considered at the next scheduled meeting.

Mr. Landwehr also requested that at the next scheduled DRC meeting, the applicant present an alternative plan/proposal to the current patio request, which would not increase the amount of impervious surface on the site, and would better address the drainage issues.

WITHDRAWN BY APPLICANT

NEW BUSINESS: Chairman Bruns expressed his appreciation to Ms. Susan Burrows' for the 20 or more years of service to the various Boards and Commissions on which she has served.

ADJOURNMENT

There being no further business, comments, or questions by the Commission, Chairman Bruns adjourned the meeting at 7:44 p.m.