

DESIGN REVIEW COMMISSION
MUNICIPAL CENTER COUNCIL CHAMBERS

Tuesday, June 26, 2018

6:00 p.m.

The regular meeting of the Design Review Commission was scheduled and held in the Council Chambers of the Municipal Center on June 26, 2018.

1. Chairman Bruns called the meeting to order at 6:02 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. Greg Hurley, Vice-Chairman; Mr. Steve Landwehr, Secretary; Mr. Neil Sherman; Mr. Neeraj Kumar; Mr. Tim Gibson; and Alderman Forrest Owens

DEVELOPMENT STAFF PRESENT:

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

3. Approval of Minutes for May 22, 2018

Mr. Landwehr moved to approve the Design Review Commission minutes of May 22, 2018, seconded by Mr. Gibson, with no further comments or discussions.

ROLL CALL: Mr. Kumar – Abstain; Alderman Owens – Yes; Mr. Gibson – Yes; Mr. Landwehr – Yes; Mr. Hurley – Yes; Mr. Sherman – Yes; and Chairman Bruns – Yes

MOTION PASSED

4. CONSENT AGENDA

- a. The Retreat at Germantown – 7865 Grove Court West – Approval of a Remodel (painting) of an Existing Apartment Building (Case No. 14-484).
Joell Bunge w/The Retreat – Owner/Tenant/Agent
- b. Germantown United Methodist Church – 2324 S. Germantown Rd. - Approval of two Storage Sheds in Old Germantown (OG) (Case 17-743).
Julie C. Furr w/Boy Scouts of American – Applicant/Tenant
- c. Farm Park – 2730 Cross Country Rd. – Approval of Special Events Banners (Case No. 18-819).
Natalie Ruffin w/City of Germantown Parks & Recreation Dept. - Applicant/Agent
- d. Special Events Banner – City Wide – Approval of Revisions to the Special Events Banner Policy - City of Germantown Village Square (Case No. 18-820).
City of Germantown, Economic & Community Development – Applicant
- e. Harvest Church – 3645 Forest Hill-Irene Rd. – Approval of Two Ground-Mounted Signs and a Directional Sign (Case No. 15-560). Previously Known as Agenda Item No. 5
Michael Rodgers w/fisher Arnold - Applicant
- f. Harvest Church – 3645 Forest Hill-Irene Rd. – Approval of a Revised Final Site Plan for a Parking Lot Expansion (Case No. 15-560). Previously Known as Agenda Item No. 6
Michael Rodgers w/fisher Arnold - Applicant

During executive session, the DRC moved previous items 5 and 6 to the consent agenda as items 4e. and 4f, with the following conditions of approval:

- Item 4e: The landscape plan shall be revised to include dwarf hollies instead of inkberry, as dwarf hollies are smaller and will not block the signs.
- Item 4f:
 - Exception to 10+ contiguous parking spaces. The DRC is granting an exception from policy 3.4-1 of the DRC manual which states: “No more than 10 contiguous parking spaces is recommended.” There are two rows which have 14 spaces without landscape islands. An exception is justified as the parking area is otherwise sufficiently landscaped.
 - Lighting Plan. The applicant shall work with staff to clarify if the proposed lighting poles for the parking lot expansion be aligned.
 - Retaining Wall. The retaining wall on the southeastern corner of the parking area appears to be 8’ high. A black wrought iron fence/guard rail of no less than 42” shall be installed at the top. The proposed material for the retaining wall is earth tone blocks. Both of these details shall be shown on the construction plan drawings for approval by Planning Division staff.

Chairman Bruns reminded the Commissioners that voting on all matters on the Consent Agenda constitutes an acknowledgment that the member has read and reviewed the application materials/plans/staff reports and determined 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 called for a motion.

Mr. Landwehr made a motion to approve the Consent Agenda as presented including Agenda Items No. 5 and 6 (now items 4e. and 4f.), and seconded by Mr. Sherman.

ROLL CALL: Mr. Hurley – Yes; Alderman Owens – Yes; Mr. Gibson – Yes; Mr. Sherman – Yes; Mr. Kumar – Yes; Mr. Landwehr – Yes; and Chairman Bruns - Yes

MOTION PASSED

STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS

- a. The Retreat at Germantown – 7865 Grove Court West – Approval of a Remodel (painting) of an Existing Apartment Building (Case No. 14-484).

INTRODUCTION:

Case Number: 14-484

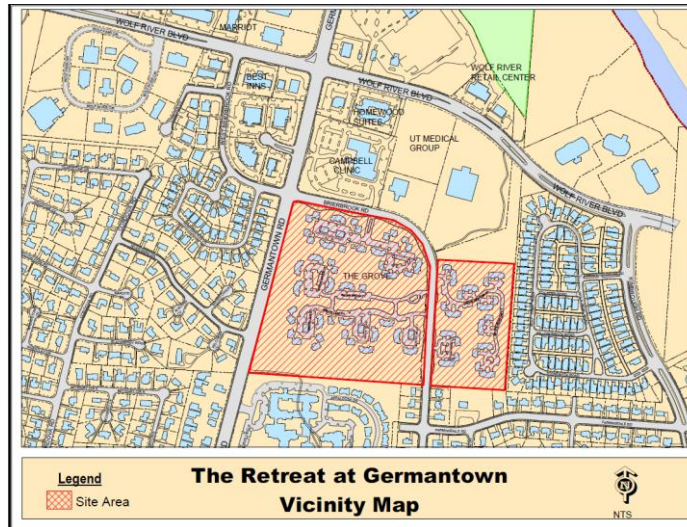
Location: 7865 Grove Court West

Applicant Name: The Retreat - Joell Bunge, Business Manager (Agent)

Zoning District: “R-T” Multi-Family Residential District

Description of Request: Approval of a Remodel (Painting) of an Existing Apartment Building

*Refer to the Disclosure Form attached for more information



BACKGROUND: This development was originally approved and constructed as The Grove Apartments in 1991. The name changed to the Brook Chase Apartments and a new sign package was approved by Design Review Commission in 2002. The property owners have changed the name of the existing development to The Retreat at Germantown and with DRC approval in 2014 replaced the existing signs throughout the development

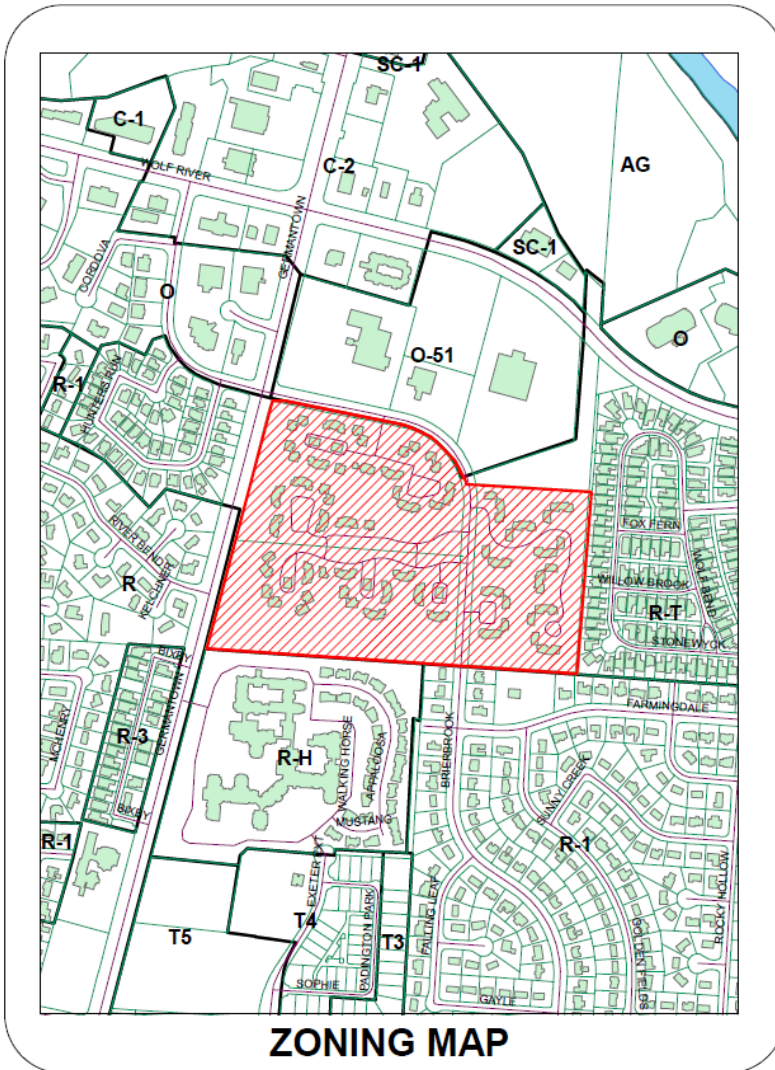
DISCUSSION: This request is to allow a change in paint colors to the existing building. The new paint colors will be to the building facade, trim, and framework. Pictures of the existing building with the new colors overlaid are included with this report. The applicant has provided paint samples along with this application.

STAFF COMMENTS:

1. The applicant has provided paint samples along with this application that are included in the Board's web package for this meeting. Because the color sample sheet is a scan copy, the colors may not appear true to form. However, the included pictures of the buildings with the new colors provide a clear replicate of what to expect. Copies of the paint chips were available at the subcommittee meeting and will be present at the June 26th meeting.

DRC SUBCOMMITTEE REPORT: The DRC Subcommittee meet on June 14 and recommended placing this item on the Consent Agenda.

PROPOSED MOTION: To approve a remodel (Painting) of an existing apartment building (The Retreat at Germantown), located at 7865 Grove Court West, subject to the Board's discussion, staff comments and conditions contained in the staff report, and the documents and plans filed with the application.





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: _____
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: The Retreat at Germantown Exterior Painting

Project Address: 7865 Grove Court West, Germantown, TN 38158

Previous Tenant: _____

Applicant's Name: Joell Bunge (Business Manager)

Mailing Address: 7865 Grove Court West, Germantown, TN 38158

Email Address: manager@the-retreat-at-germantown.com Telephone: (901) 758-2881

Property Owner's Name: GSI VIII Investment Brook Chase LLC

Mailing Address: 6060 Poplar Ave., Ste. 200, Memphis, TN 38117

Email Address: dnischwitz@fogelman.com Telephone: (901) 762-6746

Developer's Name: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

Leasee's Name: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

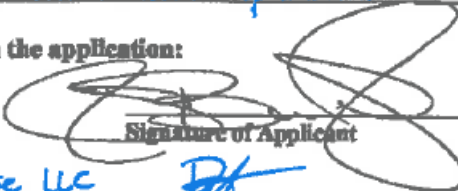
DRC Project Review Application
Page 2


Zoning District where project is to be located: Residential Townhomes

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

Please see the attached exterior color selections for application to the exterior siding, trim, garage doors, unit entry doors of residential, garage, and amenity buildings at The Retreat at Germantown apartments.

All applicable parties shown below must sign the application:

Joell Bunge (Business Manager)  Signature of Applicant

G&I VIII Investment Brook Chase LLC  Signature of Property Owner (SVP redevelopment)

Print Name of Developer

Signature of Developer

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.

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: Toell Burge (Business Manager)
Address: 7865 Grove Court West, Germantown, TN 38138
Signature of Applicant: [Signature]

Property Owner: G&I VIII Investment Brook Chase LLC
Address: 6060 Poplar Ave., Ste. 200, Memphis, TN 38117
Signature of Property Owner: [Signature] (SVP Redevelopment)

Lessee: _____
Address: _____
Signature of Lessee: _____

Developer: _____
Address: _____
Signature of Developer: _____

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

Name	Business or Home Address
<u>DRA Advisors, LLC</u>	<u>220 E 42nd St., New York, NY 10017</u>
<u>Fogelman Multifamily Investments & Management</u>	<u>6060 Poplar Ave., Ste. 200 Memphis, TN 38117</u>
_____	_____
_____	_____
_____	_____

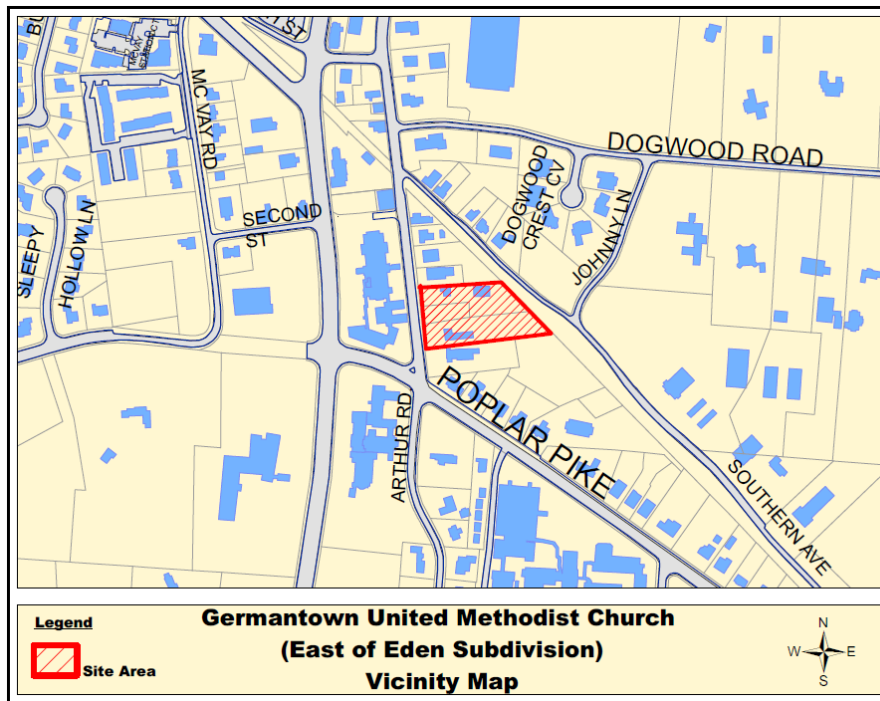
*See language in parenthesis above.

- b. Germantown United Methodist Church – 2324 S. Germantown Rd. - Approval of two Storage Sheds in Old Germantown (OG) (Case 17-743).

INTRODUCTION:

Case #:	17-743
Location:	2324 S. Germantown Rd.
Applicant	Germantown United Methodist Church
Representative Name:	Julie C. Furr, Assistant Scout Master
Current Zoning District:	“OG” Old Germantown District
Description of Request:	Approval of two Storage Sheds in the Old Germantown (OG) Zoning District

*Refer to the Disclosure Form attached for more information



BACKGROUND: The subject property is Lot 2 of the recently recorded subdivision, Germantown United Methodist Church-East of Eden Subdivision (Plat 274, page 38) approved by the Planning Commission on September 5, 2017. The Shelby County Assessor’s records indicate that the existing building was constructed in 1985.

DISCUSSION: The current request for approval is for 2 storage sheds to be located at the rear of the existing building. The sheds will be approximately 70 sq. ft. (10x7), according to the information sheet submitted with the application and will butt-up to the rear building wall façade. These sheds are defined as accessory structures. Per the Municipal Code, there are no minimum site standards for lot size, setbacks or parking in the “OG” Old Germantown zoning district.

STAFF COMMENTS:

1. Sec. 2-171. - Development subject to commission review and approval requires the following:
(a) Regardless as to whether a building permit is required pursuant to this chapter, a plan, in form and substance, as specified by the commission and as required in [section 2-172](#), shall be submitted to the commission for all development requiring permits for:

1. Construction, exterior alteration of buildings, structures or accessory structures, with the exception of single-family-detached, and two-family dwellings;
2. Sec. 23-519. - Plan review. (a) All applications for building or occupancy permits for the purpose of construction, exterior alteration of buildings, structures or accessory structures, with the exception of single-family-detached and two-family dwellings and demolition of buildings within the Old Germantown district, shall be referred to the design review commission for review and approval. The requested building or occupancy permit will be denied if the development plan does not provide adequate parking for the proposed use consistent with parking requirements for similar uses in other zoning districts as described in this chapter; front, side or rear yard spaces; traffic circulation; sufficient landscaping; or other improvements necessary for the use proposed.
3. 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:
(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.

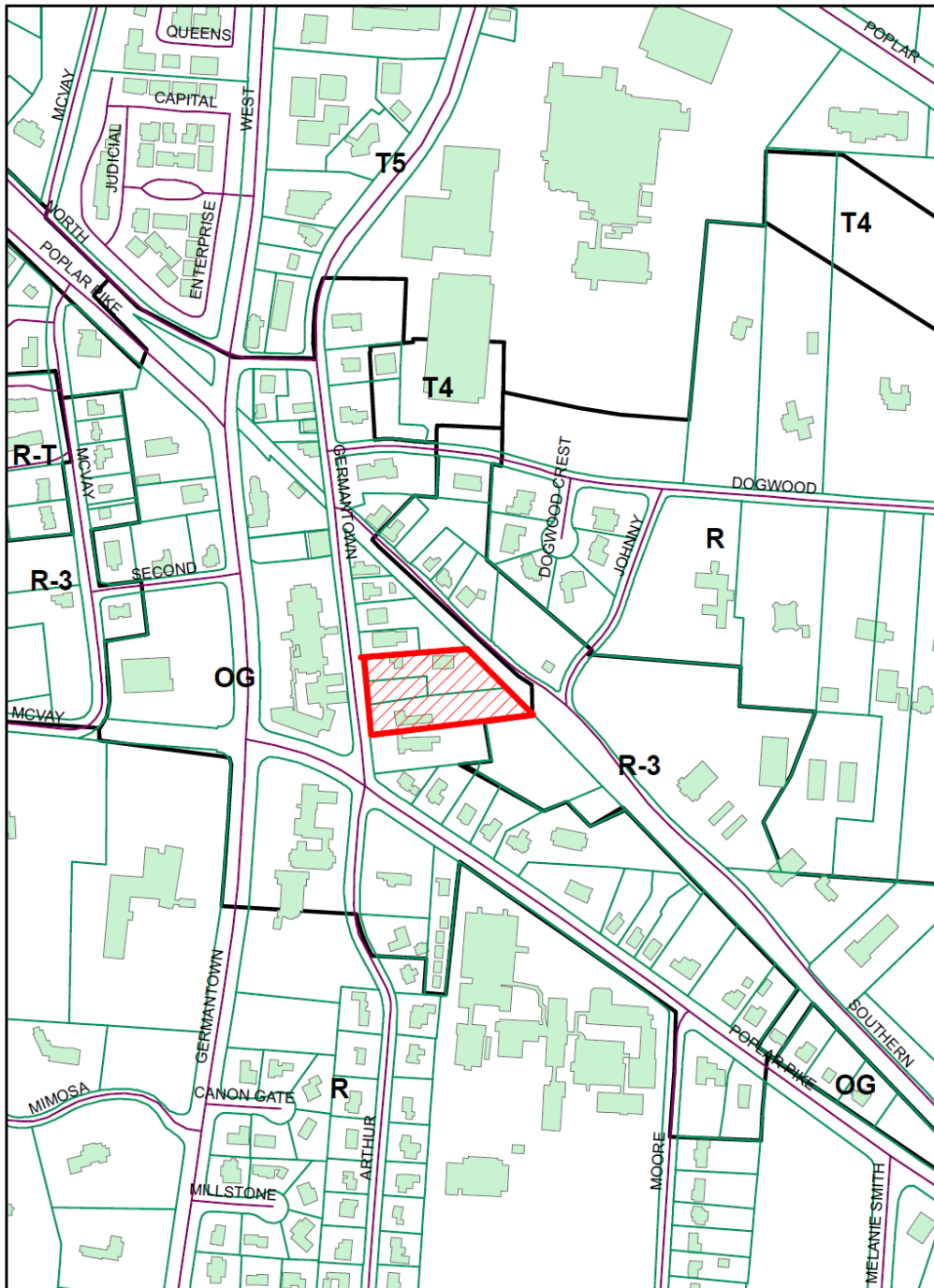
Lot 2 is 0.3 acres and is improved with 2 buildings, an office (1,214 sq. ft.) and shed (400 sq. ft.) together totaling 1,614 sq. ft., and a surface parking lot, which conforms to the lot coverage requirement. Even with the addition of the two new sheds, this lot will still meet the lot coverage requirements in the OG District.

4. The applicant's information indicates that the sheds will be approximately 8 ft. tall at the peak of the gable roof and placed 10 from the rear property line which is in accordance with the requirement for accessory structures located on residential lots.
5. The area of placement appears to be well screened by mature trees and vegetation. Also, a section of a fence is attached to the southwest corner of the building along the street frontage that will assist in screening the area. However, a portion of the fence that would connect to the adjacent neighboring fence is missing. It is recommended that a new section is installed to close this area off and to better screen not only the new sheds but also the HVAC units currently located behind the building. If this recommendation is approved, the site plan should be revised to include this new fence section. *The applicant has complied with this requirement as instructed by the DRC subcommittee at the July 14 meeting and a revised site plan that reflects the new wooden fence section is included in this staff report.*

6. If approved, the applicant shall obtain all required building permits from the Neighborhood Services Division of Economic and Community Development prior to installing the sheds on sites.

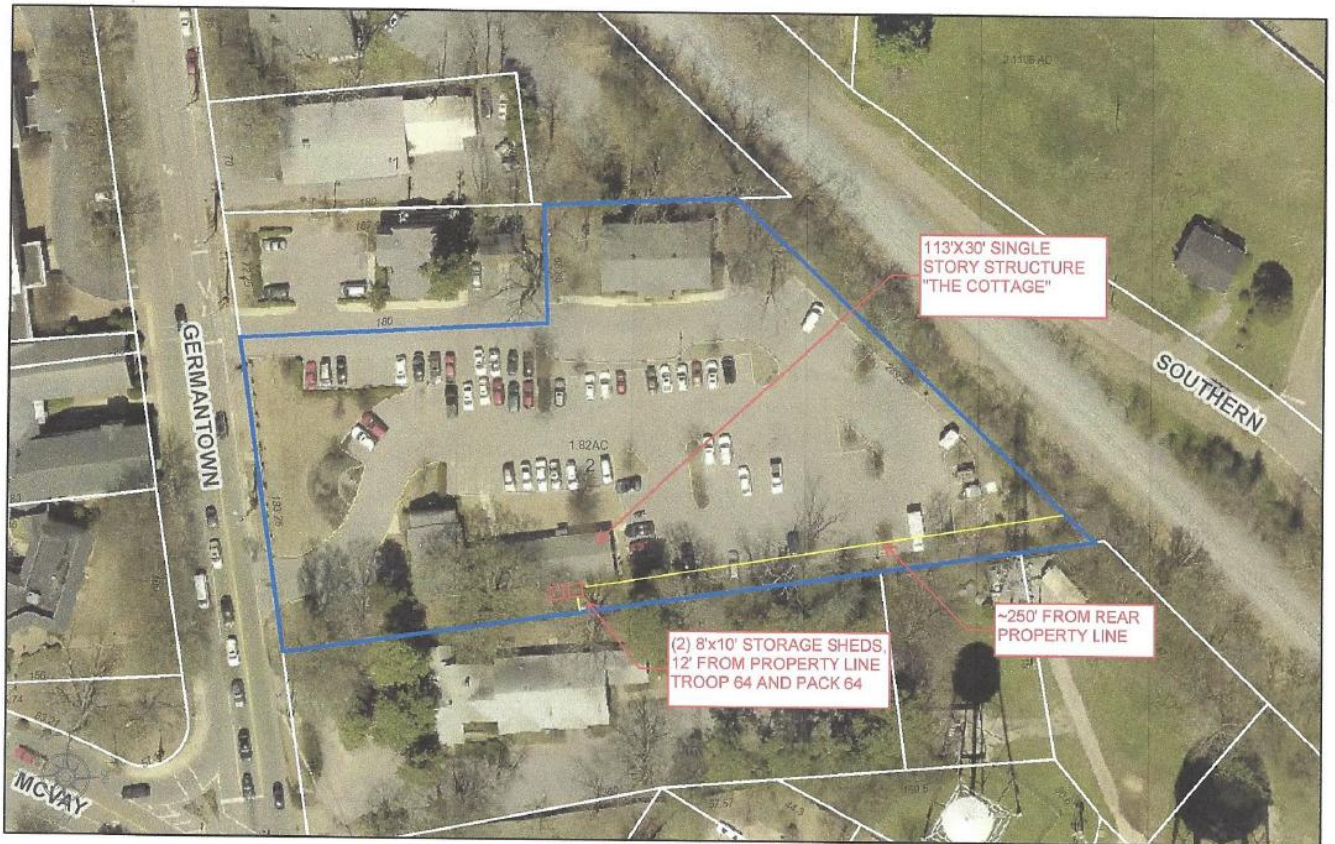
DRC SUBCOMMITTEE REPORT: The DRC Subcommittee meet on June 14 and recommended placing this item on the Consent Agenda subject to the applicant submitting a fence plan for the designated area fronting S. Germantown Road based on the committee discussion. The applicant has complied with this requirement.

PROPOSED MOTION: To approve two storage sheds in the OG Districts, located at 2324 S. Germantown Rd. (GUMC), subject to the Board's discussion, staff comments and conditions contained in the staff report, and the documents and plans filed with the application.



ZONING MAP

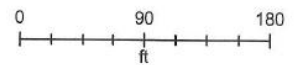
2324 South Germantown



**CHEYENNE JOHNSON, ASSESSOR
SHELBY COUNTY, TENNESSEE**

DISCLAIMER: THIS MAP IS FOR PROPERTY ASSESSMENT PURPOSES ONLY. IT IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP AND THEREFORE, SHOULD NOT BE RELIED UPON AS A REPRESENTATION OF ANY PROPERTY FOR ANY PURPOSE.

MAP DATE: April 30, 2018



FREE PARCEL SHIPPING WITH MYLOWE'S. GET STARTED >



Open until 9PM!
Germantown Parkway Lowe's

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Arrow (Common: 10-ft x 7-ft; Interior Dimensions: 9.5-ft x 6.5-ft) EZEE Shed Galvanized Steel Storage Shed

Item # 950118 Model # EZ107CCCR

☆☆☆☆☆ No reviews



Items pictured in and around shed are not included

\$399.00

FREE Store Pickup

1 available today at
Germantown Parkway
Lowe's!

Aisle GCBW , Bay OSLG

Delivery

Delivery available



Get 5% OFF* Every Day

Subject to credit approval. Exclusions apply. Cannot be combined with Special Financing.

[Get Details >](#)

Product Information

Description

Introducing the EZEE Shed from Arrow storage products - a shed that builds in half the time. The EZEE Shed is a galvanized steel shed that is durable and made to last. It features the revolutionary snap-it quick assembly system that cuts assembly time down compared to most steel sheds on the market today. The EZEE Shed has a reduced number of fasteners across walls, roof, and doors and there are no more difficult nut/bolt connections - so assembly is faster and easier! The EZEE Shed features a design that is 2 times stronger than leading steel sheds on the market. Its

- 50% less hardware than traditional sheds for faster assembly
- The improved snap-it system allows you to snap panels together to lock the panels and doors in place
- The EZEE Shed uniquely designed with 12-in. increasing

How can I help you?

CHAT NOW

June 5, 2018

Mrs. Julie C. Furr
8195 Pine Creek E
Germantown, TN 38138
(901) 337-8716
julieetheron@yahoo.com

Subject: Letter of Intent

To Whom It May Concern:

On behalf of Boy Scout Troop 64 and Cub Scout Pack 64, I am requesting permission to place (2) 8 ft x 10 ft prefabricated storage sheds behind The Cottage, which is part of the Germantown United Methodist Church (GUMC). The GUMC address is 2331 South Germantown Road, Germantown, TN 38138.

The storage sheds will be concealed from view on Germantown Road by a combination of existing deciduous and evergreen trees. A small gap, approximately 5 feet in length currently provides a site line from Germantown Road to the back of The Cottage, but will be closed with box wood bushes or similar vegetation.

The storage sheds will be used to store Scout equipment which is presently stored in multiple enclosed trailers currently parked in the east end of The Cottage Parking lot. Most of the enclosed trailers will be relocated off-site once the equipment has been moved.

Thank you for your time.

Sincerely,



Julie C. Furr



CITY OF GERMANTOWN TENNESSEE

DATE RECEIVED: 6/6/18
RECEIVED BY: [Signature]

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

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: 2 Small storage sheds, prefabricated

Project Name: Gumc Boy Scout Troop 64
Project Address: 2324 South Germantown
Previous Tenant: _____
Applicant's Name: Julie C Furr - Assistant Scout Master
Mailing Address: 8195 PineCreek E, Germantown, TN
Email Address: julieetherton@ugbm.com Telephone: 901-337-8716
Owner's Name: Germantown United Methodist Church
Mailing Address: 2331 S. Germantown Road, Germantown, TN
Email Address: _____ Telephone: _____
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: OG

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

Erect 2 prefabricated storage sheds behind the Cottage Building. Sheds are 10ft x 7ft in plan and 8ft tall at the peak. See attached cut sheet for additional information.

Julie Furr
Print Name of Applicant

[Signature]
Signature of Applicant

Brook Critchfield 309
Print Name of Owner

[Signature]
Signature of Owner

David W. Gabriel
Executive Minister
Print Name of Developer

Emily W. Hill (Lead Pastor)
Signature of Developer

Print Name of Lessee

Signature of Lessee

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

DRC Project Review Application
Page 4

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

Applicant: Julie Furr
Address: 819 S Pine Creek E, Germantown, TN
Authorized Signature for Applicant: Julie Furr

President or Equivalent
Chief Executive Officer: Brook Cribbfield (Facility Manager)
Address: 2331 S. Germantown Rd, Germantown, TN
Signature: [Signature]

Members of the Board of Directors of the Owner:

Name	Business or Home Address
<u>Dobie Wiles</u>	<u>GUMC</u>
<u>Henry Evans</u>	<u>2331 S. Germantown Rd</u>
<u>Randy Lewis</u>	<u>Germantown, TN 38138</u>
_____	_____
_____	_____
_____	_____

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

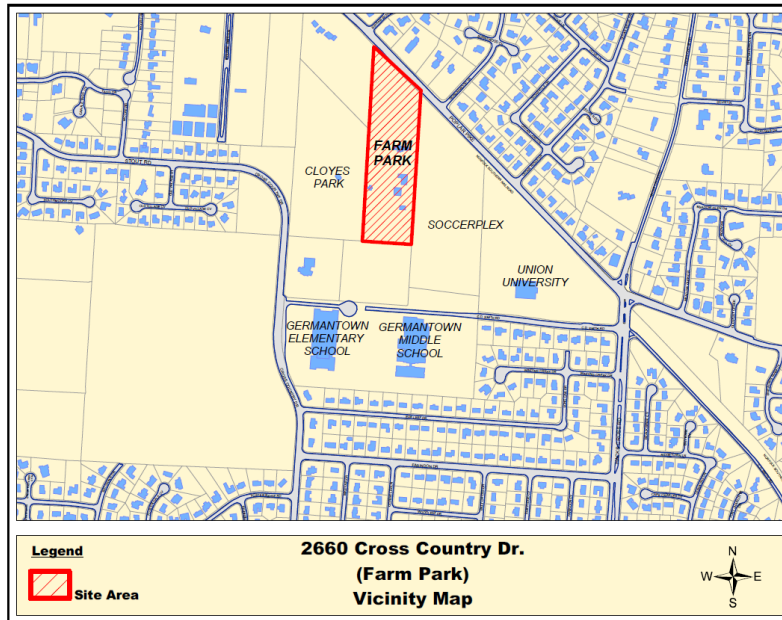
The Applicant/Owner/Lessee acknowledges and agrees that if the developer of a project is not the owner of the subject real property, the owner/lessee and developer shall be required to join in the project development contract with the City and the obligations of the project development contract shall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

- c. Farm Park – 2730 Cross Country Rd. – Approval of Special Events Banners (Case No. 18-819).



INTRODUCTION:

Development Case #:	18-819
Location:	The banners are proposed in the following locations: <ol style="list-style-type: none">1. GPAC at intersection of Germantown & Neshoba Rds.2. Civic Center Complex/ C.O. Franklin Park (Pickering Center) at 7771 Poplar Pike3. West St. frontage of the Parks & Recreation Office at 2276 West St.4. Next to the “Welcome to Germantown” signs:<ol style="list-style-type: none">a. North side of Poplar Pike near western city limitb. Within center median of Wolf River Blvd. near western city limitc. At Poplar/Poplar Pike intersection near the eastern city limitd. Wolf River Blvd. near eastern city limite. West side of Germantown Rd. south of Wolf River Blvd.
Applicant Name:	City of Germantown Parks & Recreation Dept. - Natalie Ruffin
Current Zoning District:	Various Zoning Districts
Description of Request:	Request Approval for a Special Events Banners for Farmers Market

*Refer to the Disclosure Form attached for more information



REQUEST SUMMARY: On May 26, 2015, the Design Review Commission (DRC) adopted a revised Special Events Banner Policy. The applicant is requesting approval for eight (8) temporary special event banner locations. The Farmers Market will be held at the Farm Park from June 7 to August 10. This is an annual event, sponsored by the City of Germantown Parks and Recreation Department. The applicant is requesting a three year renewal approval for the special events banners. (The Farmers Market banners had originally received three-year approval on May 26, 2015.) The banners would be erected immediately and removed on August 10. The specifics of the request are as follows:

BANNERS:	
Location & Height:	The height of the banners will be approximately seven (7) feet above the surrounding grade, in the following locations: <ol style="list-style-type: none"> 1. GPAC at intersection of Germantown & Neshoba Rds. 2. Civic Center Complex/ C.O. Franklin Park (Pickering Center) at 7771 Poplar Pike 3. West St. frontage of the Parks & Recreation Office at 2276 West St. 4. Next to the “Welcome to Germantown” signs: <ol style="list-style-type: none"> f. North side of Poplar Pike near western city limit g. Within center median of Wolf River Blvd. near western city limit h. At Poplar/Poplar Pike intersection near the eastern city limit i. Wolf River Blvd. near eastern city limit j. West side of Germantown Rd. south of Wolf River Blvd.
Message:	 <p>Thursdays 4 - 7:30 p.m.</p>
Banner Size:	28 sq. ft. (4'x7')
Letter Height & Style:	Varies
Logos and Logo size:	 <p>Size not provided, but appears to be less than 33% of banner face.</p>
Colors & Materials:	<p>Letters: Green, Orange, Yellow and Brown</p> <p>Background: White</p> <p>Materials: Vinyl</p>
Mounting Structure:	4' x 7' city metal banner frames

STAFF COMMENTS:

1. The City’s Special Events Banner Policy has been provided. (See p.5 of the staff report.)
2. The applicant is requesting the following exceptions from the policy:
 - a. Duration. The applicant is requesting that the banners remain installed for the entire duration of the Farmers Market season. Per the policy, the DRC may approve longer duration.
 - b. The applicant originally requested 9 locations. One location (in front of Municipal Center, in the median on Farmington Blvd. in front of City Hall) has been determined to

be unsafe and removed as a possible location for all future banners. Thus, the applicant is requesting 8 locations, rather than the 7 allowed per the policy.

3. If approved, the applicant shall remove the banners the day after the Farmers Market ends for the season (on August 10).
4. If approved, the temporary special events banners will be permitted for the Farmers Market until 2020. The applicant must re-apply for approval for the 2021 Farmers Market.
5. The DRC is currently considering a request to revise the Special Events Banner policy so that requests such as this may be processed administratively.

DRC SUBCOMMITTEE REPORT: The DRC Subcommittee discussed this item and recommended that it be put on the consent agenda.

PROPOSED MOTION: To approve Special Events Banner Request for three years (expiring in 2021) for the annual Farmers Market, sponsored by the City of Germantown Farm Park, subject to the Board's discussion, staff comments and conditions in the staff report, and the documents and plans submitted with the application.



Thursdays
4 - 7:30 p.m.

GERMANTOWN SPECIAL EVENTS BANNER POLICY

Revised May 26, 2015

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

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

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

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

Approved locations are:

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

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

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

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

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

Section 9: Mounting Structure: Metal sign frame.

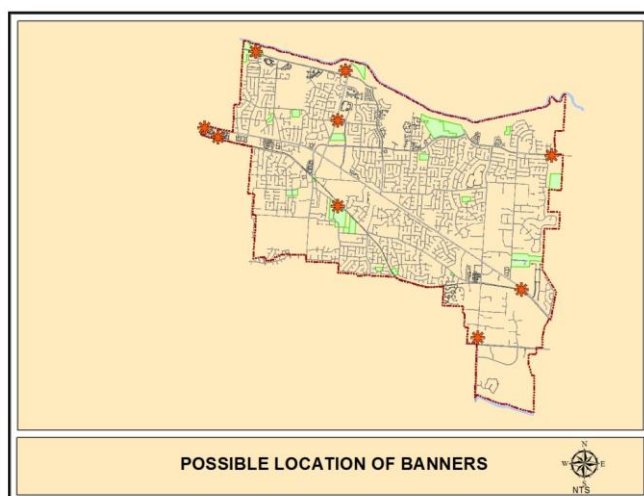
Section 10: Reserved

Section 11: Lighting: Not applicable

Section 12: Landscaping: Not applicable.

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

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





CITY OF GERMANTOWN TENNESSEE

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

May 23, 2018

Dear Members of the Design Review Commission,

In preparation of the upcoming BLFP Farm Park Farmers' Market, the Germantown Parks and Recreation Department would like to request to use the city frames to post banners for this event.

Event Details: Farm Park Farmers' Market

Thursdays, June 7 to August 9, 4 to 7:30 p.m.

Location: Bobby Lanier Farm Park, 2660 Cross Country Drive. This producer-only market offers a wide variety of high quality local foods, produce, meats, art and crafts. Chef demonstrations, live music and more are woven into the market experience. Eat healthier and support local farmers.

Duration of banners: Upon DRC approval, the Department would like to erect banners immediately since the Market starts June 7 and would like to request special permission to leave banners up until August 10, the day after the market ends.

Length of Approval: The Department is requesting the maximum of three years using the same signage.

Locations: The Department is requesting approval for the following locations:

1. The Municipal Center, in the median on Farmington Blvd. in front of City Hall.
2. The Germantown Performing Arts Center (GPAC) at the intersection of Germantown Road and Neshoba Road.
3. In front of the Pickering Center at 7771 Poplar Pike
4. West Street frontage of the Parks and Recreation Office at 2276 West Street
5. Next to the "Welcome to Germantown" signs.
 - a. North side of Poplar Pike near the western City Limit
 - b. Within the center median of Wolf River Blvd. near the western City Limit
 - c. At the Poplar/Poplar Pike intersection near the eastern City Limit
 - d. Wolf River Blvd. near the eastern City Limit
 - e. West side of Germantown Road south of the Wolf River Bridge

Size: The banners designed all fit correctly into the city sign frames. Each banner is 28 square feet (four feet wide by seven feet tall).

Content: Content is limited to the name of the event, the Farmers' Market logo, day and time.

Number allowed: The Department is requesting to hang the maximum of seven banners. The Market spans over a ten week period averaging 350 + people per market meeting, exceeding 3,000 people in total attendance

Colors and Materials: The color scheme of the banner is light green, burgundy, orange and yellow on white background.

Thank you for your consideration and please let me know if additional information is needed.



Natalie Ruffin

Recreation Services Manager

Germantown Parks and Recreation Department

nruffin@germantown-tn.gov

901-757-7205



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: _____

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, does this sign meet every criteria included in the sign policy for this location? Yes: No: If no, explain: _____

- *****
1. Sign Owner/Tenant: Germantown Parks and Recreations Phone No: 901-757-7205
 2. Sign Owner's/Tenant's Address: 2276 West Street Email Address: pruffin@germantown-tn.gov
 3. Sign Location Address and Name of Shopping Center: Please see attached letter
 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: N/A feet.
 Size of tenant space: N/A square feet
 9. Size of Sign: Width: 4 feet _____ inches; Height: 7 feet _____ inches
 TOTAL AREA OF SIGN IN SQUARE FEET: 28
 10. Height of sign at its highest point above the surrounding grade: 8 feet _____ inches.
 11. Size of Letters: 1) Height 10" Width 1.5" Font: _____
 2) Height 6.5" Width 5" Font: _____
 3) Height 7" Width 5" Font: _____
 12. Colors: Letters: Green, orange, burgundy SUBMIT COLOR SAMPLES yellow
 Background: 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).
30 Feet _____ Inches Name of Street: Sign location addresses - see attached letter
 _____ Feet _____ Inches Name of Street: _____
 15. Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).
 _____ Feet _____ Inches Name of Street: _____
 _____ Feet _____ Inches Name of Street: _____
 16. Sign Content (words, letters, logos): Market logo, Farm Park, Farmers Market Germantown, Thursdays, 4-7:30 p.m.
 17. Size of logo: Horizontal _____ feet _____ inches; Vertical _____ feet 22 inches.
 18. Sign Materials: Letters Screen Print Sign Face Vinyl Back
 Mounting Structure (type and materials): City provided metal frame
 19. Sign Illumination, if applicable (type, location and wattage): N/A
 20. Sign Landscaping, if applicable landscape plan shall be submitted N/A
 21. Additional Comments: N/A

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 property 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: Natalie Ruffin, Recreation Services Manager
Address: 2276 West Street, Germantown, TN 38138
Authorized Signature for Applicant: _____

President or Equivalent
Chief Executive Officer: Pat Brasley, Parks and Recreation Director
Address: 2276 West Street, Germantown, TN 38138
Signature: P. Brasley

Members of the Board of Directors of the Owner:

Name	Business or Home Address
<u>Kevin Young - Chairman</u>	_____
<u>Mike Agee</u>	_____
<u>Matt Pierce</u>	_____
<u>Brett Birk</u>	_____
<u>John Elkington</u>	_____
<u>Michael Skelton</u>	_____
<u>Rodney Strop Alderman Forest Owners-Liaison</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.

- d. Special Events Banner – City Wide – Approval of Revisions to the Special Events Banner Policy - City of Germantown Village Square (Case No. 18-820).

INTRODUCTION:

Development Case #:	18-820
Location:	Various city locations, as noted in the Special Events Banner Policy
Applicant Name:	City of Germantown – Economic and Community Development Department
Current Zoning District:	Various Zoning Districts
Description of Request:	Request Approval for Revisions to the Special Events Banners Policy

*Refer to the Disclosure Form attached for more information

DISCUSSION: In order to expedite the approval process for applicants, as well as to optimize staff and DRC review time, the Economic and Community Development Department is requesting that the DRC consider revisions to the policy, to allow administrative approvals of all special events banners that comply with the policy. Please see the proposed revised policy on p. 2 of this staff report.

STAFF COMMENTS:

1. As Special Events Banners are temporary signs, their review, approval and management would be conducted by the Neighborhood Services Division of the Economic and Community Development (ECD) Department. Presently, the Neighborhood Services Division reviews and approves all temporary sign requests which comply with the city's temporary sign ordinance. The Neighborhood Services Division also serves as the ECD liaison to the City's Special Events Committee.
2. The Grounds Division of the Public Works Department, who installs the banners, reviewed the policy and provided the Planning Division staff with feedback.
3. Planning Division staff shall assist Neighborhood Services Division staff during the transition, as required.
4. The revised policy would be effective immediately following the DRC's approval.
5. Any Special Events Banners which do not comply with the Special Events Banner Policy shall require an application through the DRC for approval.

GERMANTOWN SPECIAL EVENTS BANNER POLICY

Last revision: May 26, 2015

Section 1: Allowability: The sign frames are the property of the City of Germantown. The locations where they are typically placed are on city property or near the “Welcome to Germantown” signs. These locations imply an affiliation of the event with the City of Germantown. Because of this, use of the sign frames shall be limited to events that are run by the City, sponsored by the City, endorsed by the City, or take place either on City property, Germantown Municipal School District property, or Shelby County school property. Local civic groups that use city or school property for their event are also allowed to use the frames. (see Section 7 *Number Allowed*) The leasing of a City park or facility does not entitle the event to a banner. Allowability is based on a first come – first serve basis. ~~A schedule of approved events is attached.~~ The Neighborhood Services Division of the Economic and Community Development (ECD) Department shall review and approve special events banner requests administratively. Any special events banner requests that do not comply with this policy shall be required to seek approval from the Design Review Commission (DRC).

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

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

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

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4. on the West Street frontage of the Parks and Recreation Office at 2276 West Street; and
5. next to the “Welcome to Germantown” signs. The “Welcome” signs are currently found at the following locations (subject to change):
 - a. ~~South side of Poplar Avenue, near the western City Limit; (note—because of the large number of underground utility lines near the City Limit, the actual location is near the entrance to Carrefour shopping center)~~
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 - d. West side of Germantown Road south of the Wolf River Bridge
 - e. At the Poplar/Poplar Pike intersection near the eastern City Limit.
 - f. ~~Wolf River Blvd. near the eastern City Limit.~~
 - g. Within the center median of Forest Hill-Irene Road, near the southern City Limit
6. On the major street frontage of any City park (only with advanced approval by Public Works Grounds Superintendent);
7. Events run or sponsored by the City shall be allowed to use any of the locations listed above. Civic groups may erect two signs, one sign at the event location and the

second at the intersection of Germantown Rd. and Neshoba Rd., by the Germantown Performing Arts Center, Municipal Center, in the median on Farmington Blvd. in front of the City Hall, Fire Station or Library.

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Section 9: Mounting Structure: Metal sign frame.

Section 10: Reserved

Section 11: Lighting: Not applicable

Section 12: Landscaping: Not applicable.

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

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

DRC SUBCOMMITTEE REPORT: The DRC Subcommittee discussed this item and recommended that it be put on the consent agenda.

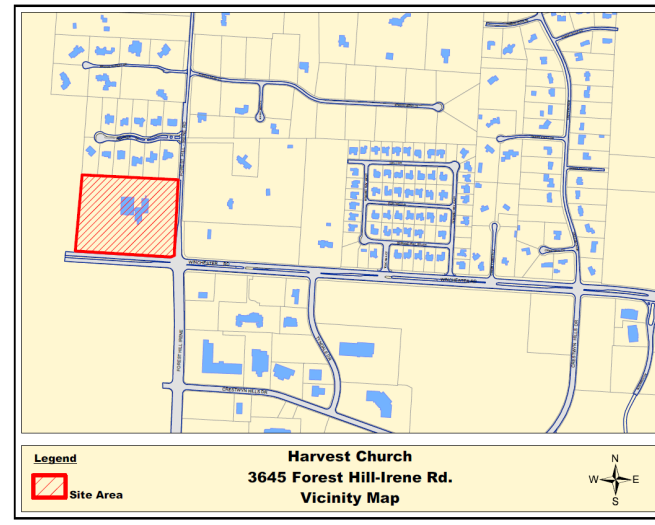
PROPOSED MOTION: To approve a revision to the Special Events Banner policy, subject to the Board's discussion, staff comments and conditions in the staff report, and the documents and plans submitted with the application.

- e. Harvest Church – 3645 Forest Hill-Irene Rd. – Approval of Two Ground-Mounted Signs and a Directional Sign (Case No. 15-560). Previously Known as Agenda Item No. 5

INTRODUCTION:

Development Case Number:	(15-560)
Location:	3645 Forest Hill-Irene Road
Owner Name/Applicant Name:	Harvest Church of Memphis - William Garner (Lead Pastor)
Representative Name:	Fisher Arnold – Michael Rogers (Agent)
Zoning District:	R - Low-Density Residential Zoning District
Request:	Approval of Two Ground-Mounted Signs and a Directional Sign

*Refer to the Disclosure Form attached for more information





BACKGROUND: The property was annexed into Germantown on July 26, 2000, as part of the annexation of a 1,450-acre area in the vicinity of Forest Hill-Irene Rd. and Winchester Rd. The property was originally the site of Forest Hill Baptist Church that was built in 1998, according to the Shelby County Assessor Records. Additions and alterations to the existing educational building for the church were approved as Project Development Contract #47 in 1980. The BZA approved on May 13, 2014, a Use on Appeal for the expansion of the church’s parking lot. A second Use on Appeal was approved by the BZA on January 12, 2016, for expansion of the church building. On January 3, 2016, the church property was purchased by Harvest Church, who was using the facilities together with Forest Hill Baptist Church. On June 7, 2016, the Planning Commission approved a revised preliminary and final site plan for the expansion of the church facilities. On July 27, 2016, the Design Review Commission approved the revised preliminary and final site plan.


On May 8, 2018, the Board of Zoning Appeals granted a use on appeal request for a parking expansion of 130 spaces. On June 5, 2018, the Planning Commission granted approval of a revised final site plan for the parking expansion. At this time, the applicant is also requesting that the Design Review Commission approve a revised final site plan for this project.


DISCUSSION: The applicant is requesting approval of two second ground-mounted signs, one facing Winchester Blvd. and one facing Forest-Hill Irene Rd., and a directional sign at the driveway entrance off of Winchester Blvd. The specifics of the request are as follows:

DIRECTIONAL SIGN:

Location & Height:	The sign is proposed to be 23 feet behind the curb at Winchester Blvd., at the driveway entrance to the church. It is 4' high.
Sign Area:	12 sq. ft. total (2 faces; 1 face = 6 sq.ft.)
Content:	
Colors & Materials:	Color: Letters = White Background = Blue-ish gray Materials: Letters = Vinyl copy Background = Aluminum
Font:	Arial
Letter Size:	Varies from 5"
Logo Size and Colors:	Size: 9"x 9" = 0.56 sq. ft. Color: Outline and graphic = white Background = Blue-ish gray
Logo:	
Mounting Structure:	Aluminum on aluminum posts
Lighting:	None proposed
Landscaping	Grass

GROUND-MOUNTED SIGNS:

Location & Height:	The signs will be 48' and 37' behind the pavement of Winchester Blvd. and Forest Hill-Irene Rd., respectively, with a maximum height of 5'10" above the ground.
Sign Face Area:	49.78 sq. ft. each (24.89 sq.ft. per sign face)
Content:	
Colors & Materials (Harvest Church):	Color: Letters = Blue-ish gray Background = Light gray Materials: Letters = Aluminum channel letters Background = Aluminum cabinet Base = Stone

Colors & Materials (Forest Hill Baptist Church):	Color: Letters = White Background = Blue-ish gray Materials: Letters = Vinyl copy Background = Aluminum cabinet
Font:	Times New Roman (Arial = address numbers)
Letter Size:	Varies from 7" (Address numbers = size not provided)
Logo Size and Colors:	Size: 19"x 19" = 2.5 sq. ft. Color: Outline and graphic = White Background = Blue-ish gray
Logo:	
Mounting Structure:	Harvest Church: Individual aluminum letters mounted directly onto painted aluminum cabinet, which is mounted on stone structure Forest Hill Baptist: Vinyl copy
Lighting:	Back-lit channel letters for Harvest Church. (Logo and Forest Hill Baptist Church text not lit.)
Landscaping	Planting shown on drawing.

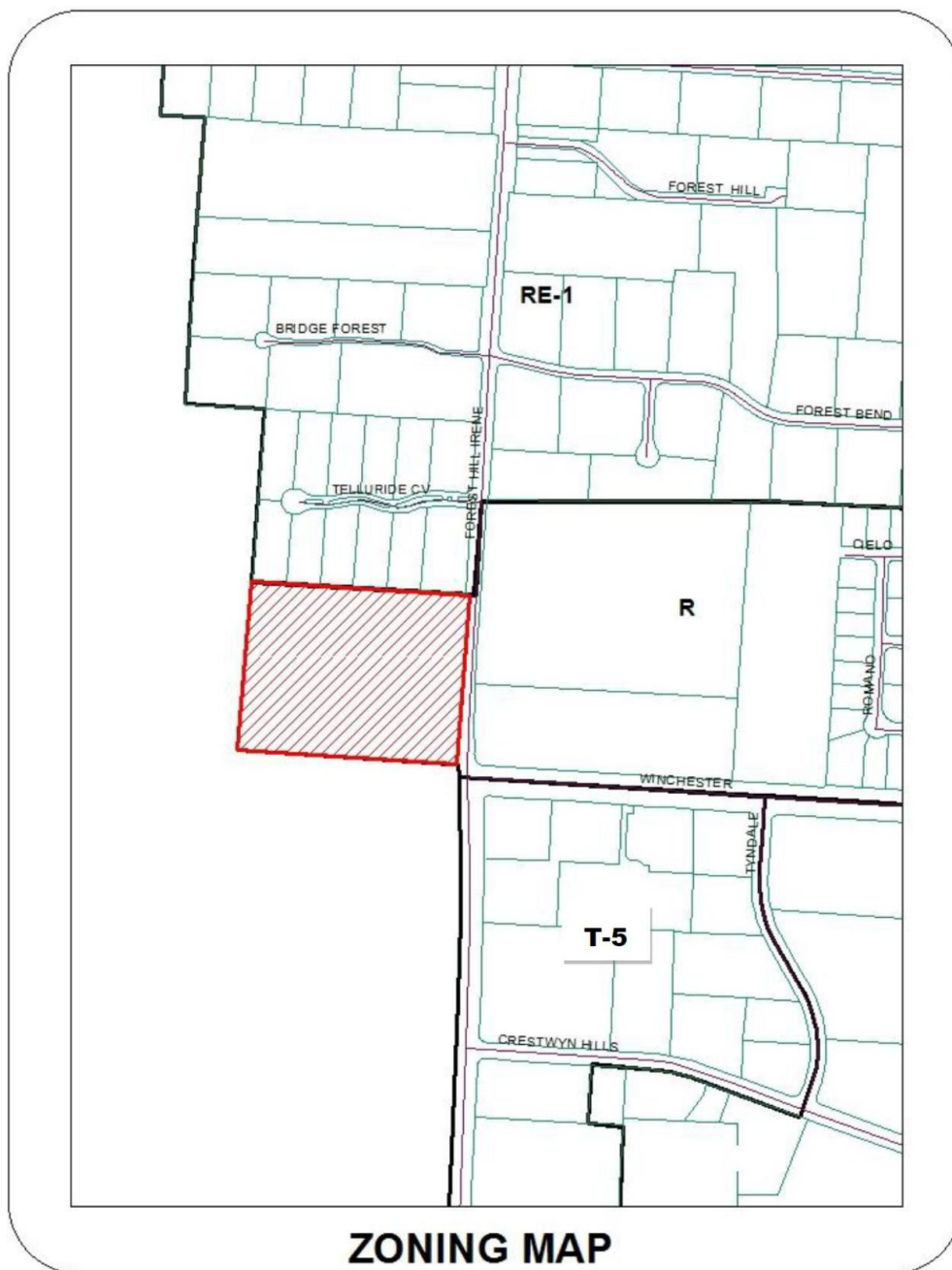
STAFF COMMENTS:

1. DRC approval is required for all permanent signs not located in a shopping center.
2. The existing church use is located within the "R" Residential District and is governed by Section 14-33(b)(1) of the Germantown Sign Ordinance, which states in part that, "One ground-mounted sign shall be allowed per project, except where the project fronts on two or more major or collector streets. A ground-mounted sign shall be allowed for each street frontage, provided that the project has a major traffic entrance on the street where the sign is erected." The applicant is proposing two ground-mounted signs, one facing Winchester Rd. and one facing Forest Hill-Irene Rd.
3. At the DRC Subcommittee meeting, the Commission provided direction as to what type of directional sign shall be considered for this application request. Per Section 14-33(b)(2) and (c)(2), traffic directional signs for churches, including their size, are up to the discretion and approval by the DRC. The sign ordinance describes their location, per Section 14-33(d)(2): "Traffic directional signs erected on private property which are visible from a public street shall be located as approved by the design review commission." There are no specifications about content in the sign ordinance.
 - a. However, in commercial areas, size and content specifications for directional signs are noted in Sec. 14-34(d)(2) and (e)(10): "Traffic directional signs shall not exceed a maximum total area of 128 square inches per face, eight inches by 16 inches, with a maximum of two faces per sign, not to exceed a total of 256 square inches. Such signs shall not exceed 20 inches above the existing grade," and "Traffic directional signs shall indicate "enter" - "exit" only. Letters should be light in color on a dark background and not exceed three and one-half inches in height."
 - b. The logo on the proposed directional sign is 10% of the total directional sign area.
 - c. The DRC directed the applicant to revise the originally proposed directional signage to be similar to those at the Retreat apartment complex, which they have done.
4. Per Section 14-33(c)(1) permits a maximum "sign area of one face, not to exceed 25 sq. ft. or regardless of the number of faces, not to exceed 50 sq. ft" for ground-mounted sign. The proposed faces of the ground-mounted signs, including the half-circle logo, comply with this regulation. (The directional sign is not included in this calculation.)

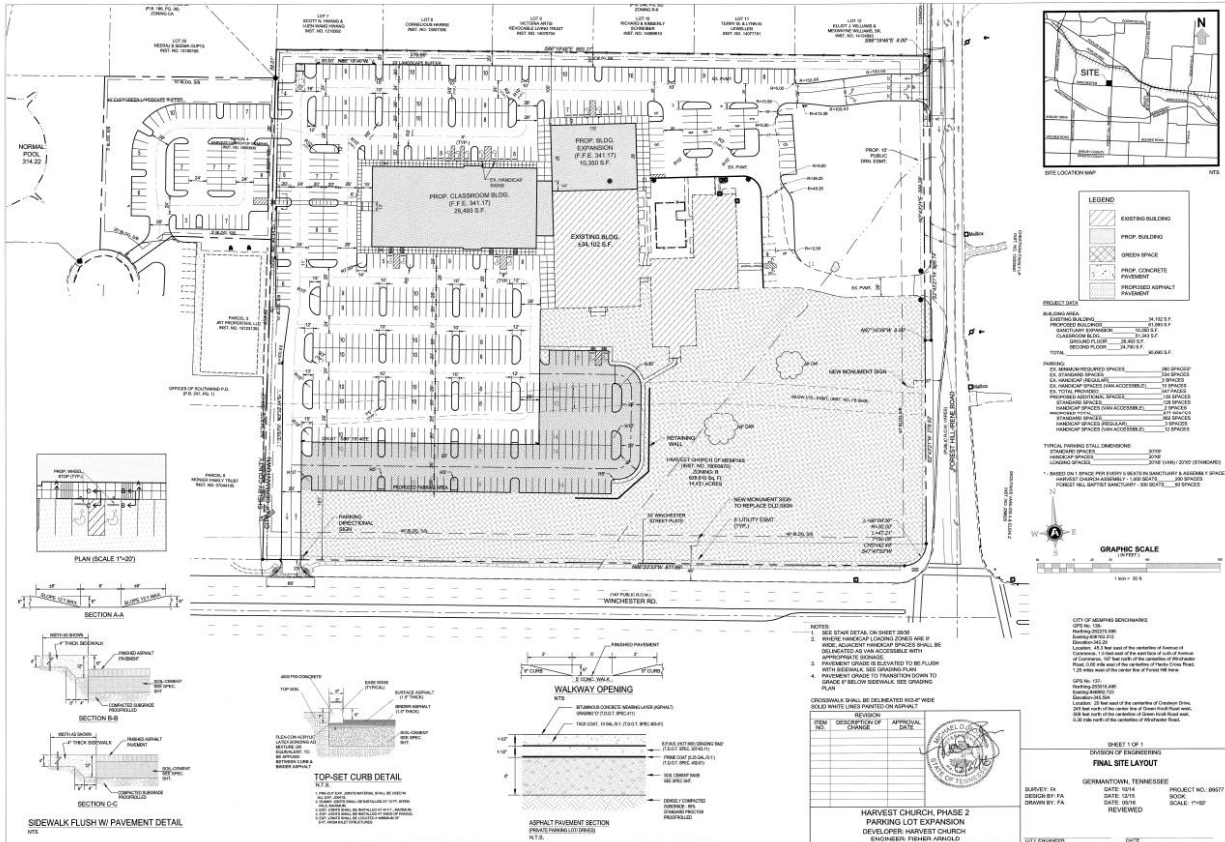
5. The applicant has provided a landscaping plan, which shows specific plantings and types around the base of the ground-mounted signs.
6. If approved, the applicant must obtain a permit from the Memphis/Shelby County Office of Code Enforcement prior to installing the sign.

DRC SUBCOMMITTEE REPORT: The DRC Subcommittee discussed this item and requested revisions to the request so that it complies with the sign ordinance. The applicant has done this.

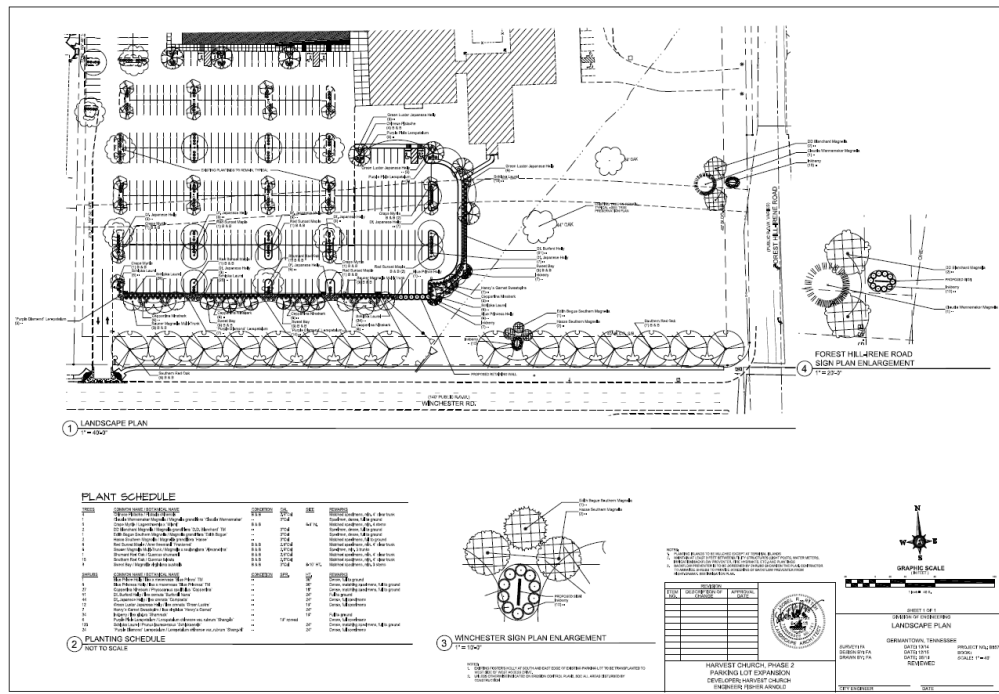
PROPOSED MOTION: To approve two ground-mounted signs and a directional sign for Harvest Church located at 3645 Forest Hill-Irene Rd., subject to the Board's discussion, staff comments and conditions in the staff report, and the documents and plans submitted with the application.



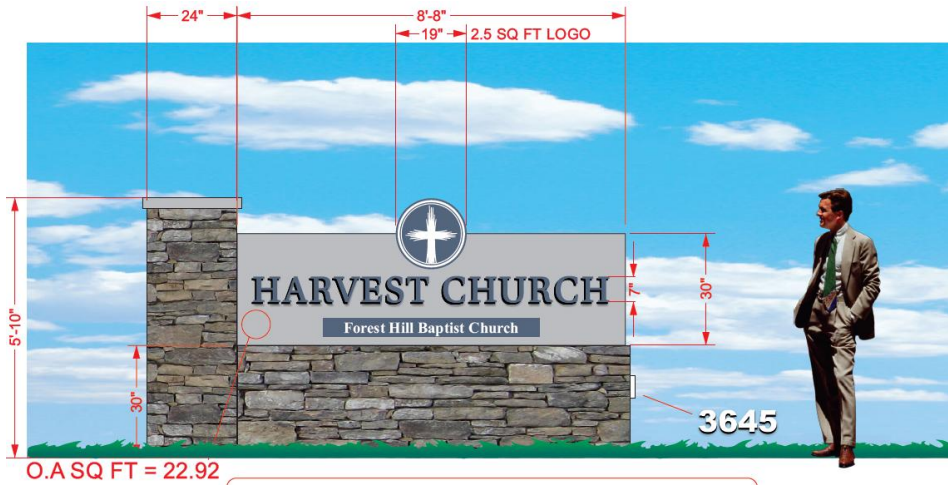
LOCATION OF GROUND-MOUNTED SIGN



LANDSCAPING PLAN



GROUND-MOUNTED SIGNS

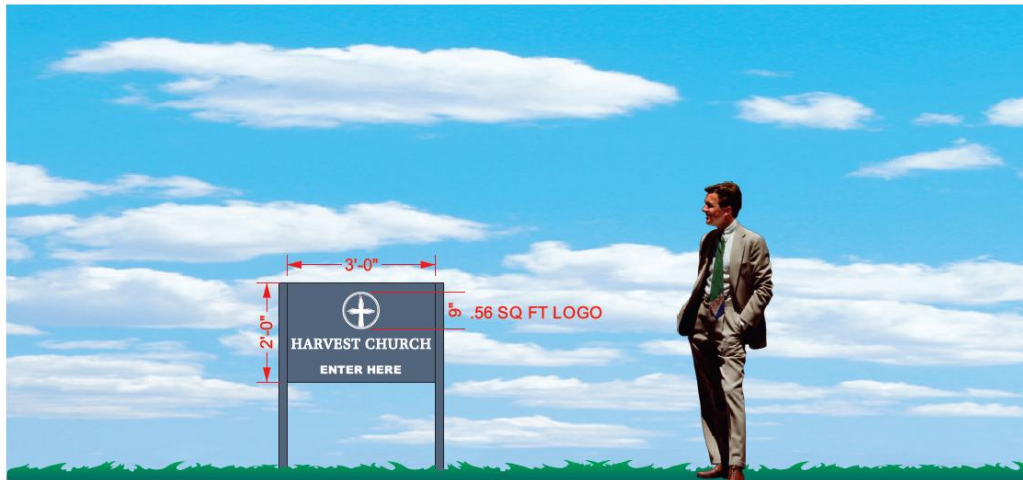


O.A SQ FT = 22.92

MANUFACTURE AND INSTALL (2) DOUBLE SIDED MONUMENT SIGNS
 WITH REVERSE-LIT CHANNEL LETTERS
 PAINTED ALUMINUM CABINETS MOUNTED ON STONE STRUCTURE
 FLAT-CUT CIRCLE (CROSS LOGO) WHITE VINYL
 VINYL COPY TO BE REMOVED AT A LATER DATE

<p>THIS DESIGN IS PROTECTED BY THE COPYRIGHT LAWS OF THE UNITED STATES</p>		<p>CREATED FOR HARVEST CHURCH </p>	
<p>SKETCH DATE: 06/21/2018 DRAWN BY: SP</p>		<p>ADDRESS: 3645 FOREST HILL IRENE GERMANTWON, TN 38138</p>	
<p>SCALE: 1/2" = 1'</p>		<p>CLIENT APPROVAL: _____</p>	
<p>FILE NAME: HARVEST CHURCH 06-21-18</p>		<p>LANDLORD APPROVAL: _____</p>	
<p><small>Please note: This is an original design and remains the exclusive property of Balton Sign Company, LLC. It is not to be duplicated or reproduced in any manner without written consent. Primary writing to the sign if applicable, is not included.</small></p>		<p>SIGNATURE DATE: _____</p>	

DIRECTIONAL SIGN



O.A SQ FT = 6

MANUFACTURE AND INSTALL
 DOUBLE SIDED (PARKING DIRECTIONAL)
 ALUMINUM CABINET / VINYL COPY ON 2" POSTS

<p>THIS DESIGN IS PROTECTED BY THE COPYRIGHT LAWS OF THE UNITED STATES</p>		<p>CREATED FOR HARVEST CHURCH </p>	
<p>SKETCH DATE: 06/21/2018 DRAWN BY: SP</p>		<p>ADDRESS: 3645 FOREST HILL IRENE GERMANTWON, TN 38138</p>	
<p>SCALE: 1/2" = 1'</p>		<p>CLIENT APPROVAL: _____</p>	
<p>FILE NAME: HARVEST CHURCH 06-21-18</p>		<p>LANDLORD APPROVAL: _____</p>	
<p><small>Please note: This is an original design and remains the exclusive property of Balton Sign Company, LLC. It is not to be duplicated or reproduced in any manner without written consent. Primary writing to the sign if applicable, is not included.</small></p>		<p>SIGNATURE DATE: _____</p>	



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: _____

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, does this sign meet every criteria included in the sign policy for this location? Yes: ___ No: ___ If no, explain: _____

- Sign Owner/Tenant: Harvest Church of Memphis Phone No: (901) 754-7455
- Sign Owner's/Tenant's Address: 3645 Forest Hill - Irene Road Email Address: bill@harvestchurch.org
- Sign Location Address and Name of Shopping Center: 3645 Forest Hill - Irene Road
- Zoning District: Commercial ___; Residential X; Old Germantown ___; Office ___.
- Sign will be mounted on: Wall ___; Ground X. (2 Monument Signs for Two Road Frontages & 1 Parking Directional Sign)
- Type Sign: X Tenant Identification ___ Project Identification
 ___ Building Identification ___ Traffic Directional
 ___ Exterior Directory ___ Subdivision Identification
 ___ Service Station Sign ___ Other (If other, explain on separate page)
- Number of Sign Faces: One ___; Two X. * Winchester 907.75'
- Linear feet of building frontage occupied by business where sign will be located: 1,605* feet. * Forest Hill 697.05'
 Size of tenant space: 95,695 square feet
- Size of Sign: Width: 10 feet 8 inches; Height: 5 feet 10 inches
TOTAL AREA OF SIGN IN SQUARE FEET: 24.89
- Height of sign at its highest point above the surrounding grade: 5 feet 10 inches.
- Size of Letters: 1) Height 7" Width <6" Font: Arial
 2) Height ___ Width ___ Font: _____
 3) Height ___ Width ___ Font: _____
- Colors: Letters: Blueish Gray **SUBMIT COLOR SAMPLES**
 Background: Light Gray **SUBMIT COLOR SAMPLES**
- Orientation of Sign to the Street: Parallel ___; Perpendicular X; Angled ___.
- Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets).
48 Feet ___ Inches Name of Street: Winchester Road
37 Feet ___ Inches Name of Street: Forest Hill - Irene Road
- Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).
306 Feet ___ Inches Name of Street: Winchester Road
284 Feet ___ Inches Name of Street: Forest Hill - Irene Road
- Sign Content (words, letters, logos): HARVEST CHURCH; HARVEST CHURCH CROSS LOGO;
Forest Hill Baptist Church; Address on front column
- Size of logo: Horizontal ___ feet 19 inches; Vertical ___ feet 19 inches.
- Sign Materials: Letters Aluminum; Sign Face Aluminum
 Mounting Structure (type and materials): Concrete with Stone Veneer
- Sign Illumination, if applicable (type, location and wattage): Reverse Lit Channel Letter
- Sign Landscaping, if applicable landscape plan shall be submitted N/A
- Additional Comments: Two monument signs - one on Winchester Blvd & one on Forest Hill - Irene Road



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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, does this sign meet every criteria included in the sign policy for this location? Yes: ___ No: ___ If no, explain: _____

- Sign Owner/Tenant: Harvest Church of Memphis Phone No: (901) 754-7455
- Sign Owner's/Tenant's Address: 3645 Forest Hill - Irene Road Email Address: bill@harvestchurch.org
- Sign Location Address and Name of Shopping Center: 3645 Forest Hill - Irene Road
- Zoning District: Commercial ___; Residential X; Old Germantown ___; Office ___.
- Sign will be mounted on: Wall ___; Ground X. (2 Monument Signs for Two Road Frontages & 1 Parking Directional Sign)
- Type Sign: ___ Tenant Identification ___ Project Identification
___ Building Identification X Traffic Directional
___ Exterior Directory ___ Subdivision Identification
___ Service Station Sign ___ Other (If other, explain on separate page)
- Number of Sign Faces: One X; Two ___.
- Linear feet of building frontage occupied by business where sign will be located: 1,605 feet.
Size of tenant space: 95,695 square feet
- Size of Sign: Width: 3 feet 0 inches; Height: 2 feet 0 inches
TOTAL AREA OF SIGN IN SQUARE FEET: 6
- Height of sign at its highest point above the surrounding grade: 4 feet 0 inches.
- Size of Letters: 1) Height 4.5" Width <4 Font: Arial
2) Height ___ Width ___ Font: _____
3) Height ___ Width ___ Font: _____
- Colors: Letters: Blueish Gray **SUBMIT COLOR SAMPLES**
Background: Light Gray **SUBMIT COLOR SAMPLES**
- Orientation of Sign to the Street: Parallel ___; Perpendicular X; Angled ___.
- Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets).
23 Feet ___ Inches Name of Street: Winchester Road Parking Direction Sign
___ Feet ___ Inches Name of Street: _____ 20 Feet - Winchester Rd
- Distance building is set back from street curb or edge of pavement (corner lots, provide distance from both streets).
306 Feet ___ Inches Name of Street: Winchester Road
___ Feet ___ Inches Name of Street: _____
- Sign Content (words, letters, logos): Harvest Church Logo; HARVEST CHURCH; ENTER HERE
- Size of logo: Horizontal ___ feet 9 inches; Vertical ___ feet 9 inches. * 20 Circular Logo
- Sign Materials: Letters Aluminum; Sign Face Aluminum
Mounting Structure (type and materials): Concrete with Stone Veneer
- Sign Illumination, if applicable (type, location and wattage): Reverse Lit Channel Letter
- Sign Landscaping, if applicable landscape plan shall be submitted N/A
- Additional Comments: _____

- 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 property 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: Harvest Church of Memphis
 Address: 3645 Forest Hill - Irene Road; Germantown, TN 38138
Authorized Signature for Applicant: _____

President or Equivalent
 Chief Executive Officer: William L. Garner
 Address: 3645 Forest Hill - Irene Road; Germantown, TN 38138
Signature: _____

Members of the Board of Directors of the Owner:

Name	Business <u>or</u> Home Address
<u>Kennon Vaughan</u>	<u>4863 Lorece Avenue - Memphis, TN 38117</u>
<u>Steve Winstead</u>	<u>1556 Marcey Pointe Lane - Memphis, TN 38120</u>
<u>William L. Garner</u>	<u>3080 Laurinburg Circle - Germantown, TN 38138</u>
_____	_____
_____	_____
_____	_____

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

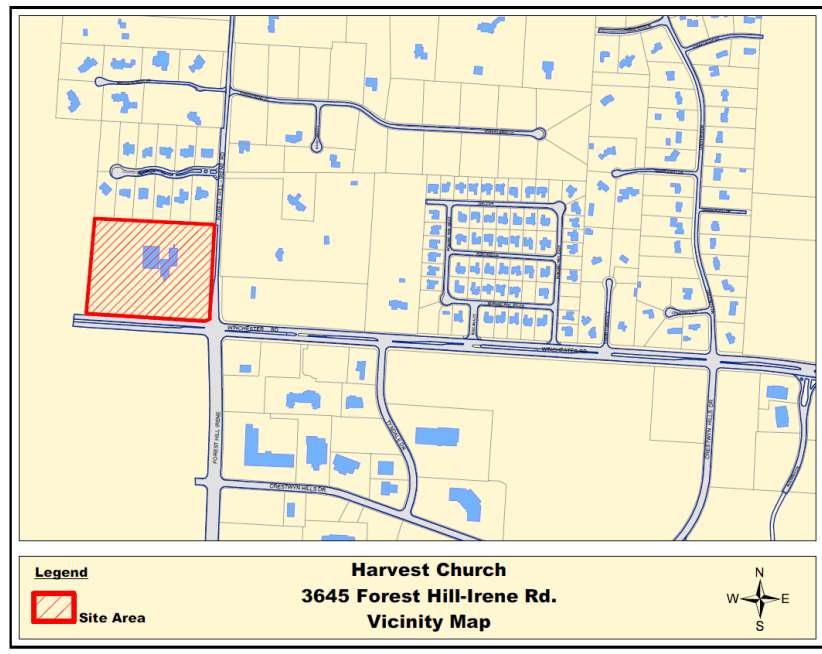
The Applicant/Property Owner/Lessee acknowledges and agrees that if the developer of a project is not the owner of the subject real property, the owner/lessee and developer shall be required to join in the project development contract with the City and the obligations of the project development contract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

f. Harvest Church – 3645 Forest Hill-Irene Rd. – Approval of a Revised Final Site Plan for a Parking Lot Expansion (Case No. 15-560). Previously Known as Agenda Item No. 6

INTRODUCTION:

Development Case Number	(15-560)
Location:	3645 Forest Hill-Irene Road
Owner Name/Applicant Name:	Harvest Church of Memphis - William Garner (Lead Pastor)
Representative Name:	Fisher Arnold – Michael Rogers (Agent)
Zoning District:	R - Low-Density Residential Zoning District
Request:	Revised Final Site Plan Approval for a Parking Lot Expansion by 130 Spaces

*Refer to the Disclosure Form attached for more information



BACKGROUND: The property was annexed into Germantown on July 26, 2000, as part of the annexation of a 1,450-acre area in the vicinity of Forest Hill-Irene Rd. and Winchester Rd. The property was originally the site of Forest Hill Baptist Church that was built in 1998, according to the Shelby County Assessor Records. Additions and alterations to the existing educational building for the church were approved as Project Development Contract #47 in 1980. The BZA approved on May 13, 2014, a Use on Appeal for the expansion of the church’s parking lot. A second Use on Appeal was approved by the BZA on January 12, 2016, for expansion of the church building. On January 3, 2016, the church property was purchased by Harvest Church, who was using the facilities together with Forest Hill Baptist Church. On June 7, 2016, the Planning Commission approved a revised preliminary and final site plan for the expansion of the church facilities. On July 27, 2016, the Design Review Commission approved the revised preliminary and final site plan.

On May 8, 2018, the Board of Zoning Appeals granted a use on appeal request for a parking expansion of 130 spaces (rather than the previously requested 157). On June 5, 2018, the Planning Commission

granted approval of a revised final site plan for the parking expansion. The applicant is also requesting approval of signage for this property with a separate application to the DRC.

DISCUSSION: The current request is to revise the existing site plan to add 130 new parking spaces, with a revised location for the landscape buffer facing Winchester Rd.

TOTAL PROJECT SITE AREA	14.37 ac.
NUMBER OF PARKING SPACES	260 Required (1 space/5 seats) 677 Provided

The applicant has also provided a landscaping plan to show how the proposed parking lot expansion would be screened from Winchester Rd.

DESIGN REVIEW COMMISSION CHECKLIST:

1. *Site Layout:* The current site plan consists of a sanctuary and parking lot, with the addition of a new education building and parking lot, as well as expansion of the sanctuary, currently under construction. The new parking area will be located on the southern side of the property, facing Winchester Blvd.
2. *Building Elevations:* Not applicable.
3. *Street Improvements and Curb Cuts:* The sidewalk along Winchester Blvd. will be extended, to connect with the new sidewalk on Forest Hill-Irene Rd. that is to be installed as part of the road expansion project. Landscaping improvements along Winchester Blvd. are to be consistent with the Winchester Blvd. streetscape plate. No new curb cuts are being proposed as part of this project.
4. *Parking Lots:* Presently, there are 547 parking spots, including those that are under construction as part of the previously approved expansion. With the proposed parking expansion of 130 spaces, there will be a total of 677 parking spaces provided.
5. *Exterior Lighting:* Parking lot lighting fixtures are to match those previously approved on the site. Pole lights are to be double head fixtures with a maximum height of 20 feet. The color of the finish of the parking light poles and fixtures will match those already installed as part of the previous parking area expansion. All lighting fixtures shall be placed in landscaped areas or islands. Photometric analysis: The maximum average value for the entire site is 1.3 FC. The maximum average value for the project scope portion of the site is 1.9 FC for the revised south entrance drive and 1.2 FC for the added parking area. The maximum average value for any specific area on the site is 2.3 FC, which is at the existing east entry drive. Per the standards outlined in the Design Review Manual, the maximum “average” footcandle guideline for commercial developments is 2.5FC, which this project is below. A copy of lighting plan included with supplemental materials.
6. *Garbage Collection Area:* Not part of this project.
7. *Vents:* Not applicable.
8. *Gas, Electric, and Water:* Not applicable.
9. *Mechanical Units:* Not applicable.
10. *Emergency Generators:* Not applicable.

11. *Landscaping*: A landscape buffer is proposed around the perimeter of the parking lot facing Winchester Blvd. Landscaping will be provided both on top of and at the base of the retaining wall on the southeastern corner of the parking lot. The landscape plan also shows the landscaping in the planting strip along Winchester Blvd., so that it is consistent with the approved 30' Winchester Blvd. streetscape plate (as seen on the parcel to the west in Memphis). A landscape plan is attached to plans.

12. *Mailboxes*: Not part of this project.

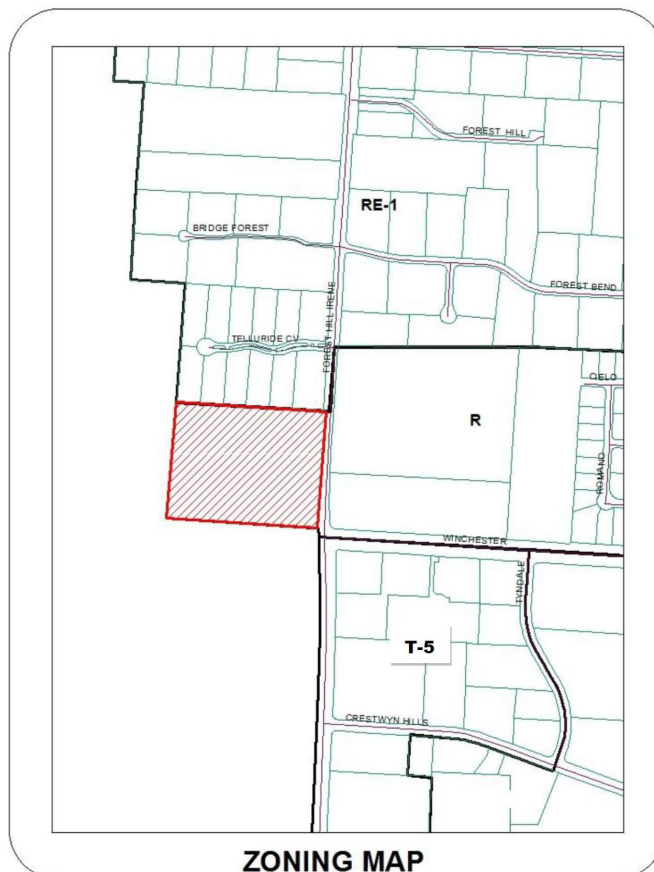
13. *Signs*: The applicant is proposing signage as part of a separate application.

STAFF COMMENTS:

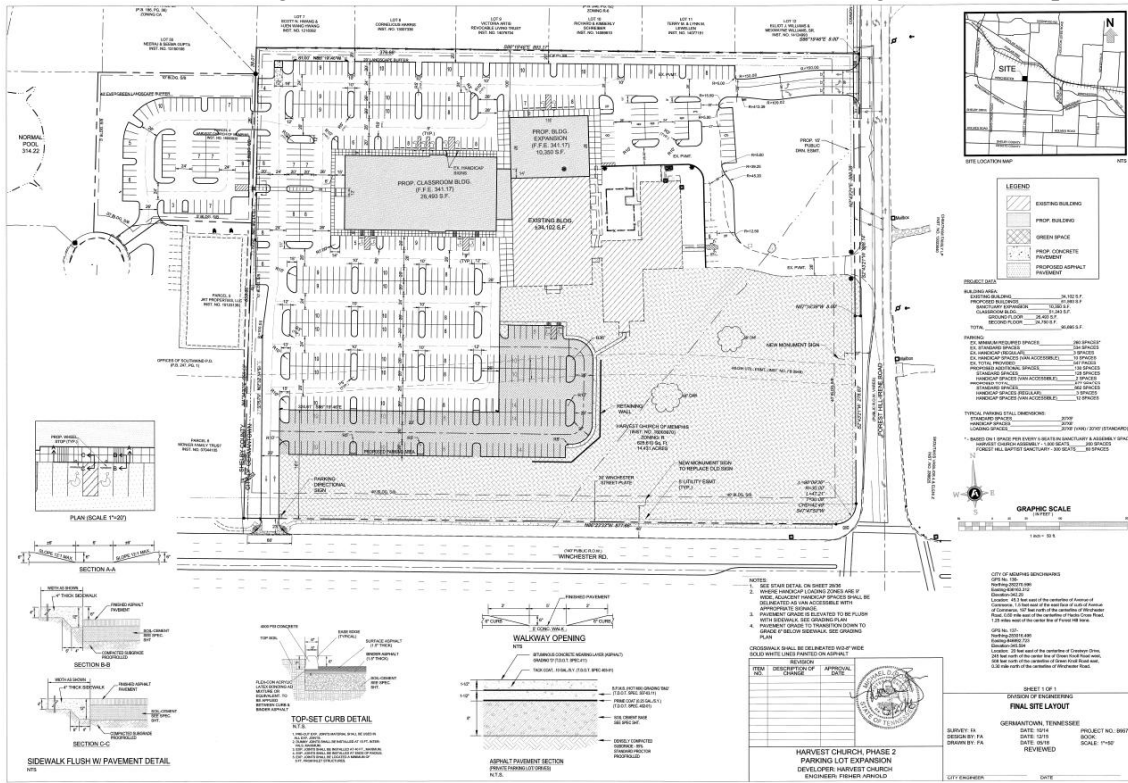
1. Following Design Review Commission approval, the plat shall be revised and re-recorded to show the revised location of the landscape buffer at the southern border of the parking lot.
2. The developer shall enter into an amended Project Development Contract #1195 to include this parking expansion, with the City of Germantown for this project after it has received final approval from the Design Review Commission.
3. All comments and conditions from the Planning Commission approval shall apply with the Design Review Commission approval.

DRC SUBCOMMITTEE REPORT: The DRC Subcommittee discussed this item and requested revisions to the photometric and landscape plans. The applicant has done this.

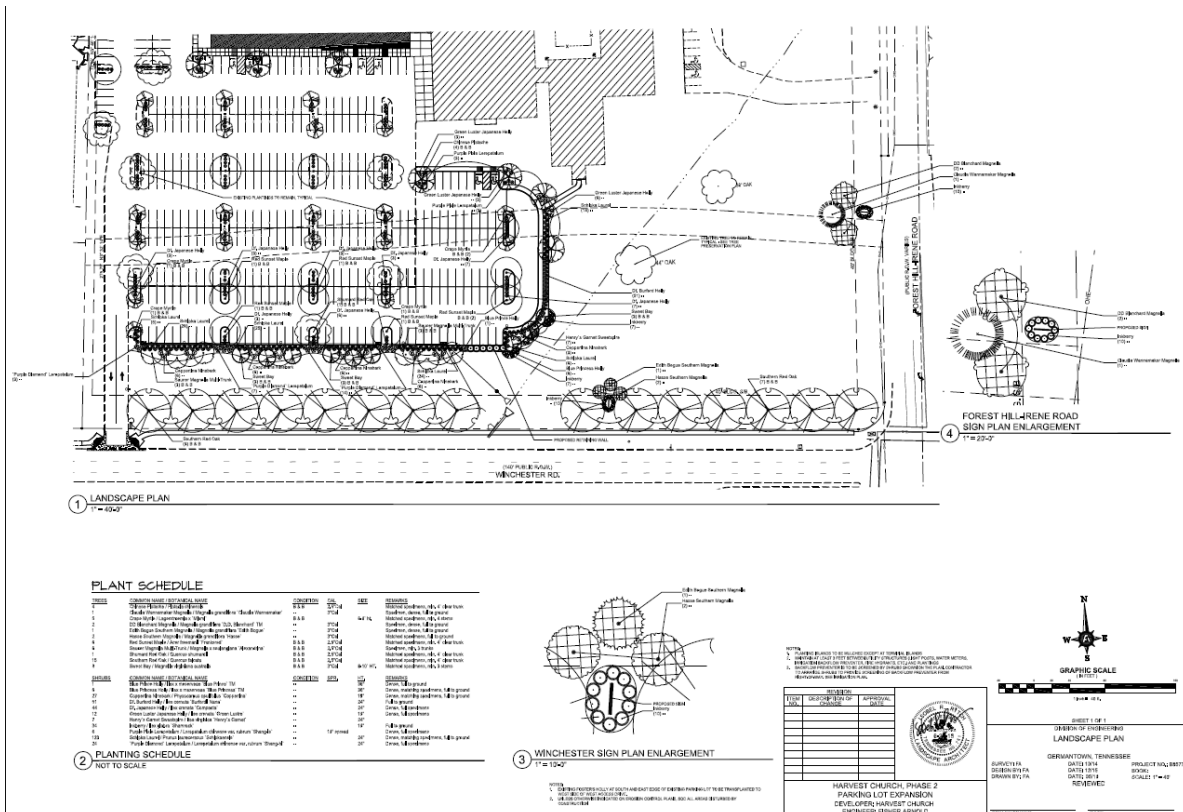
PROPOSED MOTION: To approve revised final site plan approval for a parking lot expansion by 130 spaces (including landscape and photometric plans) for Harvest Church located at 3645 Forest Hill-Irene Rd., subject to the Board's discussion, staff comments and conditions in the staff report, and the documents and plans submitted with the application.



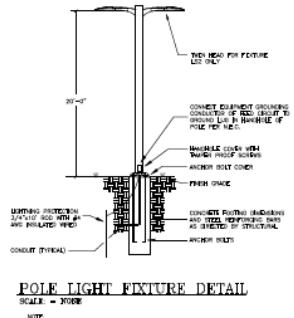
PROPOSED SITE PLAN LAYOUT
 (Enlargement of All Plans are included in the Web Package with this Report)



PROPOSED LANDSCAPE PLAN



PROPOSED LIGHTING CUT SHEET



NOTE:
 FINISH FOR ALL EXTERIOR LIGHT FIXTURES
 SHALL BE DARK BRONZE OR AS SELECTED
 BY THE ARCHITECT.

LS1 - T5W DIST. - TYPE V WIDE
 LS2 - T5W DIST. - TYPE V WIDE (TWIN HEAD)
 LS3 - T3M DIST. - TYPE III MED. (WITH HOUSE-SIDE SHIELD)
 LS4 - T4W DIST. - TYPE IV WIDE
 ALL MOUNTED ON 20 FT POLES

NAME	LOAD (WATT)	SPACING	DESCRIPTION	MODEL	NOTES
LS1	(1) 150W/4000K	15'-0"	HIGH PERFORMANCE LED AREA LIGHT FIXTURE WITH 30-DEGREE ALUMINUM BEZEL, TYPE I BLUE OPTIC/REFLECTOR AND DARK BRONZE FINISH AS SELECTED BY THE ARCHITECT.	MP1-LITHONIA	POLE: 20'-0" PILE OR APPROVED EQUAL. MOUNT ON 4" SQUARE NON-TUBED STEEL. ANCHOR BOLT CODE: 1000-0001
LS2	(1) 150W/4000K	15'-0"	HIGH PERFORMANCE LED AREA LIGHT FIXTURE WITH 30-DEGREE ALUMINUM BEZEL, TYPE I BLUE OPTIC/REFLECTOR AND DARK BRONZE FINISH AS SELECTED BY THE ARCHITECT.	MP1-LITHONIA	POLE: 20'-0" PILE OR APPROVED EQUAL. MOUNT ON 4" SQUARE NON-TUBED STEEL. ANCHOR BOLT CODE: 1000-0001



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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: Harvest Church Parking Lot Expansion

Project Address: 3645 Forest Hill - Irene Road - Germantown, TN 38138

Previous Tenant: N/A

Applicant's Name: Harvest Church of Memphis

Mailing Address: 3645 Forest Hill - Irene Road - Germantown, TN 38138

Email Address: bill@harvestmemphis.org Telephone: (901) 754-7455

Property Owner's Name: Same as applicant

Mailing Address: _____

Email Address: _____ Telephone: _____

Developer's Name: Same as applicant

Mailing Address: _____

Email Address: _____ Telephone: _____

Lessee's Name: N/A

Mailing Address: _____

Email Address: _____ Telephone: _____

DRC Project Review Application
Page 2

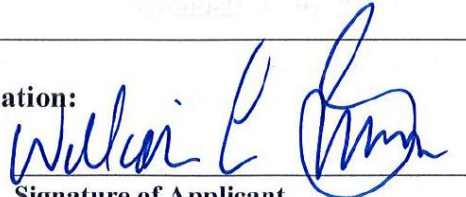
Zoning District where project is to be located: Residential

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

Parking lot expansion involves additional site lighting and perimeter landscaping
along south and east sides of expanded area of parking lot

All applicable parties shown below must sign the application:

William L. Garner
Print Name of Applicant


Signature of Applicant

Print Name of Property Owner

Signature of Property Owner

Print Name of Developer

Signature of Developer

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.

