

**DESIGN REVIEW COMMISSION
MUNICIPAL CENTER COUNCIL CHAMBERS
Tuesday, January 26, 2010
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 January 26, 2010. Chairman Saunders called the meeting to order at 6:05 p.m. requesting the roll call. Mr. Josh Whitehead called the roll of the Board and established a quorum:

COMMISSIONERS PRESENT:

Mr. Keith Saunders - Chairman; Mr. Ralph Smith; Ms Robbie Ann Pahlow; Mr. Paul Bruns; Mr. Steve Landwehr; Ms. Elizabeth Liles; Mr. Parker McCaleb; Mr. Neil Sherman and Alderman Palazzolo.

DEVELOPMENT STAFF PRESENT:

Mr. Andy Pouncey - Economic & Development Services Director; Mr. Josh Whitehead - Planning Division Director; Mr. Wade Morgan - Chief Planner and Mr. Robert McLean - Attorney.

1. Election of Vice Chairman and Secretary

Chairman Saunders called for a motion to elect a Vice Chairman. Mr. Sherman moved to nominate Mr. Smith, and seconded by Mr. Bruns, with no further comments or discussion.

ROLL CALL: Mr. Bruns – Yes; Ms. Pahlow – Yes; Mr. Landwehr – Yes; Mr. McCaleb – Yes; Alderman Palazzolo – Yes; Ms. Liles – Yes; Mr. Sherman – Yes; Chairman Saunders – Yes

Chairman Saunders called for a motion to elect a Secretary. Mr. Sherman moved to nominate Ms. Pahlow and seconded by Mr. Bruns with no further comments or discussion.

ROLL CALL: Mr. Sherman – Yes; Mr. McCaleb – Yes; Mr. Landwehr – Yes; Mr. Bruns – Yes; Alderman Palazzolo – Yes; Ms. Liles – Yes; Mr. Smith – Yes; Chairman Saunders – Yes

MOTION PASSED

2. Approval of Minutes for November 24, 2009

No changes or modifications were made to the minutes as written and a motion was made.

Mr. McCaleb moved to approve the Design Review Commission minutes of November 24, 2009 seconded by Alderman Palazzolo, with no further comments or discussions.

ROLL CALL: Mr. Landwehr – Abstain; Ms. Liles – Abstain; Mr. Bruns – Yes; Alderman Palazzolo – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Ms. Pahlow – Yes; Mr. McCaleb – Yes; Chairman Saunders – Yes

MOTION PASSED

Comment: The Chairman stated the Commission reviewed the items on tonight's agenda in the Executive Session meeting and the following item was added to the Consent Agenda:

2. CONSENT AGENDA

- a. Germantown United Methodist Church, McVay Gardens – 2305 McVay Road – Request Preliminary and Final Approval of a Columbarium.
Joel Parker - Representative

Comment: The Chairman stated he would like to remind the Commissioners that all matters on the Consent Agenda constitutes an acknowledgement that the member has read and reviewed the application materials/plans/staff reports and determines further discussion or presentation of an item as 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.

Mr. McCaleb moved to approve the Consent Agenda, seconded by Mr. Smith.

ROLL CALL: Mr. Smith – Yes; Ms. Liles – Yes; Mr. Landwehr – Yes; Ms. Pahlow – Yes; Mr. Sherman – Yes; Mr. Bruns – Yes; Mr. McCaleb – Yes; Alderman Palazzolo – Yes; Chairman Saunders – Yes.

MOTION PASSED

STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS

a. Germantown United Methodist Church, McVay Gardens – 2305 McVay Road – Request Preliminary and Final Plan Approval of a Columbarium.

BACKGROUND: McVay Gardens is a 5.81 acres tract, owned by Germantown United Methodist Church, and is used open space purposes and a cemetery. The cemetery has been in use since at least 1843, according to the historical marker on the site.

DISCUSSION: The church proposes to construct a columbarium, for the placement of cremated remains, on a 400 square foot area adjacent to the northern edge of the existing cemetery. The columbarium itself will consist of a stone veneer wall that will contain 100 niches for the cremated remains and a memorial plaque area for the names of individuals inurned here or interred elsewhere. Two walls for future columbarium inserts will be constructed as part of the immediate plans, but will be covered with stucco until there is a need for additional niches.

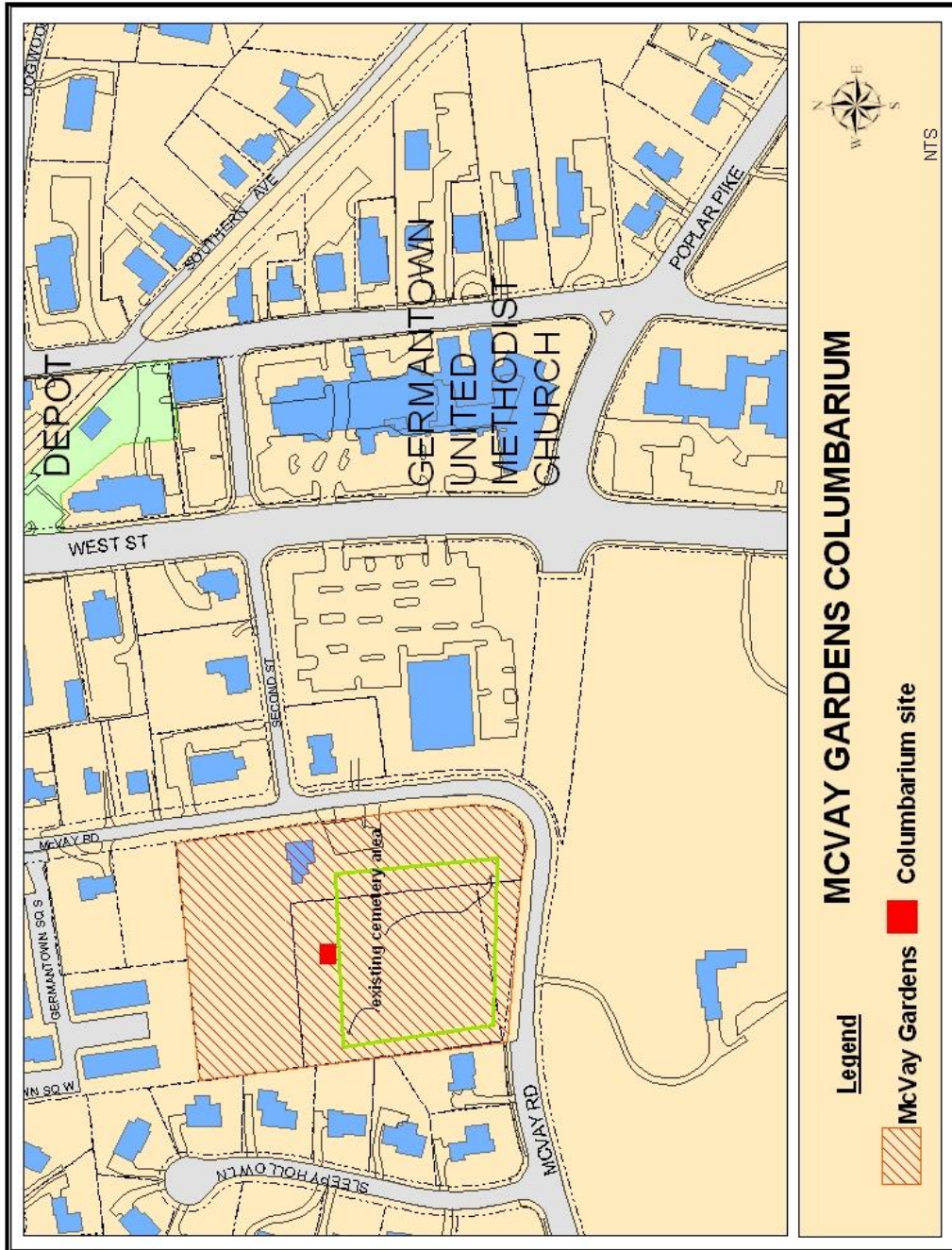
The columbarium wall will be dug somewhat into the existing slope and connected to an existing asphalt walkway leading to the existing parking lot. Two benches, an ornamental metal fence and landscaping will complete the plan.

A landscape plan has been provided, along with color renderings of the proposal.

STAFF COMMENTS:

1. The applicant shall apply to the City of Germantown for a Grading Permit, prior to construction of the columbarium.



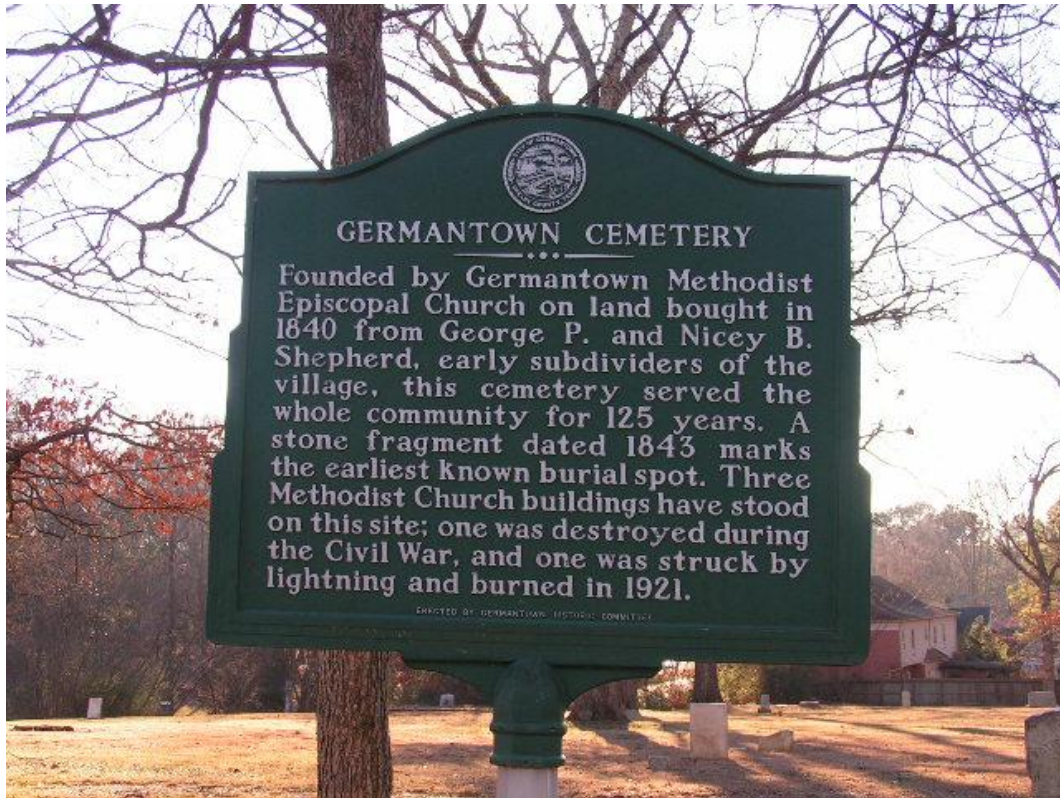




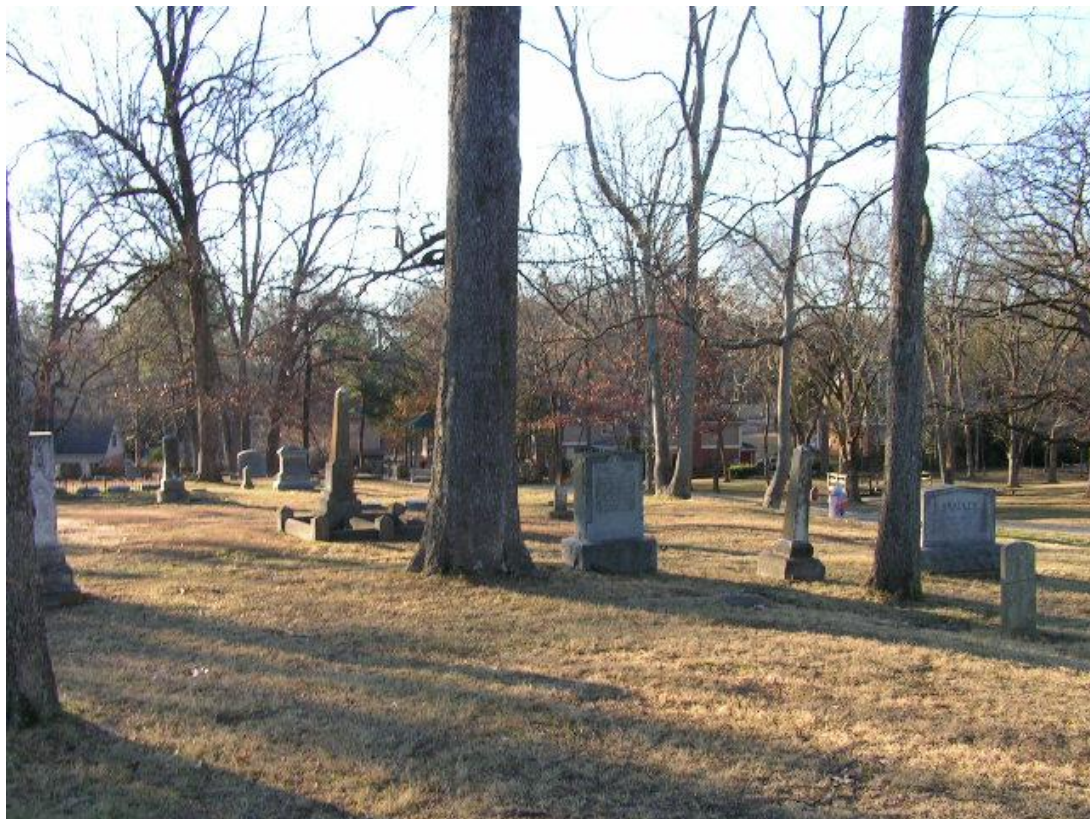
1. PROPOSED COLUMBARIUM SITE IS IN APPROX. CENTER OF THE PHOTO



2. LOOKING EAST TOWARD SITE (CENTER OF PHOTO)



3. HISTORIC MARKER



4. EXISTING CEMETERY

PROPOSED MOTION: To grant preliminary and final plan approval for a columbarium at 2305 McVay Road, as shown on the submitted site plan and subject to staff comments.

New Business: Andy Pouncey rose to the podium to announce that he had received a letter from Josh Whitehead yesterday morning that he had been dreading. Josh has given his notice of termination from the City of Germantown, effective in two weeks, to take an appointment at the City of Memphis Attorney's Office. Josh has done an excellent job in his time here as Planning Director; he was there through Smart Growth and took many hard questions from the Board and he has helped update our Code of Ordinances. We thank him for his good work while here at the City of Germantown. Applause. Josh Whitehead then thanked Andy for his words, stating that Administration took a chance on making him planning director. Josh also thanked Andy for giving him latitude in his job. Josh then turned to the Design Review Commission and thanked them for their hard work. Josh said he is now teaching a class in land use law, and he told his students that a great DRC is made up of great members. He went on to say that he believed that the DRC is now better than it has perhaps ever been, striking a balance between holding 6-hour meetings beating applicants over the head and deferring completely to the applicants.

ADJOURNMENT

There being no further business, comments, or questions by the Commission, the Chairman adjourned the meeting at 6:15 p.m.