



DRC Manual

2006

*Prepared by the
Department of Community Development
1920 South Germantown Road*



DESIGN REVIEW MANUAL
JANUARY 2006

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1. INTRODUCTION

Germantown takes pride in being a community of its future. The City affirms that the quality of its physical environment has a direct bearing on its livability and its economic prospects. Through more than a decade of reviewing development proposals through its Design Review Commission, the City has forged a clear consensus about the desired character of its environment. This manual sets down that consensus and outlines the community appearance standards which guide the review of projects.

1.1 BASIS FOR THE STANDARDS

The Germantown 2004 Report, prepared by a broad group of citizens and public officials, provides an agenda for community for the new century. Many of its policies are directly relevant to decisions which affect community character. Those include the desire to:

- “maintain Germantown primarily, but not exclusively, as a single family residential community by protecting the character and integrity of existing and future residential areas through the provision of high quality design standards in new development and by protecting residential areas from encroachment of non-compatible land uses.”
- “retain an orderly, compact Central Business District designed to serve as the primary shopping and work center for the City and to allow future commercial development to occur on major roads when the need is established and a proper location is identified.”
- “ensure that multi-family units are compatible with surrounding developments.”
- “protect residential property from any negative impact that might result by adjoining or being in close proximity to commercial development.”
- “Encourage innovative site design and use of improved land development techniques that promote flexibility of design while maximizing open space.”
- “allow the flexibility needed in regulations to construct aesthetically pleasing and energy efficient commercial units.”
- “preserve the history of the community for future generations ... (and) provide for the protection of land areas and structures of historic significance.”

Design Review is an important process for ensuring that these policies are carried out. The standards which follow translate these policies into guidelines for design.

1.2 PROJECTS SUBJECT TO COMMISSION REVIEW

The following project elements are subject to review by the Design Review Commission:

1. The exterior appearance of all proposed construction, except single family detached residential structures and associated accessory structures. This includes, but is not limited to building elevations, landscaping, exterior lighting, etc.
2. Any exterior alterations or revisions to existing buildings, except single family detached residential structures and associated accessory structures.
3. The landscaping, lighting, entry features and walls, and any other amenities associated with a Planned Unit Development (P.U.D.)
4. Construction, exterior alteration, moving, demolition, or change in use of either land, building, or land and building in the Old Germantown (OG) District.
5. Signs
6. Fences

1.3 PURPOSE OF THIS MANUAL

This manual explains the principles and standards which the Design Review Commission will apply to applications before it. It does not reproduce all the specific requirements of the relevant articles of the Germantown Code, and applicants are urged to consult these before preparing plans. In the event of any apparent difference between the standards in this manual and those within the Code, the Code shall apply. The manual is also not a substitute for standards of good design that are the consensus of the professional groups involved in each of the aspects of the proposals being submitted.



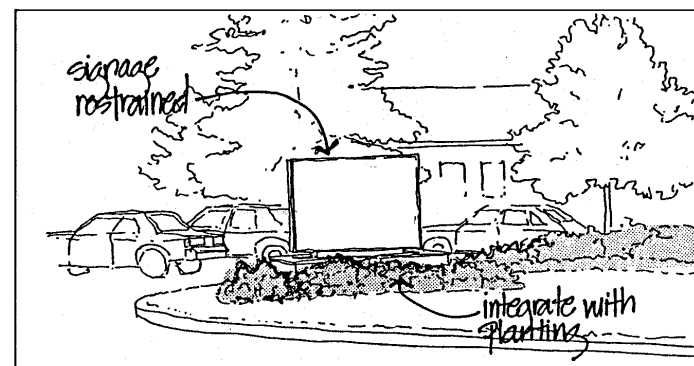
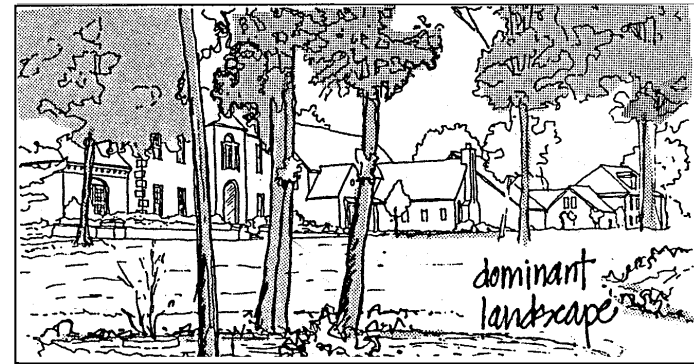
2. COMMUNITY CHARACTER

Over the past four decades, Germantown has evolved from a rural fringe area to an established community that is home for more than 40,000 residents. Through its careful control over development, it has maintained many of the qualities which originally made it an attractive place to locate, while allowing a diverse range of housing, services and facilities to locate within the City boundaries.

2.1 PRINCIPLES

The fundamental design principles that have governed this transition are:

1. **Dominant Landscape.** Nature should be the dominant visual characteristic of the City, even in commercial areas. Buildings should be framed by the surrounding landscape. Streets should take their character from the landscaping which frames them. At boundaries between land uses, dense planting should provide the separation necessary to avoid conflicts.
2. **Domestic scale.** While a broad mix of housing and commercial opportunities are encouraged in Germantown, structures generally should be domestic in scale and appearance and should not detract from single family housing areas.
3. **Public vs. private domains.** All that is visible from public streets and open spaces should be carefully controlled, while individuality is encouraged in more private areas.
4. **Respectful Diversity.** While a diversity of architectural styles is encouraged, individual buildings should not “shout” for attention. Materials and colors should mirror those of nature and be compatible with existing buildings in the immediate area of the project.
5. **Restraint in public communications.** Public signage and advertising should be restrained and not detract from the sense of a continuous landscape.
6. **Preservation of history.** The appearance of new structures should respect structures which remain, from earlier periods, especially within the Old Germantown (OG) District.
7. **Masking the utilitarian.** Utilitarian elements such as electrical equipment, waste storage areas, loading docks, air conditioning equipment and the like

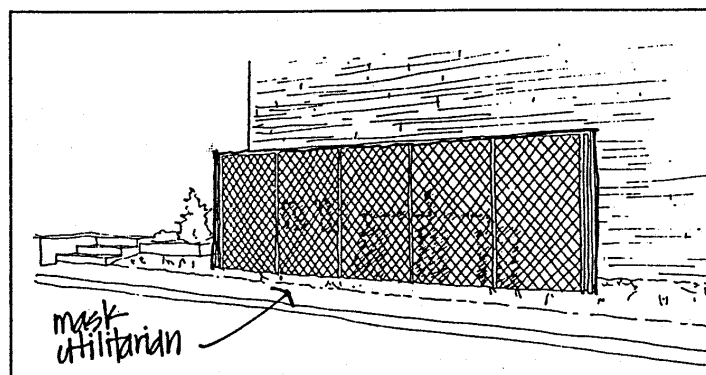
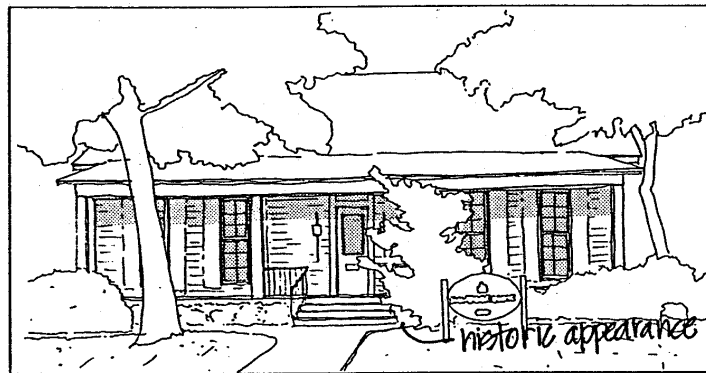




should be masked from public view. Similarly, wherever possible, vehicle parking areas should be screened from public view.

2.2 APPLICATION OF PRINCIPLES

- The Design Review Commission encourages proposals which are creative, yet in the spirit of the architecture and landscape of Germantown. The purpose of the principles which follow is not to encourage imitation of what has been built in the past, or to discourage the use of new styles.
- However, the community does not look favorably on standardized designs that could be located anywhere and make no reference to Germantown. A structure's immediate surroundings should be the most powerful influence on its character. Applicants should look to buildings surrounding a site for cues about appropriate form, materials, color, and style.
- The important viewpoint in judging design quality is how it will be seen from adjacent public streets and bordering sites. Structures which are not visible from surrounding locations may be allowed to be more of a departure from their context than those which are highly visible.
- The standards which follow are not rigid prescriptions, but are based on solutions which have proven successful. The Design Review Commission is always open to alternative approaches. However, it is the applicant's responsibility to demonstrate that the result will be as appropriate as other successful structures.





3. SPECIFIC GUIDELINES

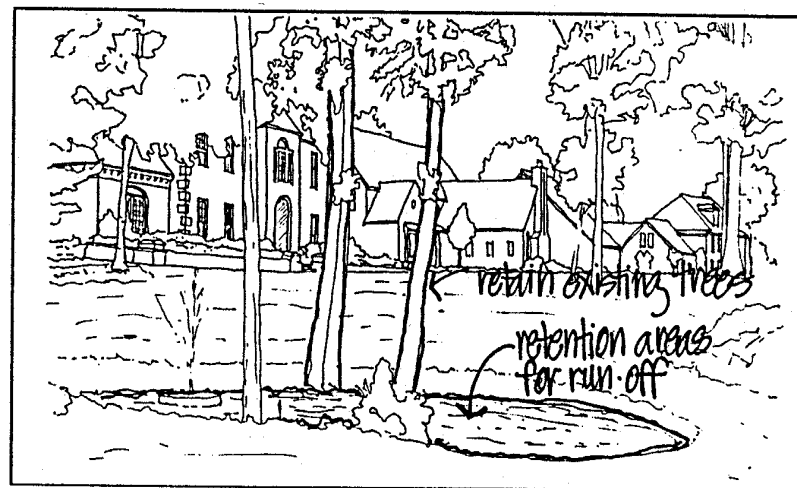
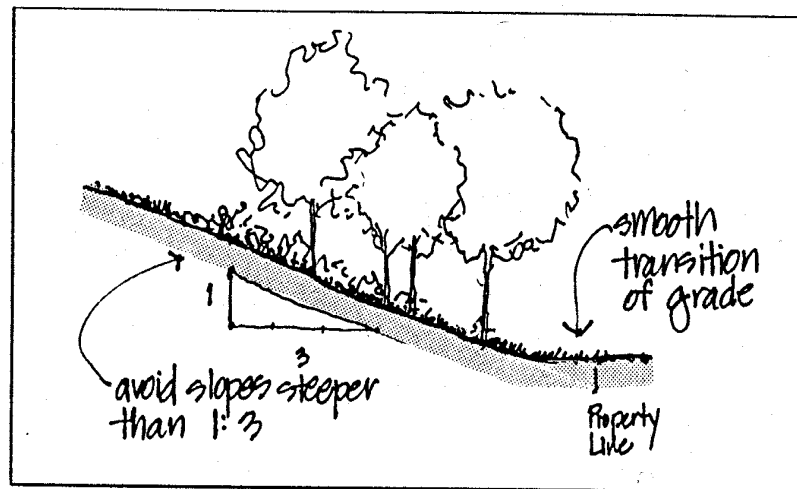
3.1 SITE LAYOUT

1. *Topography and Vegetation:*

- Building and improvement on the site should be organized to minimize changes to existing topography and the loss of existing mature vegetation.
- Smooth topographic transitions should be provided at the edges of properties. Slopes greater than 3:1 rise to run should be avoided.
- Buildings should be sited to minimize destruction of existing vegetation. All existing trees with trunks over 10" in diameter (measured 4 feet above grade) should be shown on plans and, where proposed to be removed, justifications should be provided.

2. *Run-off*

- In order to minimize run-off and provide adequate green space, impervious surfaces such as roof, buildings, and pavements should not cover more than 65% of the site area.
- In general, peak run-off rates at the borders of a site should not exceed pre-development rates. Where downstream ditch conditions or stream capacity would be overtaxed by run-off from present or planned development, and where run-off cannot be absorbed on site, detention areas should be created to slow run-off.
- Wetlands, which are important for storm water retention, should be maintained in an undisturbed form.
- Storm water entry and discharge points should be protected to minimize erosion, to avoid simply relocating a problem to upstream or downstream properties.





3. *Curb Cuts and Site Entrances*

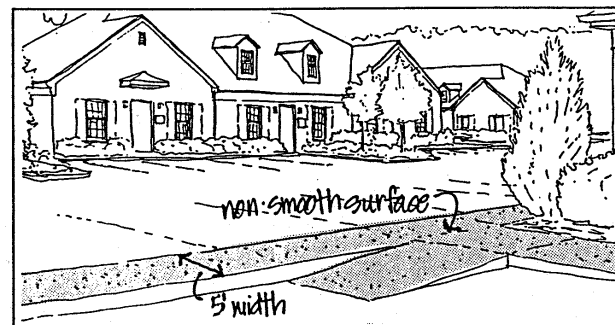
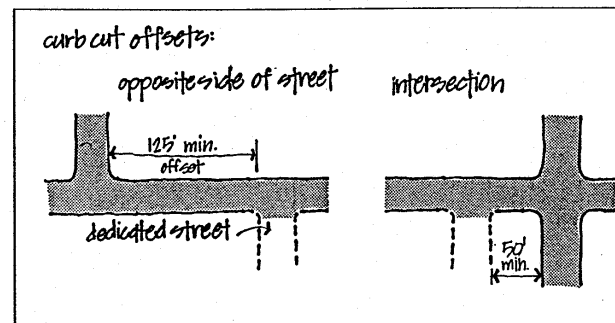
- The number of site entrances should be the minimum necessary for effective on and off site control, combining adjacent entrances whenever possible.

4. *Sidewalks*

- To maintain the suburban character of the residential areas, sidewalks are typically required on both sides of the street.
- Sidewalk materials should blend with natural landscape, avoiding slick concrete or asphalt. Examples of acceptable finishes are broom finished, colored and exposed aggregate concrete and brick or unit pavers
- Sidewalk widths should be 5 feet, except along major streets and in commercial areas where pedestrian traffic volumes may require additional width. Sidewalks should be set back from the curb at least 5 feet to allow for landscaping. On the rear of double frontage lots where maintenance is likely to be difficult, sidewalks should be 6 ½ feet wide and should be set directly against the curb.

5. *Building Orientation*

- A significant area of landscaping should be located between buildings and streets so that structures appear to be set in landscaped surroundings.
- Garage doors and loading areas should not be visible from public streets.
- In general, the amount of frontage occupied by parking should be minimized. Where parking lots front on public streets, they should be buffered by landscaping or landscaped berms.





3.2 BUILDING FORM AND MATERIALS

1. Height and Massing

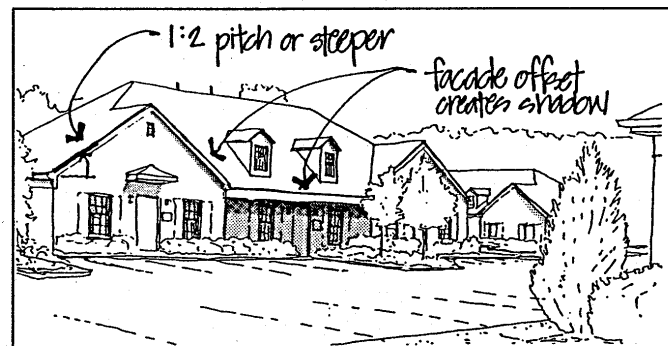
- Building heights shall not exceed 35 feet
- Multi-family, commercial and office structures should be designed to be compatible with the character of single-family residential structures in the community. Scale, materials and building forms are important elements of continuity.
- Lengthy unbroken facades should be avoided. Façade offsets should be sufficient to create a strong shadow line.

2. Roofs

- To harmonize with residential structures, it is recommended that whenever possible, multi-family, commercial and office structures should have roofs that are visible from the street. Service station canopies (both attached and detached) should also have pitched roofs. Roofs should project enough beyond the façade to cast a shadow. Roofs should be dark earth tone in color.
- Mechanical equipment should be concealed within the volume of the roof or enclosed within penthouse structures. In extreme cases where this is not possible, the projecting mechanical elements should be located so that they are not visible from public streets.

3. Windows, Doors and Entries

- An essential characteristic of Germantown architecture is a traditional appearance of building walls and openings. Walls define the overall form of buildings, while openings give them a human scale and appearance of being occupied. Buildings have “faces” on the street.



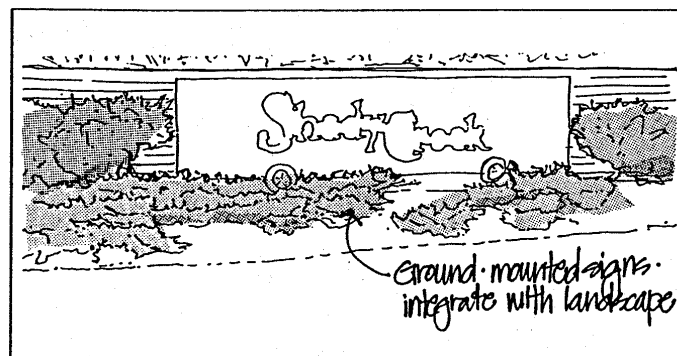
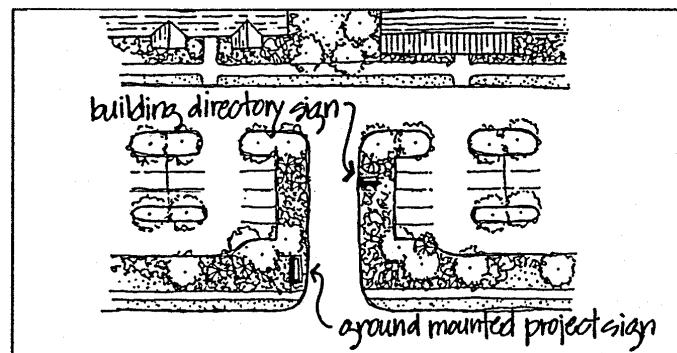
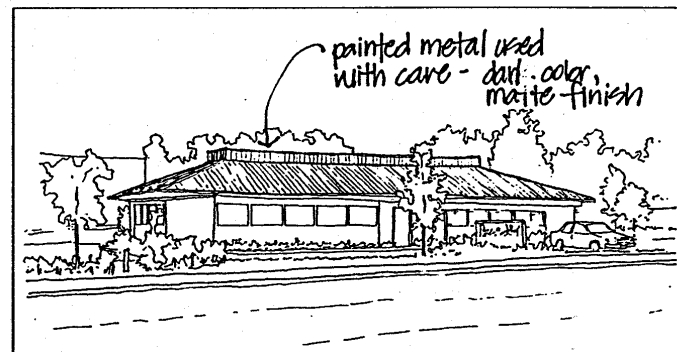


- Architectural elements such as doorways, dormers, gables, porches and the like can effectively articulate facades and reduce the scale of larger structures.

- Identification signs at entry doors should be integrated with the door design.

4. *Color and Materials*

- Building colors should be subdued, with natural earth tones and compatible color predominating. Primary colors are typically not approved by the Design Review Commission and should be avoided.
- Natural materials are preferred such as brick, stone, and wood. Metal buildings are typically not approved by the Design Review Commission and should be avoided.
- Designers are encouraged to vary materials from building to building, while limiting the number of different materials on any individual structure.
- Painted or factory finished metal should be used with great care, preferably only in dark colors with a matte finish. Large areas of exposed concrete are discouraged.
- It is permissible to replace or cover existing wood siding on office and commercial buildings (i.e. not residential) with vinyl siding provided that: 1) the individual building is within a zoning district other than the “O-G” or “OG-1” Districts; 2) the building was originally built as a residence or with a residential appearance; 3) the siding is certified by the Vinyl Siding Institute and is a minimum of 0.044 inch thick; 4) the siding is of dimensions and texture that duplicate to the maximum extent possible the original wood siding; 5) an underlayment (vapor barrier) with a minimum thickness of 0.25 inch is used between the siding and the underlying material; 6) architectural trim pieces are incorporated into the design to duplicate and/or add to the original appearance of the building; and 7) the siding is installed by an authorized and certified vinyl siding installer.





3.3 SIGNAGE

Specific requirements for signs can be found in Chapter 14 of the Germantown Code, including the types of signs allowed and prohibited, dimensions allowed and siting restrictions. The diagrams and guidelines in this manual are intended to assist in explaining the intent of the sign ordinance. Applicants are urged to study the Code carefully for specific requirements in each district. In the case of any ambiguity or apparent conflicts between this manual and the Code, the Code shall govern.

1. Sign Types

- Ground mounted identification signs are intended to signal the entrance to the subdivision, office park, building complex, or individual building. They are to be integrated into the street landscape.
- Building directory signs should not be apparent from the street, but should be designed to direct people to individual tenants once they have reached the development.
- Wall signs mounted on buildings to identify establishments should be integrated with the architecture of the building, with minimal projections from the face of the building, and should not project above the drip line.
- Individual establishment names should be placed on neutral backgrounds, above windows and entry doors.
- Traffic directional signs should incorporate conventional instructions and symbols, but should be integrated in form and character with other signage or landscape elements on a site.
- Off-premises signs which advertise an activity, business product or service not conducted on the site on which the sign is located are not allowed.

2. Design Criteria

- Signage should be consistent in size, material and location within each development.
- Signs should normally consist of letters and numbers only, but the use of logos or some graphic elements may be permitted in specific districts. Generally, such graphic elements are restricted to no more than 10 percent of the allowable sign area.



- Illumination of signs, where permitted, should be back-lit or shaded, shielded, or subdued so that the light intensity is consistent with the surrounding area. Exposed bulb, neon, and any form of internal illumination are not allowed.
- Signs should not be of a design and material that attract attention excessively and disrupt the sense of order in the public environment. Specifically precluded are signs which are an imitation of traffic signals or may be confused with them; have moving parts; are changing, blinking, flashing or fluttering; have reflective materials, pulsating light or strobe lights or are beacons; or have guy wires or unsightly bracing.
- Changeable copy signs are allowed only for secondary schools and churches.
- The special signage requirements of service stations are strictly controlled (see Section 14-35 of the Code of Ordinances) to provide consumer information while reducing visual clutter.
- Signs in Old Germantown are strictly controlled (see Section 14-37) in order to preserve and enhance the elements of the quaint, historical and traditional nature of the village center.



3.4 PARKING AREAS

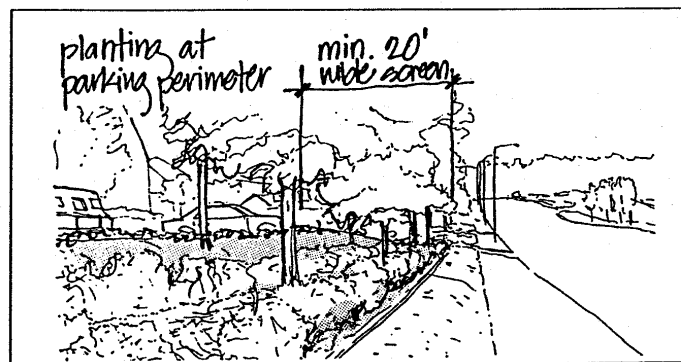
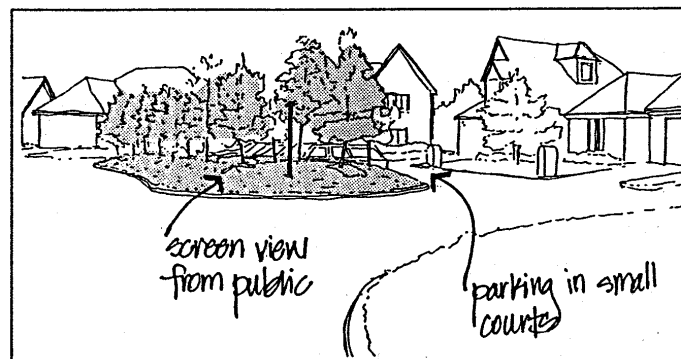
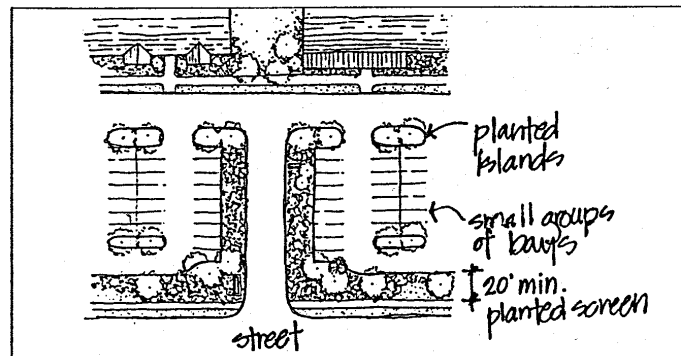
The intent of the Design Review Commission to shield the impact of parking areas from the public street. Carefully designed parking areas need not be a detriment to the community, but rather a way to integrate the necessary use of automobiles into the natural environment of the City.

1. Orientation:

- To maintain the sense of natural surroundings and a consistent streetscape, automobile and service areas in commercial or retail districts should be screened from public view or surrounded by landscaped buffers.
- Parking areas and garages should be organized in small groups or courts, to reduce visual and environmental impacts.
- Parking areas should be organized as a series of small parking bays with planted islands separating them. No more than 10 contiguous parking spaces is recommended.
- On-street parking is not permitted as a substitute for required unit and visitor parking.
- In residential areas, parked automobiles and all parking areas should be screened from public view.
- In multi-family residential areas, planted areas should be provided between every two garages.
- Bicycle facilities
- Bicycle parking facilities should be provided within commercial or retail areas. These facilities should not interfere with pedestrian movement.

2. Plantings

- The perimeter of parking areas bordering public streets or property should consist of a planting area at least 20 feet wide to screen public views.

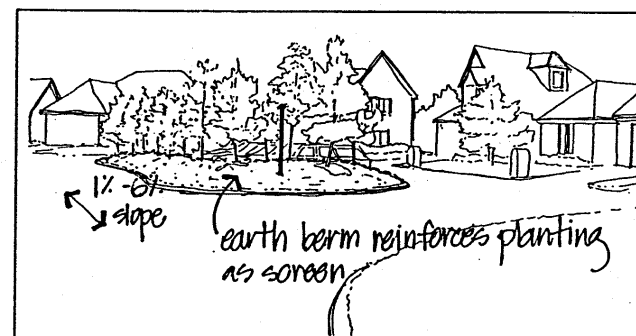
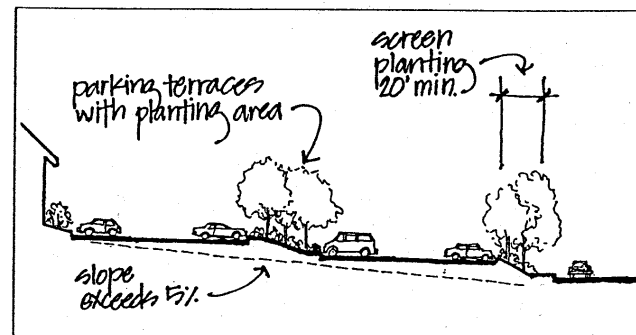




- Planted islands should be used in parking areas to reduce heat radiated from paving, improve auto circulation and safety, and screen automobiles from public views. To accomplish these goals, islands should be large enough for trees and low shrubs. A minimum of 9 feet by 20 feet is recommended
 - As a general standard, there should be at least one tree planted for each 200 square feet of parking area islands and perimeter plantings.
 - Planted islands should include trees of at least 2 ½ inches caliper and shrubs at least 18 inches high. Evergreen plantings provide effective year-round screening and should be enriched with plants having seasonal color variation.
 - Maintenance and management of all landscaped areas is the responsibility of the property owners.
 - Preservation of healthy trees existing on a site should be a major consideration in the planning of any new parking area.
3. Topographic Changes
- Wherever possible, the existing topography should be preserved intact to minimize disruptions in drainage.
 - In areas of slopes over 5 percent, parking bays should be terraced, with walls and substantial planting between changes of level.
 - Changes in elevation or earth berms may be used along the perimeter of parking areas to reinforce planting screens. The slope of earth should not exceed 1:3 rise to run, and should be densely planted with ground cover or shrubs to prevent erosion.
4. Drainage
- Paved surfaces within parking areas should be graded to direct run-off to drainage ways or catchment areas within the site.

- Slopes of parking areas should not exceed 6 percent nor be less than 1 percent to provide adequate run-off.

Drainage ways should be located to avoid pedestrian ways.





3.5 LIGHTING

Lighting levels should meet the minimum IESNA (Illuminating Engineering Society of North America) standards for Security Lighting of Public Spaces. Lighting levels shall not exceed 100% of recommended values. Greater lighting levels shall require a variance from the Design Review Commission.

1. Planning

- Site lighting shall be designed as part of the architectural and landscape theme of the site. Lighting fixtures shall be compatible in style with associated buildings and structures. Lighting should provide for appropriate and desirable night time illumination for all uses on the site to promote a safe environment while not being obtrusive to residential areas.
 - The following should be used as guidelines for maximum illumination allowances:

Office developments:	2.0 footcandles average
Commercial Developments:	2.5 footcandles average
Residential Areas:	0.4 footcandles average
 - Drive up windows, sidewalks and canopies may have higher lighting levels, where recommended by IESNA standards.
 - Lighting used to illuminate parts of a building for design purposes is discouraged and, if proposed, shall be kept to a minimum. Where illumination of a building is proposed, vertical footcandle calculations shall be submitted for review.
 - Ground-oriented, pedestrian-scale lighting shall be used as an alternative to standard pole-mounted fixtures along pedestrian walkways.
 - All exterior illuminating devices, except those exempt from this standard or noted otherwise, shall cast light primarily downward (IESNA Cutoff and Semi-cutoff) and shall have lamp source shielded from direct view. Glare shields and cutoff devices shall be used to minimize throw onto adjacent properties.
- To prevent glare, fixtures shall not be aimed towards neighboring properties, sidewalks, pathways, driveways, or public right-of-ways in such a manner as to distract travel. Glare and light trespass control shall be required to protect inhabitants from the consequences of stray light shining in inhabitant's eyes or onto neighboring properties. Light pollution control shall be required to minimize the negative effect of misdirected upward light.
- #### 2. Height and Light Levels
- Pole and building mounted light fixtures shall meet the following height restrictions for maximum mounting height:
 1. Within 50 feet of residential property – 14FT max. (semi-cutoff) (residential property is defined as the AG, R-E, RE-1, R, R-1, R-2, R-3, R-T, R-H, O-G districts)
 2. 50 –170 feet from residential property – 20 FT max. (full cutoff)
 3. 170 feet or more from residential property – 25 FT max. (full cutoff)
 4. Light fixtures shall in no case be higher than 25 feet, and shall not be higher than the majority of the building structure.
 - Perimeter Lighting Requirements:
 1. Lighting levels shall be based on maintained lamp lumens. Maintenance values shall be identified on the lighting calculations submitted for approval.
 2. For lighting levels adjacent to commercial property, the lighting shall not exceed one (1) footcandle of illumination at the property line, and shall not exceed one-half (1/2) footcandles 10 feet beyond the property line.
 3. For lighting levels adjacent to residential property, the lighting shall not exceed one-quarter (0.25) footcandle of illumination at the property line and shall not exceed one-tenth (0.1) footcandle 10 feet beyond the property line.
- #### 3. Plan Requirements
- A Site Lighting Plan that is prepared by a licensed lighting design professional shall be submitted for all buildings 5,000 square feet or larger. The site lighting plan shall include at least the following:



1. A site plan drawn to scale showing building(s), landscaping, parking areas, property line and proposed exterior lighting fixtures.
 2. Mounting heights for all proposed lighting fixtures shall be indicated.
 3. Specifications of the illuminating devices, lamps supports and other devices, including designation as IESNA “cut-off” fixtures. This description may include but is not limited to manufacturer’s cutsheets.
 4. Site lighting plan shall include point by point lighting calculations of the entire site extending a minimum of 10 feet beyond the property line. Calculation point spacing shall not exceed a grid of more than 25 feet by 25 feet. Points falling within buildings shall be removed from calculations. Site shall be divided into multiple calculation zones. One zone shall be provided for the general parking area and driveways. A separate zone shall be provided for open space and perimeter area levels. Additional zones shall be provided for canopies, sidewalks, drive up windows and other areas where higher than standard DRC lighting levels are desired. Each lighting zone shall include minimum, maximum and average footcandle lighting levels.
 5. Any existing and proposed lighting of adjacent properties as well as lighting of public right-of-ways (street lighting) in calculations.
- Lighting source shall have a color temperature between 3,000K and 4,000K with a color rendering index of at least 65. Maximum lamp wattage shall not exceed the following wattage restrictions:

Light fixtures mounted up to 14 feet in height:	175 watts
Light fixtures mounted above 14 feet and up to 20 feet:	250 watts
Light fixtures mounted above 20 feet and up to 25 feet:	400 watts
Maximum total wattage of light fixtures per pole:	1000 watts

4. Other Provisions

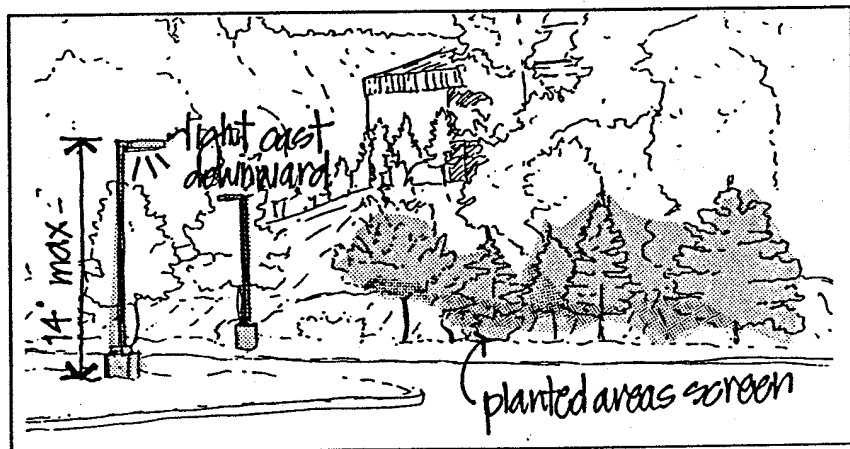
- Lighting for all recreational facilities shall be reviewed on a case-by-case basis. New sports lighting systems shall be furnished with glare control. Lighting fixtures shall be mounted and aimed so that the illumination falls

within the primary playing field and immediate surroundings so that no direct light illumination is directed off site.

- The maximum average illuminance for a canopy or apron at a gas station, convenience store, bank, fast food restaurant or similar establishment shall not exceed 20 foot-candles, provided that the canopy or pump islands meet the setback requirements of the Zoning Ordinance. All lighting at canopies shall utilize fully shielded lighting fixtures with bottom of lens flush with canopy.
- Prohibitions
 1. Recreational Facilities: No outdoor recreational facility, public or private, shall be illuminated by nonconforming means after 11:00 PM except to conclude any recreational or sporting event or other activity conducted at the facility in progress prior to 11:00 PM.
 2. Mercury Vapor: The installation of mercury vapor fixtures is prohibited.
- Exemptions
 1. The DRC may grant an exemption to the requirements of these standards only upon a written finding that there are conditions warranting the exemption.
 2. Nonconforming Fixtures. Outdoor lighting fixtures installed prior to the effective date of this Standard are exempt from the provisions of these Standard, provided, however, that no change in use in lighting, replacement, and structural alteration of outdoor lighting fixtures shall be made unless it thereafter conforms to the provisions of this Standard.
 3. Temporary fair, carnival or civic uses.

5. Appeals

- Appeals shall be made to the Board of Mayor and Aldermen.



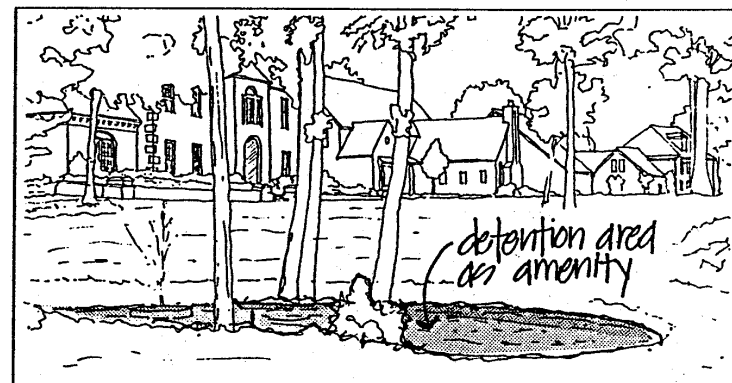
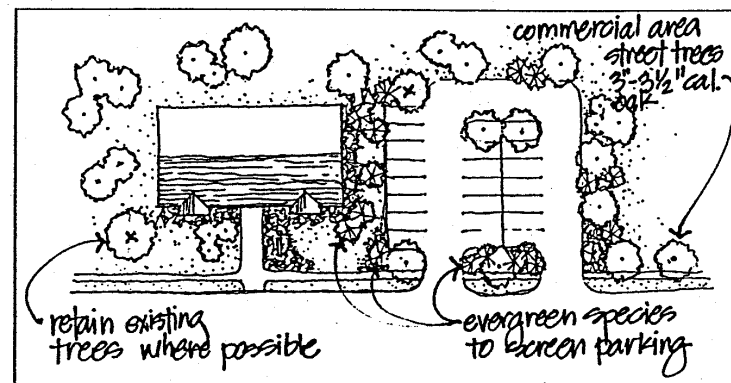


3.6 LANDSCAPE

The landscape of the City mirrors the predominant landscape of the surrounding region, with informal groupings of plants amidst green lawns. Landscape design should compliment this image.

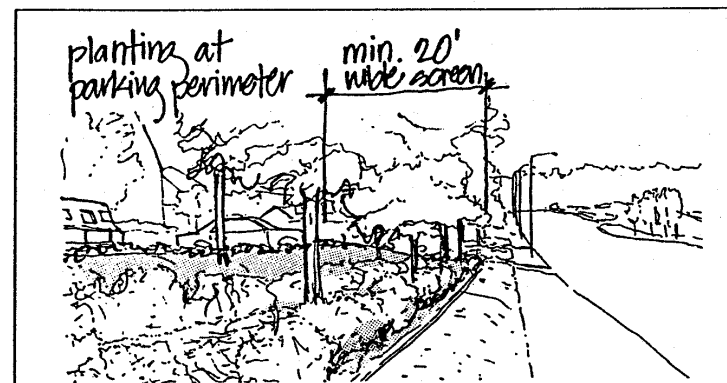
1. Materials

- Wherever possible, healthy existing trees should be retained, as they are an amenity requiring many years to replace. Grading and construction should avoid disturbance of such trees.
- To provide a consistent effect in residential areas, the preferred street trees are 2 inch - 2 ½ inch caliper oak, planted on average 50 foot on center.
- To provide a more immediate effect in commercial areas and offset the larger scale structures, the preferred street trees are 3 inch - 3 ½ inch caliper oak, planted no further apart than 50 feet on center.
- Evergreen species are desirable for screening views, such as views into parking or service areas.
- As an extension of the surrounding natural landscape, plant species should be native or well adapted to the region.
- Suggested shade tree species include: Willow Oak, Pin Oak, Scarlet Oak, Bald Cypress, Tulip Tree, Honeylocust and Red Maple.





- Suggested shrub species at 24 inches-36 inches height include: Wax Leaf Ligustrum, Pfitzer Juniper, Mugho Pine, Dwarf Japanese Holly, Dwarf Chinese Holly, Variegated Privet, Manhattan Euonymous and Florida Jasmine.
 - Suggested screening plants include: Lob Lolly Pine, White Pine, Virginia Pine, Savannah Holly, Foster Holly and Red Leaf Photinia.
 - On site areas adjacent to streets, lawn areas must be established or be sodded prior to occupancy of the project.
2. Maintenance and Irrigation
- All planting must be maintained by the respective property owners.
 - Planting plans approved by the Commission must be maintained as originally designed. Any diseased, dying or dead plants should be treated or removed by the property owner. Appropriate, durable plants should be installed.
 - Irrigation systems must be provided to ensure robust planting areas (including within parking islands and medians, if applicable).
 - To prevent accidents, irrigation systems must be installed below ground, with spray heads flush with the ground surface.
3. Storm Water Detention/Retention Areas
- Where site run-off requires detention/retention areas, the area should be designed as a public amenity and landscaped accordingly.



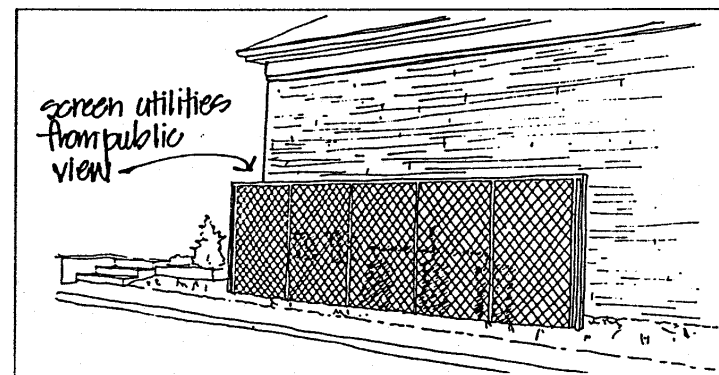
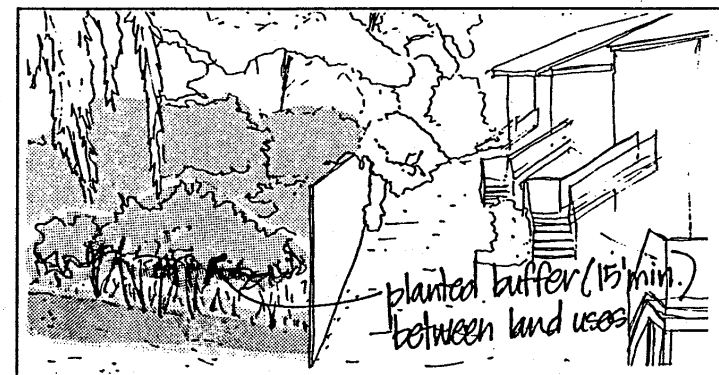
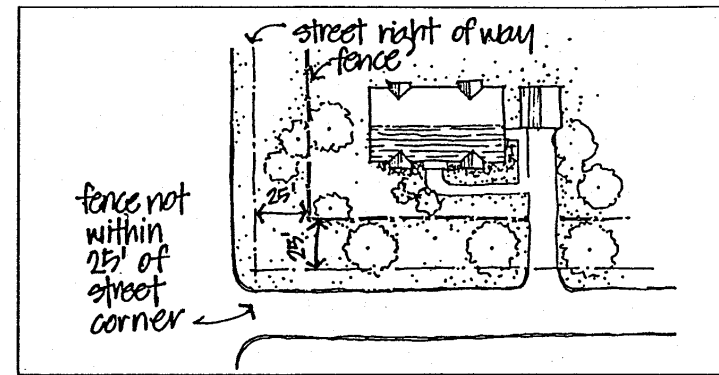


3.7 FENCES AND SCREENING

Chapter 6 of the Germantown Code explains in detail the requirements and restrictions for fences. Applicants are urged to study it carefully; in all cases, the Code is the governing source. This manual outlines the intent behind the specific requirements for fences and screening.

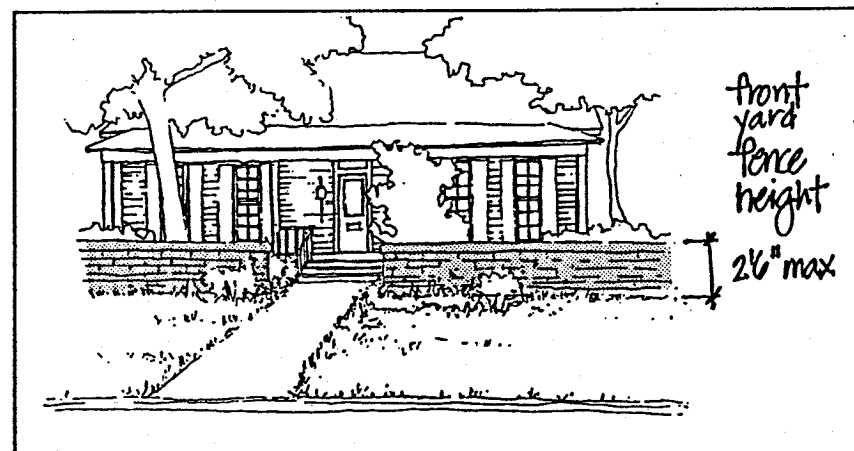
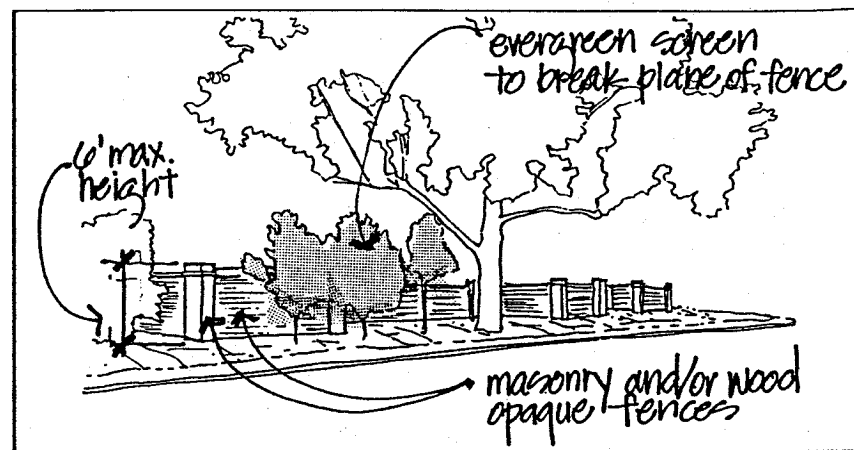
1. Intentions

- Fences are intended to provide physical and visual separation for the portions of yards designed to be used privately and between land uses where there is the chance of conflicts. At the same time, fences should be designed so that they are an orderly part of the landscape and do not dominate the visual scene.
- Fences should not compromise safety by blocking vision at intersection. They should not be placed within 25 feet of any street corner.
- Fences should not block access to any above ground, pad-mounted transformer, or any other utility area that will need to be serviced, and should provide 15 feet of clear access to such areas.
- Fences should not impede or divert the flow of water in any drainage way.
- To maintain the sense of natural surroundings and a consistent streetscape, auto service functions in commercial or retail areas should be screened from public view.
- Where land uses change across property lines, a densely planted buffer stripe of 15 or 25 feet, as required in the ordinance (depending upon adjacent uses), should be created to screen the areas from each other.
- Garbage collection areas must be enclosed by opaque screening at least 6 feet in height and must have self-closing doors. In the event that the collection areas enclose a dumpster or other equipment, the screening should be at least 2 feet taller than the equipment, and not less than 6 feet in height.





- Water meters, gas meters, electric meters and ground-mounted air conditioning or mechanical units should be hidden from public view by wood, masonry or landscape screening.
2. Design Criteria
- The maximum heights of fences should generally be 6 feet, except for tennis court fences, which may be 10 feet.
 - No fences over 2 feet-6 inches in height should be placed in front yards.
 - Fences designed to create privacy or separations should be made of masonry, ornamental metal or durable wood, or some combination of the three. The use of wood, chain link, plastic or wire fencing is not permitted for fences fronting on streets on double-fronted lots.
 - Solid fences should not create a stockade appearance. This can be accomplished in a number of ways, including adding an evergreen screen on both sides of the fence, or by undulating the plane of the fence. Fences over 80 feet long on double-fronted lots should have no more than 50 percent of their length in a straight line unless the entire fence is setback 15 feet or more from the property line. The remaining 50 percent should be setback 6 to 15 feet, with evergreen landscaping in the set back area.
 - Chapter 6 of the Code includes a number of prototypical designs for fences on double frontage lots and applicants are encouraged to consider their use.





3.8 SPECIAL REQUIREMENTS FOR THE OLD GERMANTOWN (OG) DISTRICT

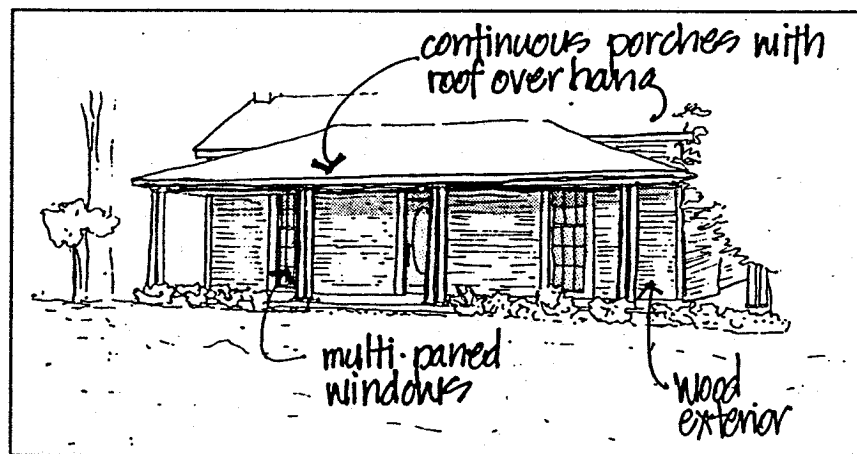
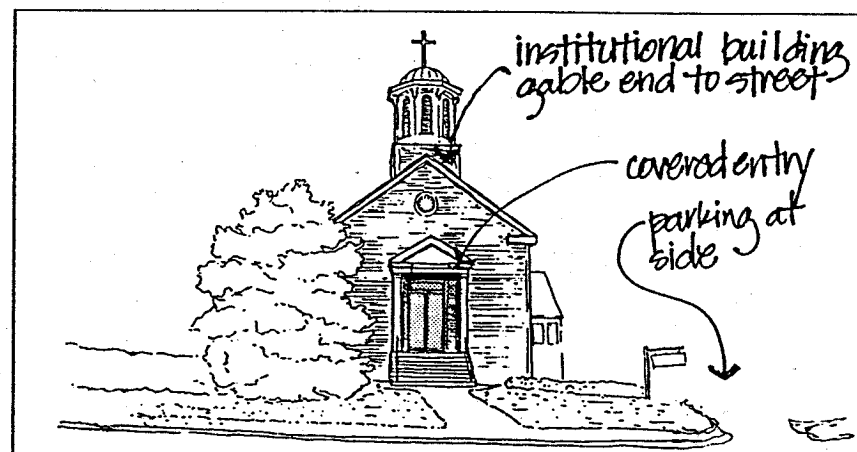
Guidelines for all other districts shall also apply in Old Germantown. However, because of the special character of this area, building proposals will receive strict scrutiny for their consistency with the prevailing architectural character and landscape patterns of the area. The following are additional guidelines which apply to the OG District.

1. Building Forms and Materials

- In general, all structures should have pitched roofs with gable ends.
- Where feasible, important public and institutional buildings (such as fire stations, post offices, churches, government buildings, etc.) should be oriented with their long dimension perpendicular to the street; their gable end of roof facing the street.
- All other structures should be oriented so that their long dimension is parallel to the street. Roof gables should be less prominent from the street than the roof itself.
- Building entrances should be covered. Continuous porches with overhanging roofs are encouraged along the street side of structures, supported by simple wood columns.
- Parking should be located to the side or rear of structures, allowing the street façade to be viewed without the intrusion of automobiles.
- Garages should be detached from the major building, or oriented so that garage doors are not visible from the street.
- Materials used should be predominantly wood, with siding mounted horizontally.
- Windows and doors should be trimmed, and provided with multi-paned glazing

2. Landscaping

- The landscaping should continue the informality and the small town character that predominated when Old Germantown was initially settled. Sidewalks should be set back from the road with landscaped areas between.
- Landscape materials should favor species which are native to the area, organized in informal groupings.





4. SUBMISSION REQUIREMENTS/REVIEW PROCESS

1. Developers are encouraged to schedule an informal pre-submission meeting with City staff early in the design phase, in order to be aware of conditions and constraints on their site and to familiarize themselves with the standards which will be applied.
2. Temporary signs may be approved by the Director of Development, if they are in compliance with the sign ordinance.
3. Eighteen sets of site, landscape, building elevations, lighting, etc. plans should be submitted to staff for review and approval by the Design Review Commission. Proposals must be submitted 24 days before the meeting at which the applicants wishes the proposal to be considered.
4. Proposals must address all of the relevant items on the checklist included as Part 5 of this manual. Within 5 days of receipt of an application, the Development Department staff will indicate to the applicant whether or not the application is complete. **If, in the opinion of staff, the application is not complete, staff will inform the applicant which materials are inadequate or missing. The applicant will have an additional 5 working days to submit the required information. If in that time the applicant should fail to submit the requested information/material, staff will recommend to the Design Review Commission that the proposal is incomplete and should be removed from the current agenda.**
5. When considering major projects, proposals will ordinarily be reviewed during at least two (2) meetings. After a preliminary review, the Commission may request modifications to plans, may suggest reconsideration of aspects of the design, or may desire further elaboration of details that are not clear in the application. Eighteen copies of revisions or additional materials need to be submitted at least 24 days before the meeting at which they will be considered.
6. The Design Review Commission will make a final decision on an application within 100 days of the date when the application is certified as complete, unless the period is extended by mutual agreement of the Commission and the applicant.
7. The final decision to approve or disapprove will be communicated in writing to the applicant, along with copies of the relevant minutes of meetings.
8. Following final approval by the Design Review Commission and the Planning Commission, if required, the applicant shall proceed to the Board of Mayor and Aldermen (BMA) for project or subdivision development contract approval. Following BMA approval of a contract, the applicant shall submit four (4) sets of complete sets of construction plans, including roof, mechanical, floor, plumbing, drainage and other plans must be signed and stamped by the Chairman of the Design Review Commission and forwarded to the appropriate authorities for the necessary permits.
9. Decisions of the Design Review Commission may be appealed directly to the Board of Mayor and Aldermen.
10. After approval of the Project or Subdivision development contract by the Board of Mayor and Aldermen and before a building permit may be obtained, the developer must submit to the City a proper letter of credit, certificate of deposit or bond and evidence of proper comprehensive general liability insurance, must pay all development fees; and must submit final construction plans for review and approval.
11. After the above steps are completed, the Final step is to obtain a building permit from the Memphis and Shelby County Office of Construction Code Enforcement.



5. DESIGN REVIEW CHECKLIST

This checklist indicates items which must be addressed on the application for final approval. Items listed in *bold italics* are required; those listed in light text are recommendations. In some instances, items will not apply to the particular site, and these should be noted in the check list accompanying the application.

1. SITE LAYOUT

- *Site layout plan, locating elements and surfaces*
- *Impervious surfaces should not cover more than 65% of the site area (with the exception of sites within “OG” Old Germantown)*
- Buildings should be oriented parallel to the street
- Site furnishings should be described by material and color, should be consistent with building appearance

2. STREET IMPROVEMENTS AND CURB CUTS

- *Plan locating paving, curbs, curb cuts, gutters and sidewalks; dimensioning sidewalks*
- Curb cuts should be limited to the minimum number needed
- Curb cuts should be appropriately off-set from intersections
- Curb cuts width should be the minimum needed
- Sidewalks should be provided along public streets in commercial areas and arterial streets
- Paving materials described; sidewalks should not be smooth finish concrete or asphalt

3. BUILDING FORM AND MATERIALS

- *Building features shown and clearly labeled on elevations:* (height, scale, door / windows, façade offsets, roof pitch, and all materials)
- *Colors of building roof and exteriors shown/labeled* (preferably earth tones or dark colors)

4. SIGNAGE

- *Adherence to Chapter 14 of the Germantown Code, including signage types, dimensions and siting restrictions within each district*
- *Plan locating all exterior signage*

- *Details showing sizes, appearance, materials, color and lighting of all exterior permanent signs provided*
- *Sign illumination shown (all wall-mounted signs shall use backlighting and be soft white neon only)*
- *Planting material for ground mounted signs*
- Sign content shown, preferable letters and numbers only
- Style should be restrained to avoid excessive attention, consistent throughout the project, and related to the building appearance

5. PARKING AREAS:

- *Traffic circulation shown*
- *Parking layout shown*
- *Planting in parking area*
- *Planted islands are required between each line of 10 consecutive spaces*
- Should have a 15' wide planting buffer to screen parking area perimeters, except along street frontages where 20' is required
- Lighting should be directed inward
- Lighting intensity should be the minimum needed
- Existing drainage patterns should be preserved
- Pavement slopes should be 1% - 5%

6. EXTERIOR LIGHTING

- *Location and intensity of light fixtures shown*
- *Intensity should be minimal to fulfill function and safety needs without affecting adjacent property*
- *14 foot maximum fixture height above ground*
- *fixture style should be consistent with building and site furnishings*
- *directional lighting is preferred*
- *warm lighting colors are preferred; blue-white color is discouraged.*

7. LANDSCAPE

- *landscape plan, locating pedestrian ways, greenstrips, planting and screening as required*, existing trees with trunks over 8 inches in diameter, and existing wetlands
- *proposed plant species and sizes noted on plan*
- *screening provided for parking and utilities/service areas as required*
- plan showing existing and proposed grades



- proposed grades should not exceed a slope of 1:3 rise to run
- design should be informal plant groupings, retaining existing topography
- **grading and construction should avoid disturbance of existing trees** and valuable wetlands
- **proposed removal of existing vegetation should be shown**
- **plan for protection of existing trees on the site**
- **justification for proposed removal of existing trees with 6 inch diameter or larger trunk**
- **street trees required:**
 - “residential” - 2”-2 ½ inch caliper oak, an average of 50 feet on center
 - “commercial” - 3”-3 ½ inch caliper oak, at least 50 feet on center
- indigenous plant species should be used
- irrigation systems provided where needed
- retention areas, where needed, should be designed as public amenities

8. FENCES AND SCREENING

- **adheres to Chapter 6 of Germantown Code**
- siting and construction should not block drainage or access to electrical transformers
- maximum height should be 6 feet, unless for tennis courts
- no fence over 2 feet 6 inches can be in front yards
- setback from street intersections should be minimum of 25 feet
- materials for opaque screen should be masonry, wood, or both
- appearance not like stockade: fences over 80’ long should have 50% of length set back from rest, fence plan may undulate, evergreen plant may flank both sides.

9. SERVICE/UTILITIES

Mailboxes

- **locations described**
- **style described**, preferably consistent with building and site furnishings

Garbage Collection Areas

- **locations, types described**
- **proper screening provided**

Utility Vents (plumbing, heating, etc)

- **locations should be grouped together where possible**
- **screened from public view**

Water Meters and Gas Meters

- **generally located in rear or side of commercial project in accessible area**
- **water meter location shown**
- **screening of gas meters provided**

Mechanical Units

- **location shown**
- **screening provided**

Electric Meters and Connecting Conduit

- **location shown**
- **screening provided**
- **conduit fed underground**

10. CONSTRUCTION DEBRIS

- **owner must arrange for debris and mud to be kept from streets during construction**

6. SOURCES

Germantown Code, City of Germantown

Selected References:

Brolin, Brent C., *Architecture in Context: Fitting New Buildings with Old*. New York, Van Nostrand, Reinhold Company, 1980.

Costonis, John J., *Icons and Aliens*. Champaign IL, University of Illinois Press, 1989.

Dirr, Michael A., *Manual of Woody Landscape Plants*. Champaign IL, Stipes Publishing Co., 1977.

Harris Charles W. and Nicholas T. Dines, *Time Saver Standards for Landscape Architecture*. New York, McGraw Hill and Co., 1988.

Hedman, Richard, *The Fundamentals of Urban Design*, Chicago, Planners Press, 1985.