

**DESIGN REVIEW COMMISSION
MUNICIPAL CENTER COUNCIL CHAMBERS
Tuesday, July 27, 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 July 27, 2010. Chairman Saunders called the meeting to order at 6:00 p.m. requesting the roll call. Ms. Regina Gibson called the roll of the Board and established a quorum:

COMMISSIONERS PRESENT:

Mr. Keith Saunders, Chairman; Mr. Ralph Smith, Vice Chairman; Mr. Paul Bruns; Ms. Elizabeth Mann; Mr. Neil Sherman; Mr. Parker McCaleb and Alderman Palazzolo.

DEVELOPMENT STAFF PRESENT:

Mr. Jerry Cook, Economic & Community Development Director; Mr. Wade Morgan, Chief Planner; Ms. Katie Graffam, Economic Development Coordinator and Ms. Regina Gibson, Administrative Secretary.

1. Approval of Minutes for June 22, 2010

Mr. Bruns moved to approve the Design Review Commission minutes of June 22, 2010, seconded by Mr. McCaleb, with no further comments or discussions.

ROLL CALL: Ms. Mann – Yes; Mr. Bruns – Yes; Alderman Palazzolo – Abstain; Mr. Smith – Yes; Mr. Sherman – 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 items were added to the Consent Agenda:

2. CONSENT AGENDA

- a. Regency Homebuilders – 1364 Cordova Cove; Request Approval of a Wall-Mounted Tenant Identification Sign (WM)
Stephanie Thrash - Applicant
- b. Lot 9, Forest Hill-Irene Commercial Subdivision – 2999 Centre Oak Way: Request Approval and Final Plan Approval (KG)
Cindy Reaves w/SR Consulting, LLC - Representative

Comment: The Chairman stated he would like to remind the Commissioners that voting on all matters on the Consent Agenda constitutes an acknowledgement that the member has read and reviewed the application materials/plans/staff reports and determines further discussion or presentation of an item is not necessary. He stated if there was anyone in the audience that would like an item pulled, please request so at this time, and in seeing none, he asked for a motion.

Mr. Sherman moved to approve the Consent Agenda as amended, seconded by Mr. McCaleb.

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



MOTION PASSED

STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS

a. Regency Homebuilders – 1364 Cordova Cove: Request Approval of a Wall-Mounted Tenant Identification Sign.

BACKGROUND: The previous business in this building was OR Nurses, whose sign was approved at the June 25, 2002 DRC meeting.

DISCUSSION: The applicant is requesting approval of a wall-mounted sign including a logo. The specifics of the request are as follows:

: Location & Height:	the sign text is to be on the fascia board of the gabled entrance, 11 feet, 7 inches above the grade. The logo is to be above the fascia board on the gable.
Content:	
Colors & Materials:	<p>Color: brushed silver text; blue background on logo</p> <p>Materials: aluminum</p>
Font:	Times Bold
Sign Area:	15.33 sq. ft.
Logo:	
Logo Area:	2.17 sq. ft.
Mounting Structure:	stud mounted to the brick
Lighting:	none



EXISTING APPEARANCE



BUILDING TO NORTH



BUILDING TO SOUTH

STAFF COMMENTS:

1. When the DRC approved the sign for the previous tenant (OR Nurses), it required the entire sign, text and logo, to be on the fascia board, in order to be consistent with signs on nearby buildings. Photos of the subject building and nearby signs are attached.
2. If approved, the applicant must obtain a permit from the Memphis / Shelby County Office of Code Enforcement prior to installing the signs.

SIGN SUBCOMMITTEE RECOMMENDATION: the Sign Subcommittee did not meet in July.

PROPOSED MOTION: To approve the request for a wall-mounted tenant identification sign for Regency Homebuilders at 1364 Cordova Cove, subject to staff comments.

**b. Germantown United Methodist Church – 2320 and 2338 S. Germantown Road:
Request Approval of a Sign Package.**

BACKGROUND: On June 14, 2004, the Board of Mayor and Aldermen (BMA) approved the rezoning from “R-T” Residential Multi-Family to “C-1” Neighborhood Commercial. The entire property is now zoned “C-1” Neighborhood Commercial. On July 6, 2004, the Planning Commission (PC) granted Preliminary Plat approval for the Forest Hill-Irene Commercial Subdivision. On August 10, 2004, the Board of Zoning Appeals (BZA) granted a variance to reduce the required planting screening required for commercial zoned property adjacent to residential zoned property from twenty-five (25) feet to fifteen (15) feet for Common Open Space area “A”. On September 7, 2004, the PC granted Final Plat approval. On September 28, 2004, the Design Review Commission (DRC) granted the Landscape and Lighting Plan approval. On October 11, 2004, the BMA approved Subdivision Development Contract No. 458 for

the Forest Hill-Irene Commercial Subdivision. The PC granted preliminary and final site plan approval at its July 6, 2010 meeting.

DISCUSSION: The specific request by the applicant is to approve the preliminary and final plan for Lot 9 of the Forest Hill-Irene Commercial Subdivision for a medical office building. The specifics of the site plan are as follows:

SITE DATA

Area	1.05 acres
Total Required Parking	25 spaces
Total Proposed Parking	35 spaces
Handicap parking	2 spaces
Regular parking	33 spaces
Building Footprint Area	4,200 square feet
Pervious	49%
Impervious	51%
Building Height	22' (from ground to roof midpoint)

DESIGN REVIEW COMMISSION CHECKLIST:

1. Site Layout:

The proposed building will be occupying the center portion of the lot, facing Centre Oak Way. The rear of the lot is reserved for stormwater detention. Access to the site will be provided from two (2) curb cuts on Centre Oak Way. The parking is located both on the perimeter of the lot and directly in front of the building.

2. Building Elevations:

The proposed building façade will be composed of the following materials: “Wakefield” brick, “Light Buff” mortar, “Weathered Wool Blend” shingles, “Medium Bronze” aluminum windows and doors, “Medium Bronze” aluminum gutters, downspouts, dormers and flashing and “Black” window shutters.

3. Street Improvements and Curb Cuts:

Two (2) curb cuts are proposed on Centre Oak Way.

4. Parking Lots:

The total required parking is 25 spaces. The amount of parking proposed is 35 spaces, two (2) of which are handicap. The parking lot will be light duty asphalt with concrete curb and gutters.

5. Exterior Lighting:

Excluding the lighting proposed around the sign that will be made part of a later signage application to the DRC, the site lighting plan submitted with the application indicates two (2) types of lighting proposed. Pole lighting is proposed throughout the parking lot using 150W metal halide lamps in round fixtures. The maximum heights of the poles are to be 14'. Four (4) wall-mounted lanterns are indicated, two (2) for each entrance on the east and south sides of the building. These lanterns will have 60W incandescent lamps. The plan states that the average level of illumination is 2.3 foot-candles, which is less than the permitted level of 2.5 foot-candles.

6. Garbage Collection Area:

The garbage collection area will be located near the southwest corner of the building in a dumpster enclosure area with a wood fence. The height of the fence will be 6'-0".

7. Vents:

All vents will to be located on the roof and disguised as dormers with louvered screens.

8. Gas, Electric, & Water:

The gas meter will be located on the northwest corner of the building. The electric transformer will be located on rear of the building, screened by landscaping. The water meter is located on the east side of the lot, adjacent to Centre Oak Way.

9. Mechanical Units:

The HVAC system external units will be located on the rear of the building.

10. Landscaping:

A landscape plan has been provided indicating the location, size and type of landscape materials to be used for this project (see Staff Comment no. 2). Landscaping around the site includes:

Trees: Red Oak, Yoshino Cherry, Natchez Crape Myrtle, Spartan Juniper, Loblolly Pine and Green Giant Arborvitae.

Shrubs: Korean Boxwood, Loropetalum, Green Luster Holly, Sweetspire, Maiden Grass, Carissa Holly and American Boxwood.

Groundcover: Big Blue Liriope and Bermuda Sod.

11. Mail Boxes:

Mail is to be delivered inside the building.

12. Building Numbers:

The applicant shall consult with the City of Germantown Fire Marshal regarding the size and locations of building numbers prior to Construction Plan approval.

13. Signs:

Any signage that is illustrated on the plans shall be disregarded. The applicant shall submit a separate sign application at a future date.

STAFF COMMENTS:

1. The construction plans shall include a tree plan that indicates existing trees that are to be retained and removed. Additional trees in the area north of the detention pond may require replacement of those removed due to site grading.
2. Any approved landscaping must be maintained as approved for the life of the project. An irrigation system shall be provided and shall be shown on the final construction plans, and the system shall be maintained for the life of the project. The backflow preventer must be screened from public view with landscape materials.

PROPOSED MOTION: To grant preliminary and final plan approval of Lot 9 of the Forest Hill-Irene Commercial Subdivision, 2999 Centre Oak Way, subject to staff comments.

ADJOURNMENT

There being no further business, comments, or questions by the Commission, the Chairman adjourned the meeting at 6:09 p.m.