

**DESIGN REVIEW COMMISSION  
MUNICIPAL CENTER COUNCIL CHAMBERS  
Tuesday, January 24, 2012  
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 24, 2012. 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; Mr. Parker McCaleb; Alderman Greg Marcom; Mr. Paul Bruns; Mr. Neil Sherman; Mr. Eric Alter; and Mr. John Walker

**DEVELOPMENT STAFF PRESENT:**

Mr. Andy Pouncey, Economic & Development Services Director; Mr. Wade Morgan, Chief Planner; Ms. Regina Gibson, Administrative Secretary and Mr. Robert McLean, Attorney

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**1. Election of Vice Chairman and Secretary**

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

**ROLL CALL:** Mr. Bruns – Yes; Mr. McCaleb – Yes; Mr. Alter – Yes; Alderman Marcom – Yes; Mr. Walker – Yes; Mr. Smith – Abstain; Chairman Saunders – Yes.

Chairman Saunders called for a motion to elect a Secretary. Mr. Walker made a motion to elect Mr. Sherman and seconded by Mr. Smith with no further comments or discussion.

**ROLL CALL:** Mr. McCaleb – Yes; Mr. Alter – Yes; Mr. Bruns – Yes; Mr. Smith – Yes; Alderman Marcom – Yes; Mr. Walker – Yes; Mr. Sherman – Abstain; Chairman Saunders – Yes.

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**2. Approval of Minutes for December 20, 2011**

Mr. Smith moved to approve the Design Review Commission minutes of December 20, 2011, seconded by Mr. McCaleb, with no further comments or discussions.

**ROLL CALL:** Mr. Walker – Abstain; Mr. Alter – Abstain; Mr. Bruns – Abstain; Alderman Marcom – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Mr. McCaleb – Yes; Chairman Saunders – Yes.

**MOTION PASSED**

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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:

**3. CONSENT AGENDA**

- a. Carrefour – 6685 Poplar Ave – Request Approval of a Secondary Permanent Project Directory Sign.  
Chris Haskins – 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. McCaleb made a motion to approve the Consent Agenda as discussed, seconded by Mr. Sherman.

**ROLL CALL:** Mr. Smith – Yes; Mr. Walker – Yes; Mr. McCaleb – Yes; Alderman Marcom – Yes; Mr. Alter – Yes; Mr. Bruns – Yes; Mr. Sherman – Yes; Chairman Saunders - Yes

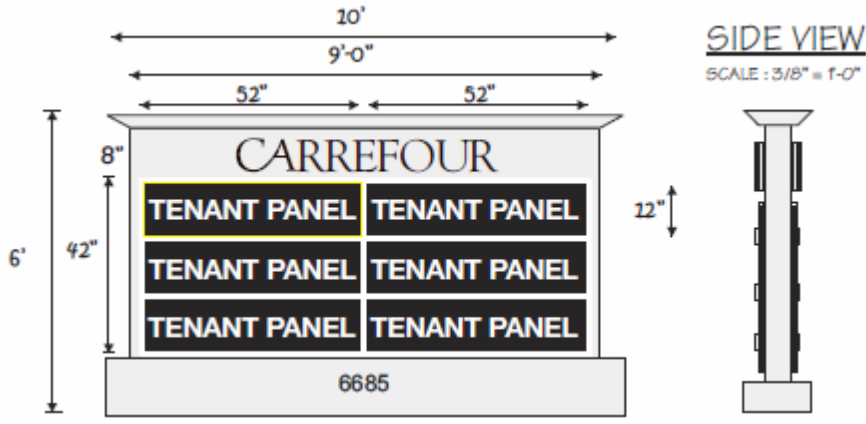
**MOTION PASSED**

**STAFF'S COMMENTS / DISCUSSIONS REGARDING THE CONSENT AGENDA ITEMS**

**a. Carrefour – 6685 Poplar Ave – Request Approval of a Secondary Permanent Project Directory Sign.**

**BACKGROUND:** the DRC approved a project directory sign for the Poplar Avenue frontage of Carrefour on August 25, 2009.

**DISCUSSION:** The applicant is requesting approval of a second project directory sign. The specifics of the request are as follows:

: Location & Height:	The sign will be 6 feet above the surrounding grade, and setback over 20 feet behind the curb. The attached photo indicates the sign's location.
Content:	
Colors & Materials:	<p><b>Color:</b> The cabinet is to be aluminum painted to match the Poplar Ave. directory sign.</p> <p><b>Materials:</b> Carrefour is to be routed-out aluminum containing push-thru Lexan. The letters are to be shadowed for a halo effect with perforated vinyl. The tenant names will be bronze routed letters backed with white acrylic, which will match the Poplar Ave. sign.</p>
Font:	custom and corporate fonts
Sign Area:	9 ft. x 4 ft., 2 in. (36 sq.ft.)
Letter Size:	8 in. – “Carrefour” 12 in. –tenant names
Logo:	None

Logo Area:	NA
Mounting Structure:	the aluminum cabinet will be attached to two poles placed at each end of the sign and mounted in concrete.
Lighting:	Internally Illuminated, fluorescent
Landscaping:	See attached landscape plan

STAFF COMMENTS:

1. Samples of the routed Lexan will be available at the DRC meeting.
2. Staff notes that the location indicated on the sign plan is 33 ft. behind the curb, which is 13 feet greater than the minimum required.
3. 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 January.

PROPOSED MOTION: To approve the request for a ground-mounted project directory sign on the Kirby Parkway frontage of Carrefour shopping center, subject to staff comments.

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**4. Germantown Collection – 7820 – 7850 Poplar Avenue – Request Approval of a Dumpster Enclosure.**

BACKGROUND:

A dumpster near the southern end of the shopping center was approved by the DRC as part of the original development. In December, 2005, a second enclosure was approved on the north side of the original dumpster enclosure. In early 2011, an additional dumpster enclosure was constructed approximately 300 feet to the north of the second enclosure (without DRC approval). That enclosure is 9 ft. 9 in. in height. At its November, 2011 meeting, the DRC approved the replacement of the parking lot and building-mounted lights.

DISCUSSION:

The dumpster's location is shown on the attached air photo and details of the enclosure's material and dimensions are shown on the applicant's plans. The restrictive covenants that were adopted with the original approval of the Germantown Collection center are also attached. Covenants 3 and 4 specifically address dumpsters and refuse removal. Sanitation vehicles are to operate between 9:00 am and 3:30 pm.

The applicant requests approval to continue the use of the dumpster in its current location. The dumpster will only be emptied between the hours of 9 am and 3:30 pm, and the center tenants will be notified of that requirement. They will also be notified to place their refuse into the dumpster and not outside it or the enclosure. Letters from the center's manager to the tenants and refuse company will be provided prior to the DRC meeting.

PROPOSED MOTION: To approve an additional existing dumpster enclosure for Germantown Collection as shown on the site plan included with the application and subject to staff comments.

Chairman Saunders suggested that this motion be tabled until such time the applicant and neighbors have discussed or be prepared to discuss at the next Design Review meeting. The Commission asked that the staff notify the neighbors of the date and time of their next meeting.

Mr. Walker made a motion to table this item until the next meeting and until the neighbors can be notified, seconded by Mr. Smith.

**ROLL CALL:** Mr. Bruns – Yes; Alderman Marcom – Recused Himself; Mr. Alter – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Mr. McCaleb – Yes; Mr. Walker – Yes; Chairman Saunders – Yes.

**TABLED**

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**5. Walgreens at Saddle Creek PUD, Lot 3 – West side of Germantown Road, North of West Farmington Blvd. – Request Preliminary and Final Plan Approval.**

**BACKGROUND:** The lot was created with the approval of the Walgreens at Saddle Creek PUD on November 8, 2004, when the Board of Mayor and Aldermen approved Subdivision Contract No. 459 for the Walgreen’s at Saddle Creek PUD. Also, on November 8, 2004, the Board of Mayor and Aldermen approved Development Contract No. 1113 for the development of Walgreen’s on Lot 2 of the PUD. The office/retail building on Lot 1 was approved by the Planning Commission on July 12, 2005. When the Walgreens building was constructed, all improvements needed for this lot were constructed – parking, drives, sanitary sewer, water, storm drains and detention facilities. The PUD also established the allowed use and building envelope for the lot. The Planning Commission approved the preliminary and final site plan on November 1, 2011.

**DISCUSSION:** The applicant proposes to develop an office building on Lot 3 of the Walgreen’s at Saddle Creek PUD, a 1.23-acre parcel. Access to the site will be via shared access drives off of West Farmington Boulevard and Germantown Road. The site data for the proposed development is as follows:

Site Area:	1.226 acres
Total Required Parking:	38 spaces
Total Proposed Parking:	4 spaces
Handicap Accessible:	4 spaces
Regular:	70 spaces
Building Area:	7500 square feet
Building Height:	32.5 feet

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

**DESIGN REVIEW COMMISSION CHECKLIST:**

1. *Site Layout:* the building will be placed on the lot in the location approved for it by the Walgreens at Saddle Creek PUD outline plan. It will utilize the existing driveways to Germantown Rd. and West Farmington. Building entrances are to be on the west and south elevations.
2. *Building Elevations:* the building is to be constructed with a brick and stone façade, the two entryways are to be glass storefronts and the roof is to be shingled. The brick is to be “Old Mississippi” style. The stone is to be man-made stone with a “Durango” finish. Windows and door are to be dark bronze finish. The shingles are to be “Hattaras – Oyster Gray”. Trim is to be painted “Shalestone”. See comment no. 1.
3. *Street Improvements and Curb Cuts:* no change to the existing curb cuts to Germantown Rd. or West Farmington.
4. *Parking Lots:* no change to the overall parking lot design; three parking spaces will be removed to provide handicap spaces and as part of the new entrance;
5. *Exterior Lighting:* the existing parking lot lights will be used. The building elevation plans indicate decorative wall lights at the entrances, but information on their appearance and type of illumination is not provided. See comment no. 2.
6. *Garbage Collection Area:* the existing garbage enclosure behind the Walgreens store will be used.

7. *Vents*: the building elevation diagrams do not indicate any roof vents.
8. *Gas, Electric and Water*: meters and other equipment is to be located within an enclosed utility court on the east side of the building.
9. *Mechanical Units*: these will be located in the enclosed utility court on the east side of the building.
10. *Emergency Generators*: none indicated on the plan. see comment no. 3.
11. *Landscaping*: A landscaping plan has been provided. The plan adds trees (Blanchard Magnolias and Nuttall Oaks) along the Germantown Rd. frontage and other material around the building.
12. *Mailboxes*: None proposed.
13. *Building Numbers*: Information not provided
14. *Signs*: none indicated. Any proposed signs will require DRC approval of a separate application.

COMMENTS:

1. Prior to final DRC approval, samples of the shingles, brick, stone and trim paint shall be provided.
2. Prior to final DRC approval, information on the type of exterior lighting (metal halide, incandescent, etc.) and wattage shall be provided. Any exterior lighting shall be shielded or directed so as to not shine directly onto residential property.
3. Any emergency generator(s) shall be completely enclosed by a brick screen wall.
4. Staff recommends that 2 additional Sweet Bay Magnolias be planted: one within the parking lot island near the northwest corner of the building and one within the area north of the access drive.
5. After DRC final approval, the development shall proceed to the Board of Mayor and Aldermen for development contract approval.

PROPOSED MOTION: To approve the request for Preliminary and Final Site Plan Approval for the Walgreens at Saddle Creek PUD, Lot 3 building, subject to the comments contained in the staff report.

Mr. Spence Ray with the McNeil Company explained that he is willing to do whatever the staff would recommend in regards to the landscaping. He said he would rather go with the larger caliper trees than more trees but will do whatever the commission and staff would recommend.

After much discussion the board explained that they want to see smaller caliper trees so the sod will have a chance to grow and protect the slopes. The board also requested that dormers be added in order to make this building more appealing.

Mr. Ray said that he would have plans drawn up for staff's approval.

Mr. Parker made a motion to approve the landscaping as discussed tonight with the modifications and suggestions made and have staff review the dormers being placed on the west and east elevation as required in order to give this building more architectural balance, seconded by Mr. Smith.

**ROLL CALL:** Mr. Bruns – Yes; Alderman Marcom – Recused Himself; Mr. Alter – Yes; Mr. Smith – Yes; Mr. Sherman – Yes; Mr. McCaleb – Yes; Mr. Walker – Abstain; Chairman Saunders – Yes.

**MOTION PASSED**

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**ADJOURNMENT**

There being no further business, comments, or questions by the Commission, the Chairman adjourned the meeting at 6:37 p.m.