

March 26, 2020

The Center for Disease Control (CDC) has recommended against public gatherings of 10 or more and to practice social distancing. This has made it difficult to schedule public meetings. For this reason, the City of Germantown ECD Department is cancelling public meetings for its Boards and Commissions through the end of April 2020. This could potentially be extended, and will be updated on the City's website accordingly. The City is working toward creating a new solution for hosting public meetings. Until that solution is in place, we are limiting the manner on how we will process development applications.

Many development applications processed by the City require action by a Board or Commission at a public meeting while staff may process others administratively. For this reason, effective immediately and until further notice, the ECD Department will process applications as follows. Application requests may be emailed to the appropriate ECD staff member for review, or they may be dropped off at the ECD building in the red deliveries box in front of the door. (Please contact ECD staff for payment options.)

I. Applications That Can Be Processed Administratively

The ECD Department will continue to process the following application types because they can be processed administratively. If the applicant or property owner requests appeals or waivers, public review may be required. We cannot provide you with a timeline or date when the public review can take place, so there will likely be a delay in the outcome of your request.

- Neighborhood Services Division (Joe Nunes, Neighborhood Services Division Manager, 901-757-7229, jnunes@germantown-tn.gov)
 - Fence Permits
 - Accessory Structure Permits
 - Single-Family Residential Additions (Permit Review for Shelby County Building Permits)
 - Pool Permits
 - Pool Hold Harmless Agreements
 - Temporary Sign Permits
- Engineering Division (Tim Gwaltney, City Engineer, 901-757-7232, tgwaltney@germantown-tn.gov or Tim Bierdz, Stormwater Manager, 901-757-7286, tbierdz@germantown-tn.gov)
 - Small Cell Applications
 - Street Cut Permits (includes driveways, aprons, and curb cuts in the right-of-way)
 - Stormwater Permits for Single-Family Houses
 - Grading Permits for Single-Family Houses Over 1 Acre
- Planning Division (Sarah Goralewski, Senior Planner, 901-757-7295, sgoralewski@germantown-tn.gov or Sheila Pounder, Planning Division Manager, 901-751-5681, spounder@germantown-tn.gov)
 - Some Permanent Sign Requests (eg, those that are in a shopping center and meet all the requirements of the city's Sign Ordinance as well as the shopping center's adopted sign policy, as applicable)

- Some Minor Design Review Modifications (eg, minor storefront or façade changes, dumpster enclosures under 150 s.f., minor landscape plan revisions, minor lighting plan revisions)
- Foundation Surveys for Single-Family Houses
- Zoning Verification Letters
- Some Lot Line Adjustments
- Administrative Variances
- Final Plat Review (if the final plat has already been approved by the city's Planning Commission)
- Some Change of Use Requests for Old Germantown
- Wireless Transmission Facility Modification to Existing Cell Towers

II. Applications That Can Be Reviewed, But Cannot be Formally Accepted, as Action Cannot Be Taken

The ECD Department will continue to review the following application types, but will not formally accept them, as no timeline or date when it can be placed on a Board or Commission agenda can be made. The ECD Department will provide you with our comments, so that you can then get your request prepared for a future Board or Commission agenda. Please contact either Sheila Pounder, Planning Division Manager, 901-751-5681, spounder@germantown-tn.gov, or Sarah Goralewski, Senior Planner, 901-757-7295, sgoralewski@germantown-tn.gov, about any of the requests below.

- Pre-Application/Sketch Plan Requests for Proposed Projects (may be conducted virtually at the discretion of staff)
- Board of Zoning Appeals Requests:
 - Use on Appeal
 - Variance
- Planning Commission Requests:
 - Preliminary and Final Site Plans and Subdivision Plats
 - Planned Developments (Outline and Final Plans)
 - SmartCode Warrant Requests
 - Rezoning Requests
 - Zoning Text Amendment Requests
 - Amendments or Modifications to Previously Approved Final Site Plans, Subdivision Plats, Planned Developments (both Outline Plans and Final Plans)
 - New Cell Tower Requests
- Design Review Commission
 - Permanent Signs not in a Shopping Center (The DRC will not consider sign requests that do not meet the city's Sign Ordinance, or waiver requests to a shopping center sign policy.)
 - Sign Policies or Amendments to Sign Policies
 - Final Site Plans
 - Planned Developments (Outline and Final Plans)

- Amendments or Modifications to Previously Approved Final Site Plans, Subdivision Plats, Planned Developments (both Outline Plans and Final Plans)
- Landscape Plans (New or Major Modifications)
- Lighting Plans (New or Major Modifications)
- Tree Mitigation Requests
- New Cell Tower Requests
- Change of Use Requests for Old Germantown (with a new or revised site plans needed)
- Development Contracts (full BMA action required)

If you have any questions, please feel free to contact me at (901) 757-7281 at your convenience. Thank you for your understanding during these unusual times.

Sincerely,

City of Germantown

Cameron Ross, ECD Director

CC: Mayor Palazzolo
City of Germantown Board of Mayor & Aldermen
Patrick Lawton – City Administrator