



*City of Bartlett*  
David Parsons, Mayor

## **DESIGN REVIEW COMMISSION AGENDA**

**Tuesday, November 21, 2023 – 6:30 P.M.**

**Bartlett City Hall Assembly Chamber**

**Opening Prayer**

**\*\*Official Business of the Day\*\***

**Minutes of the Tuesday, September 19, 2023 Meeting**

### **NEW BUSINESS**

#### **Site Plan**

1. SignPros Memphis, Inc., 6352 Summer Avenue (Neeraj Kumar, Design Group LLC)

*Neeraj Kumar, with Design Group LLC, is requesting Design Review Commission approval of a Site Plan for Sign Pros Memphis, Inc. at 6352 Summer Avenue. The Design Review Commission will review the Site Plan to include the following: building color(s), materials of building, landscaping, site lighting, and building elevations.*

### **Discussion**

The public shall be provided an opportunity to address the Board or Commission during an Open Discussion period at the end of each regular and special meeting of the governing body. Prior to the start of the meeting, individuals will be required to complete and present to the Clerk the Open Discussion Citizen form provided at each meeting. The Open Discussion period for regular and special meetings of the Board or Commission shall be limited to twenty (20) minutes. Individuals shall be allowed to speak for up to three (3) minutes each. Open Discussion periods will not be held for any meeting where there are no actionable items on the agenda or meetings where the governing body is conducting a disciplinary hearing for a member of the governing body or a person whose profession or activities fall within the jurisdiction of the governing body.

**Adjourn**



## City of Bartlett, Tennessee Design Review Commission Staff Report

### Site Plan

#### Sign Pros Memphis, Inc.

**DATE:** November 21, 2023

**STAFF:** Kim Taylor, Planning Director; Leslie Brock, Planner;  
Max Pedro-Gomez, Land Development Engineer; Trey  
Arthur, Code Enforcement Director

**SUBJECT:** Site Plan Application Review

**APPLICANT:** Mr. Neeraj Kumar with the Design Group, LLC

**SITE LOCATION:** 6352 Summer Ave

**SITE ACREAGE:** .68 acres

**ZONING:** "C-H" Highway Business District

**LOTS:** 2

#### INTRODUCTION:

Mr. Neeraj Kumar with the Design Group, LLC, is requesting Design Review Commission approval of a revised site plan for Sign Pros Memphis, Inc. The subject property is located at 6352 Summer Avenue within "C-H" Highway Business District.

#### BACKGROUND:

The subject property is located on a combination of Lots 1 & 2 of the Highway 70-Elmore Road Center, Section A, approved by the Planning Commission June 6, 1988. It is the former location of Dixie Rents. The existing 2,400 square foot building was built in 1970.

| Site Data                        |                                                      |
|----------------------------------|------------------------------------------------------|
| Site Area:                       | .68 acres/29,760 square feet                         |
| Total Required Parking Spaces:   | 10 spaces                                            |
| Total Proposed Parking Spaces:   | 10 spaces                                            |
| Handicap Accessible:             | 1 ADA van accessible                                 |
| Total Existing Building Area     | 2,400 square feet retail/<br>600 square feet storage |
| Total Proposed Building Addition | 1,700 square feet                                    |
| Total Proposed Building Area:    | 4,700 square feet                                    |
| Greenspace/Open Space:           | 37%                                                  |
| Building Height:                 | 1 story/23.5 feet                                    |

### **DISCUSSION:**

Sign Pros Memphis is relocating from their Memphis location to Bartlett and occupying the former Dixie Rents building. The applicant is proposing to add a 1750 square foot addition to the rear of the existing building. The specific request by the applicant is for DRC is for approval of building elevations, landscaping, dumpster, and lighting. Details are as follows:

### **Elevations:**

The front of the existing building is the east elevation facing Summer Ave., which is also the entrance to the building. The proposed 1,750 square foot expansion will be constructed at the rear of the existing building. The proposed three facades will be brick to match the existing building. The south elevation will have a metal roll up door painted Valspar Ground Truth (8006-11E). The north elevation will have a metal personnel door painted Valspar Ground Truth (8006-11E). The existing building and proposed expansion will be painted Valspar Ganymede (8006-12C). All gutters, downspouts, and fascia will be painted Valspar Ground Truth (8006-11E).

The gable canopy over the front of the existing building will have a new stucco façade painted Valspar Ganymede (8006-12C). The wood trim will be painted Valspar Ground Truth (8006-11E).

### **Dumpster:**

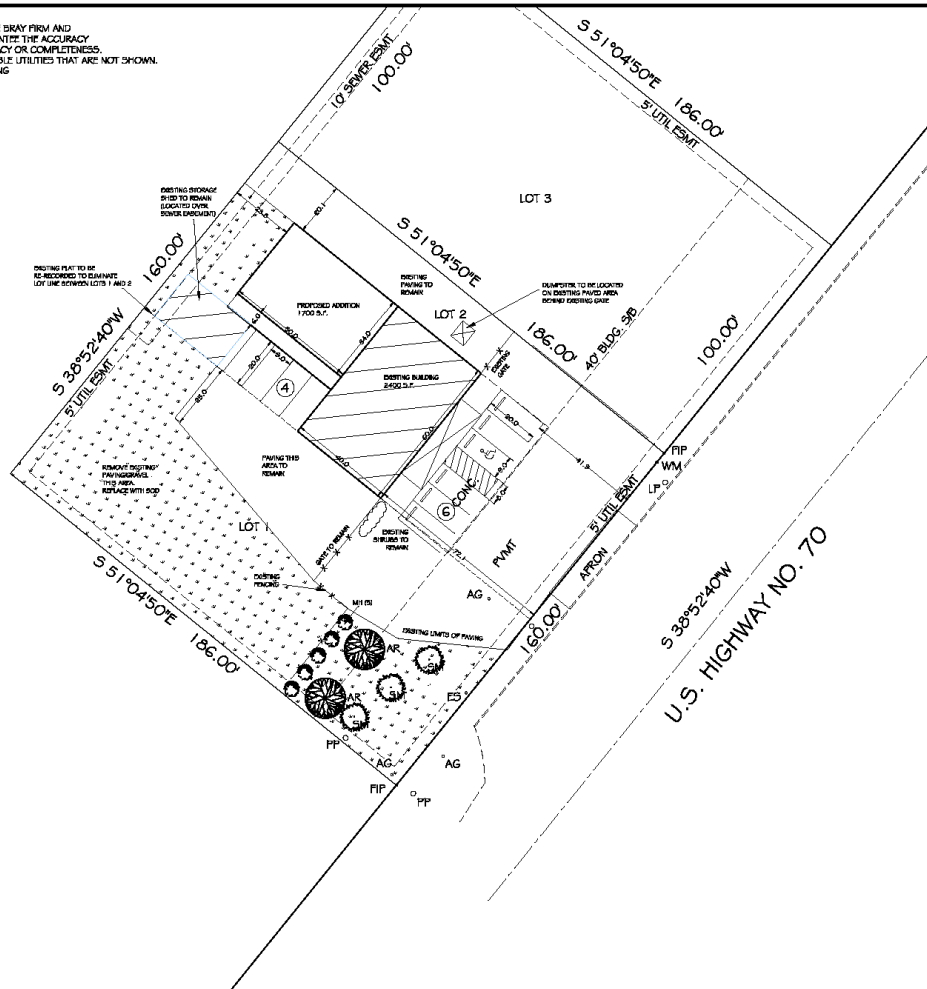
Dumpster will be located on the east side of the building, enclosed behind an existing fence.

**Landscaping:** The new landscaping is proposed along the west side of the property. Existing gravel will be removed and replaced with sod. The proposed

**LEGEND**

CMNT = COMMENT  
UTIL = UTILITY  
LP = LIGHT POLE  
SBS = SIGNAL BOX  
AS = ANCHOR GUY  
PP = POWER POLE  
WM = WATER METER  
GCC = GROUND CABLE CUT  
TP = TOWER HIGH PILE  
ED = ELECTRIC STUD  
BLDG = BUILDING  
STD = STREETCAR  
TSD = TRUCK STOP

|                      |                                    |
|----------------------|------------------------------------|
| PROPOSED USE:        | RETAIL                             |
| SITE AREA:           | 29760 S.F.                         |
| BUILDING SIZE:       | 4700 S.F. (TOTAL)<br>(2400 RETAIL) |
| FAR:                 | 0.14                               |
| REQUIRED GREENSPACE: | 35%                                |
| PROVIDED GREENSPACE: | 37%                                |
| PARKING REQUIRED:    | 10 SPACES                          |
| PARKING PROVIDED:    | 10 SPACES (1 ADA)                  |



| SYM | QTY | Common Name       | Botanical Name         | Size     | Spacing   | Remarks        |
|-----|-----|-------------------|------------------------|----------|-----------|----------------|
| AR  | 2   | Red Maple         | Acer rubrum Red Sunset | 3-5' Gal | 2' @ o.c. | Central leader |
| BM  | 3   | Sweetbay Magnolia | Magnolia virginiana    | 2-3' Gal | as shown  | M/H Trunk      |
|     |     | Shrub             |                        |          |           |                |
| MT  | 5   | Mary Nell Holly   | Ilex x Mary Nell       | 6-8"     | 8' o.c.   | Fill to ground |

Payment recommendations:  
No Goodtohold report was provided for this area.

The recommendations for payment sections are as follows:

**PURSEY PAYMENT**  
**HEAVY DUTY PAYMENT:**  
2.0 inches Greater Graded Concrete  
6.0 inches Greater Concrete Base  
10.0 inches Greater Sub Base

**LIGHT DUTY PAYMENT (all other paving area):**  
2.0 inches Greater Graded Concrete  
6.0 inches Greater Concrete Base  
10.0 inches Greater Sub Base

**RIGID PAYMENT**  
**HEAVY DUTY:**  
6.0 inches Portland Cement Concrete  
6.0 inches Greater Sub Base

**LIGHT DUTY:**  
5.0 inches Portland Cement Concrete  
6.0 inches Greater Sub Base (optional)

THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD  
HAZARD AREA PER FEMA FLOOD MAP # 47157C0505 G  
DATED: FEBRUARY 6, 2013.

| REVISIONS |                       |               |
|-----------|-----------------------|---------------|
| ITEM NO.  | DESCRIPTION OF CHANGE | DATE APPROVED |
|           | CM                    |               |
|           |                       |               |
|           |                       |               |
|           |                       |               |
|           |                       |               |
|           |                       |               |
|           |                       |               |
|           |                       |               |



LOTS 1 & 2 (to be combined); Hwy 70 Burre Road Center, Section A (P.B. 154, Pg. 47)  
 DEVELOPER: SIGN/PROS MDP/PHIS, INC.  
 ENGINEER: THE PRAY FIRM



DIVISION OF BARRIERS

SITE/LANDSCAPE PLAN  
BARTLETT, TENNESSEE

SURVEY: TBI DATE: 10-2023 BOOK: \_\_\_\_\_  
DESIGN: TBI DATE: 10-2023 SCALE 1"=20'  
REVIEWED BY:  
CITY ENGINEER DATE SHEET 1 of 1

**Lighting:** The proposed lighting fixtures will be: 4 Lithonia RSX 4K LED with house side shields mounted on 20 foot dark bronze poles, 3 Lithonia WPX1 4K wall mounted LED wall fixtures in dark bronze , and 2 Lithonia Affinity AFF Emergency 4K LED emergency wall sconce in dark bronze. The foot-candle average for the overall site is .92, while the parking lot is 2.01 foot-candles.





**Recommendation:** Approval with conditions.

**Engineering Conditions:**

**General**

1. Contractor shall verify underground utility locations prior to the beginning of construction. If any conflict to proposed construction exists Engineering should be contacted.

**Planning Comments:**

1. Staff recommends additional lighting on the north and west elevations of the proposed building addition, near the rear of the property.

**Planning Conditions:**

1. Applicant shall re-record the subdivision plat for the Highway 70 Elmore Road Center Subdivision combining Lots 1 & 2 into one lot.
2. The Fire Marshall states that if the applicant is planning to store vehicles behind a locked gate to use a Knox Box padlock on the gate that will be dually coordinated with fire and police for emergency access.
3. The applicant shall provide a light pole detail diagram for all four proposed light pole fixtures, which shall include base, pole, and fixture. The maximum height for the proposed light pole, base and fixtures shall not exceed 25 feet in height from the top of grade.
4. Signage will require a separate DRC application. Signage shown on the elevations is not part of this application.
5. Irrigation and maintenance is required for all planting on the landscape plan.
6. The owner/applicant shall identify all utilities on site by contacting Tennessee One Call at 811 before commencing any site work.
7. Owner/applicant shall be present at the meetings in order to make decisions relative to any changes that may be suggested by the Design Review Commission.