



City of Bartlett

David Parsons, Mayor

Municipal Planning Commission AGENDA Monday, May 5, 2025 — 6:30 p.m. Bartlett City Hall Assembly Chamber

Opening Prayer

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

Minutes of the Monday, April 7, 2025 Meeting

NEW BUSINESS

Public Hearing

Special Use Permit

1. The Waters at Bartlett Mixed-Use Development, Northeast Corner of New Brunswick Road & Highway 64 (Heidi Spring, Stoa Group)

No Public Hearing. The application has been withdrawn by the applicant.

Master Plan

2. Castleton Subdivision, Eastern Terminus of Inniswood Drive (David Bray, the Bray Firm)

Open 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

PLANNING COMMISSION

Monday, May 5, 2025 - 6:30 P.M.
Bartlett City Hall Assembly Chamber
Staff Comments

NEW BUSINESS

Public Hearing

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INTRODUCTION: Mr. David Bray with the Bray Firm is requesting Planning Commission Approval of a Master Plan for the Castleton Subdivision. The subject property is located at the eastern terminus of Inniswood Drive. The subject property is zoned "RS-15" Single Family Residential.

BACKGROUND: The vacant 10.66-acre lot was created by deed on November 15, 1999.

DISCUSSION: The specific request by the applicant is for Master Plan approval to subdivide 5.05 acres of land into a 10-lot subdivision. The lot sizes will range from 15,000 square feet to 21,751 square feet. Access to the subdivision will be from Inniswood Drive. The proposed development will have a common open space detention basin with an area designated for the cluster mailbox.

Recommendation: Approval with conditions.

Engineering Conditions:

General:

1. A Residential Site Plan contract may be required and will be prepared by Engineering and submitted to the developer/engineer for review to cover the fees to be paid to the City of Bartlett.
2. Applicant/ Engineer shall provide a **digital set of drawing** files showing the sanitary sewer lines, drainage lines, lot lines and all improvements in AutoCAD format to dhubbard@cityofbartlett.org and ecampbell@cityofbartlett.org for

use in the preparation of the Water Design Plan. This plan will be coordinated with the site design engineer to resolve any conflicts.

3. A SWPPP and a TDEC permit may be required. A Notice of Intent (NOI) shall be submitted to TDEC with a copy provided to the City of Bartlett Engineering office.
4. All new utilities shall be underground.
5. Easements should be shown on all plan sheets.
6. Future realignment of Ellendale Road (84' ROW) shall be shown on remnant lot as a no build zone.
7. Lot 3 may need to be adjusted to accommodate the development of full ROW (60') on Fiske Road.
8. Correct all markups.

Plat

9. Sewer easements need to be added.
10. Drainage easements need to be added.
11. Areas reserved for detention shall be identified as non-buildable. This is currently called out as COS A. A note about the HOA's responsibility for maintenance shall be added to the plat.
12. Subdivision monuments shall be shown in accordance with the subdivision regulation.
13. Lots 1, 2, 3 are to have no direct driveway access onto Fiske Rd.
14. A sidewalk chart is required. Wheelchair ramps on all corners.

Sanitary Sewer

15. Sewer shall be stubbed to the remnant lot for future connection.
16. A structure and pipe table is required.
17. A plan and profile is required.

Erosion Control Plan

18. The engineer shall provide a copy of the SWPPP (Storm Water Pollution Prevention Plan) that has been or will be submitted to TDEC (Tennessee Department of Conservation).
19. Prior to any work being started, an NOC (Notice of Coverage) from TDEC must be received and a copy submitted to the City of Bartlett.
20. Metal posts with wire-backed fence are required on the proposed silt fences.
21. Details for inlet protection are required.
22. The TDEC permit number shall be shown.

Grading and Drainage

23. The applicant's engineer shall submit the stamped and signed detention calculations for the detention basins required for this property and show the 'pre' and the 'post' runoff for the 2, 5, 10, 25, 100 year storms.

24. Existing structures at the intersection of Glenchase and Inniswood shall be included in the drainage design with new drainage calculations for adjusted drainage areas and capacity.
25. Structure and pipe table required.
26. Plan and profile required.

Planning Comment:

1. A Resident of Bristol Glen Subdivision 1st addition requested that, if possible, the applicant leave some of the larger well-established trees that will not be hindered by construction.

Planning Conditions:

1. The applicant shall provide a tree survey with a data table with the construction plans.
2. The applicant shall designate and show a 5-foot utility easement along all property lines.
3. The applicant shall apply to the Planning Commission for the approval of the Construction Plan and the Final Plan to legally record this subdivision.
4. The applicant shall be present at the meetings in order to make decisions relative to any changes that may be suggested by the Planning Commission.



PC Master Plan Application

Date: 03/03/2025

Project Information

Property Address: 0 Ellendale Road
Project Name:

Present Zoning: RS-15
of Lots: 10

Description: RS-15 SFR

Applicant / Owner

Applicant Name: Vernon Castleton
Company Name:
Address: 5021 Misty River Road
City, State, Zip: Bartlett, TN 38135
Phone: 9013838668
Email: vernoncastleton@gmail.com

Owner Name: Vernon Castleton
Company Name:
Address: 5021 Misty River Road
City, State, Zip: Bartlett, TN 38135
Phone:
Email: vernoncastleton@gmail.com

Architect / Engineer

Architect Contact:
Company Name:
Address:
City, State, Zip:
Phone:
Email:

Architect Contact: David Bray
Company Name: The Bray Firm
Address: 2950 Stage Plaza North
City, State, Zip: Bartlett, TN 38134
Phone: 901.383.8668
Email: dgbray@comcast.net

I do hereby certify that the information contained herein is true and correct.

David Bray
Name

03/03/2025
Date

Bartlett Planning and
Economic Development Department
6382 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Bartlett Planning Commission
Application for Master Subdivision Plan
Approval

Subdivision Name CASTLETON SUBDIVISION No. of Lots 10

Subdivision Location EASTW. TERMINUS OF WINDWOOD DR.

Owner/Developer Contact VERNON CASTLETON Phone _____

Company Name — Fax _____

Address 5021 MISTY RIVER RD.

Email Address _____

Architect Contact _____ Phone _____

Company Name _____ Fax _____

Address _____

Email Address _____

Engineer Contact DAVID BRAY Phone 901.383.8668

Company Name THE BRAY FIRM Fax _____

Address 2950 STAGE PLAZA N BARTLETT 38134

Email Address dbray@comcast.net

Submitted by DAVID BRAY (printed name) [Signature] (signature) 03.03.2025 (date)

Email Address dbray@comcast.net Phone 901.383.8668 Fax _____

- dyb Acknowledge (by initials in the blank to the left) that the “**Application Instructions: Planning Commission**” were obtained and read prior to submitting this application.
- dyb The “**Master Subdivision Plan Checklist**” has been completed and required all items have been provided. (See reverse page/or attached checklist)
- dyb Provide 18-folded ($\pm 10'' \times 13''$) sets of plans with a copy of the signed application attached to each set.
- dyb Provide an electronic PDF file of the plans. Note that an updated electronic file is required when plans are revised. The electronic file shall be labeled with the project name and accurately dated.
- dyb Include a fee of \$500.00 plus \$20.00 per lot with this application (check payable to the City of Bartlett). **The fee is not refundable.**

I, the property owner(s) hereby authorize the filing of this application.

VERNON CASTLETON (print name) [Signature] (signature) 03/03/25 (date)

Master Subdivision Plan Checklist

The applicant shall either indicate that the following items have been completed by a check (✓) or that they are not applicable (n/a):

- ✓ Date, north point and scale
- ✓ Location sketch map
- ✓ Boundary survey, showing location of point of beginning, true or grid bearing and length of each line, and area in acres
- ✓ Name and addresses of adjoining owners on gum labels. (one set)

Existing and Proposed:

- ✓ Tree Survey with Tree Table
- ✓ Tree Protection Plan with Tree Table
- ✓ Existing Survey/Conditions Plan
- ✓ Site Plan/Layout of development with areas reserved for detention/retention
- ✓ Grading/Drainage Plan showing all drain manholes, inlets, and drainage areas picked up
- ✓ Contour intervals
- ✓ Streets
- ✓ Structures
- ✓ Water courses
- ✓ Rights-of-way
- ✓ Sewers
- ✓ Bridges
- ✓ Culverts
- ✓ Springs (water)
- ✓ Water mains
- ✓ Easements for drainage, water, sewer, landscape, and signage
- ✓ Utility lines including utility easements along property lines

- ✓ Location and extent of all land subject to flooding

Proposed:

- ✓ Plat with signature blocks and notes
- ✓ Lot or parcel layout plan with dimensions and area
- ✓ Street rights-of-way
- ✓ Erosion Control Plan with phasing
- ✓ Traffic Control Plan with phasing and notes
- ✓ Landscape Plan
- ✓ Drainage improvements study
- ✓ Drainage Pipe Table with all inlets and capacities and Q25 design
- ✓ Detention Basin Calculations for 2, 5, 10, 25, 50, and 100 year design
- ✓ Sediment Basin Design and Calculations
- ✓ Flood hazard area details
- ✓ Floodways
- ✓ Utility Plan with size of meters required and location of fire sprinkler room
- ✓ Plan and Profile of all streets
- ✓ Sewer Plan and Profile
- ✓ Setback lines

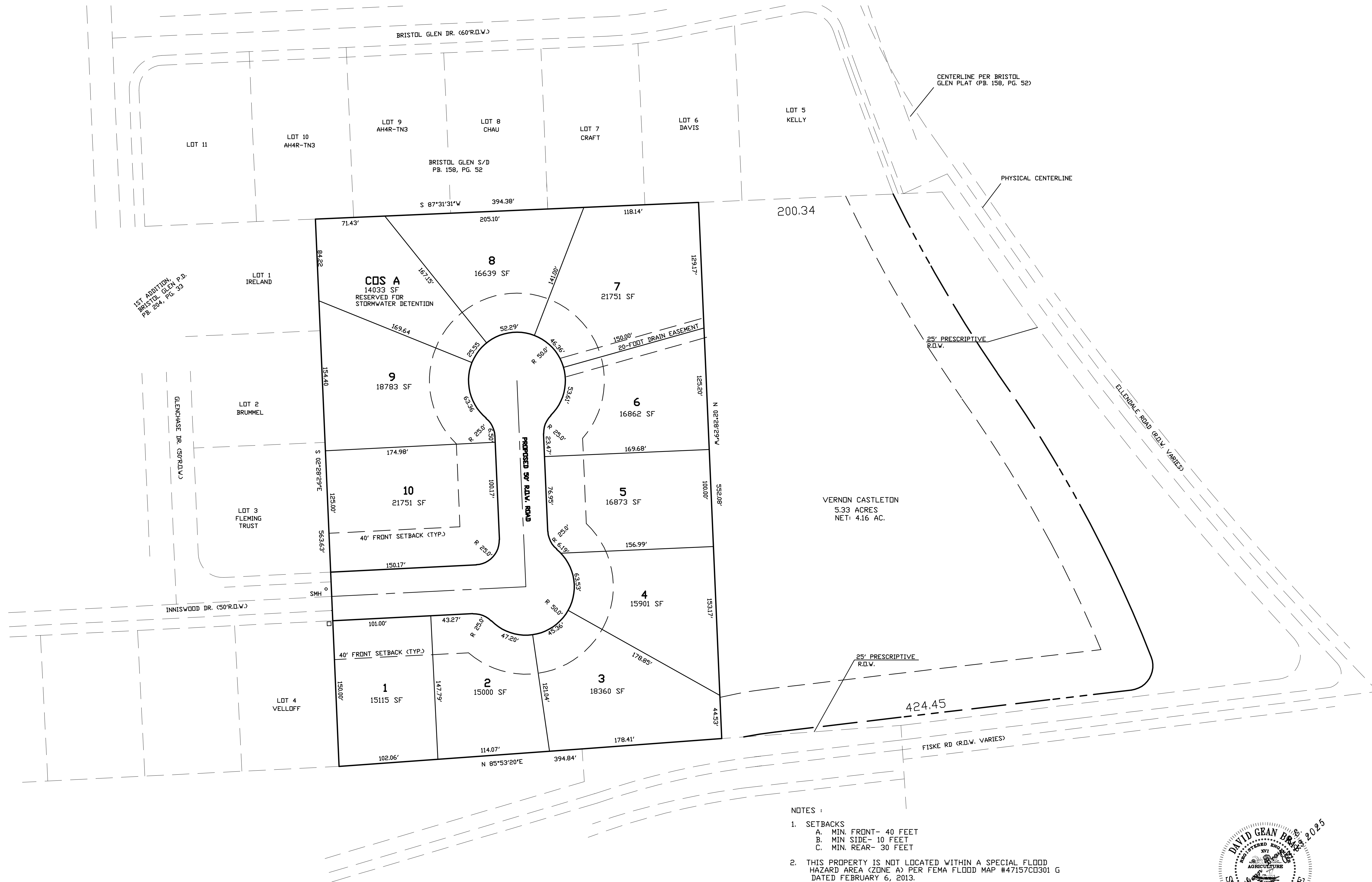
Zoning Classification:

- ✓ Site (with area indicated)
- ✓ Adjoining land

In addition to the Master Plan drawing, the following shall be provided:

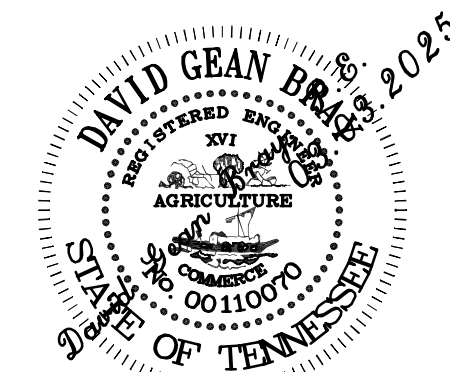
- ✓ One PDF file of the pictorial portion of the Master Plan, for display at the Planning Commission meeting.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED



NOTES :

- SETBACKS
A. MIN. FRONT- 40 FEET
B. MIN. SIDE- 10 FEET
C. MIN. REAR- 30 FEET
- THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA (ZONE A) PER FEMA FLOOD MAP #47157C0301 G DATED FEBRUARY 6, 2013.
- IF SETTLEMENT OCCURS ALONG ANY OF THE THE PUBLIC EASEMENTS WITHIN THE PRIVATE PROPERTY, THE OWNER SHALL BE RESPONSIBLE FOR ALL REPAIRS. IN THE EVENT THAT 'PUBLIC WORKS' HAS TO EXCAVATE TO REPAIR A LEAK IN A PUBLIC LINE, 'PUBLIC WORKS' SHALL BE RESPONSIBLE FOR EXCAVATION, BACKFILL, COMPACTION AND BRINGING THE AFFECTED AREA UP TO GRADE WITH APPROPRIATE SUB-BASE MATERIAL, BUT THE OWNER SHALL BE RESPONSIBLE FOR ALL FINISH WORK INCLUDING, BUT NOT LIMITED TO ASPHALT, CONCRETE AND LANDSCAPING.
- DRIVEWAYS AND OTHER PERMANENT STRUCTURES/IMPROVEMENTS SHALL NOT BE PLACED IN SEWER, WATER, OR DRAINAGE EASEMENTS OR OVER SEWER AND WATER SERVICES LOCATED ON PRIVATE PROPERTY.
- THE CITY SHALL HAVE INGRESS/ EGRESS RIGHTS TO USE PRIVATE DRIVES AND YARDS FOR THE PURPOSE OF MAINTAINING ALL PUBLIC UTILITIES AND SHALL BEAR NO RESPONSIBILITY FOR THE MAINTENANCE OF SAID DRIVES AND YARDS.
- ALL NEW UTILITIES SHALL BE UNDERGROUND.



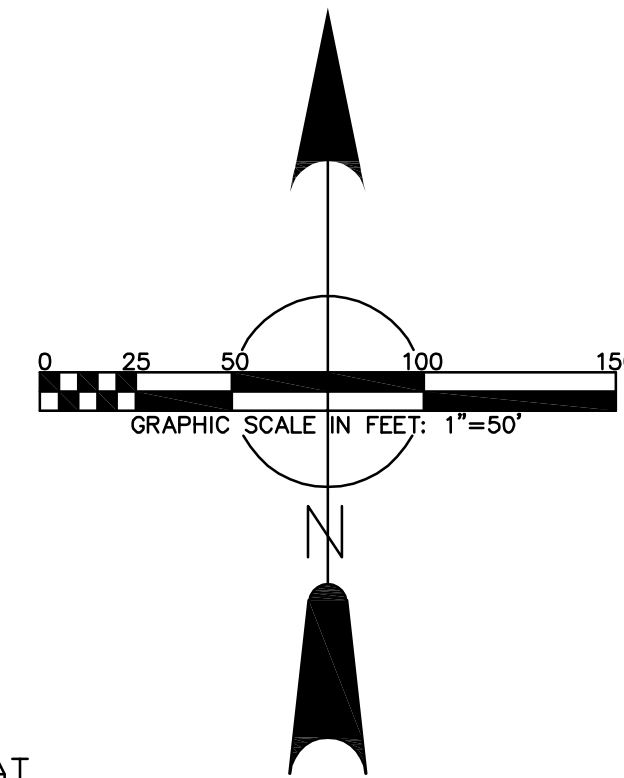
PRELIMINARY PLAT

**CASTLETON SUBDIVISION
BARTLETT, TENNESSEE**

VERNON CASTLETON
APPLICANT

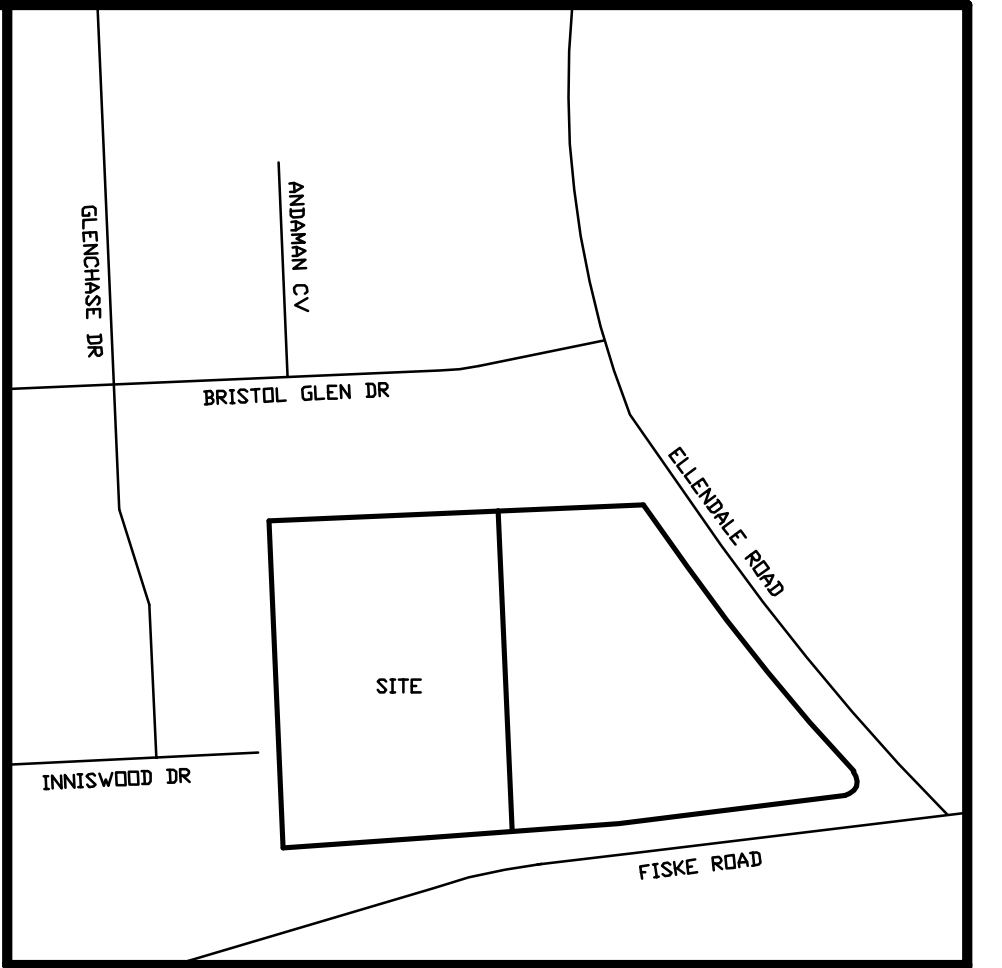
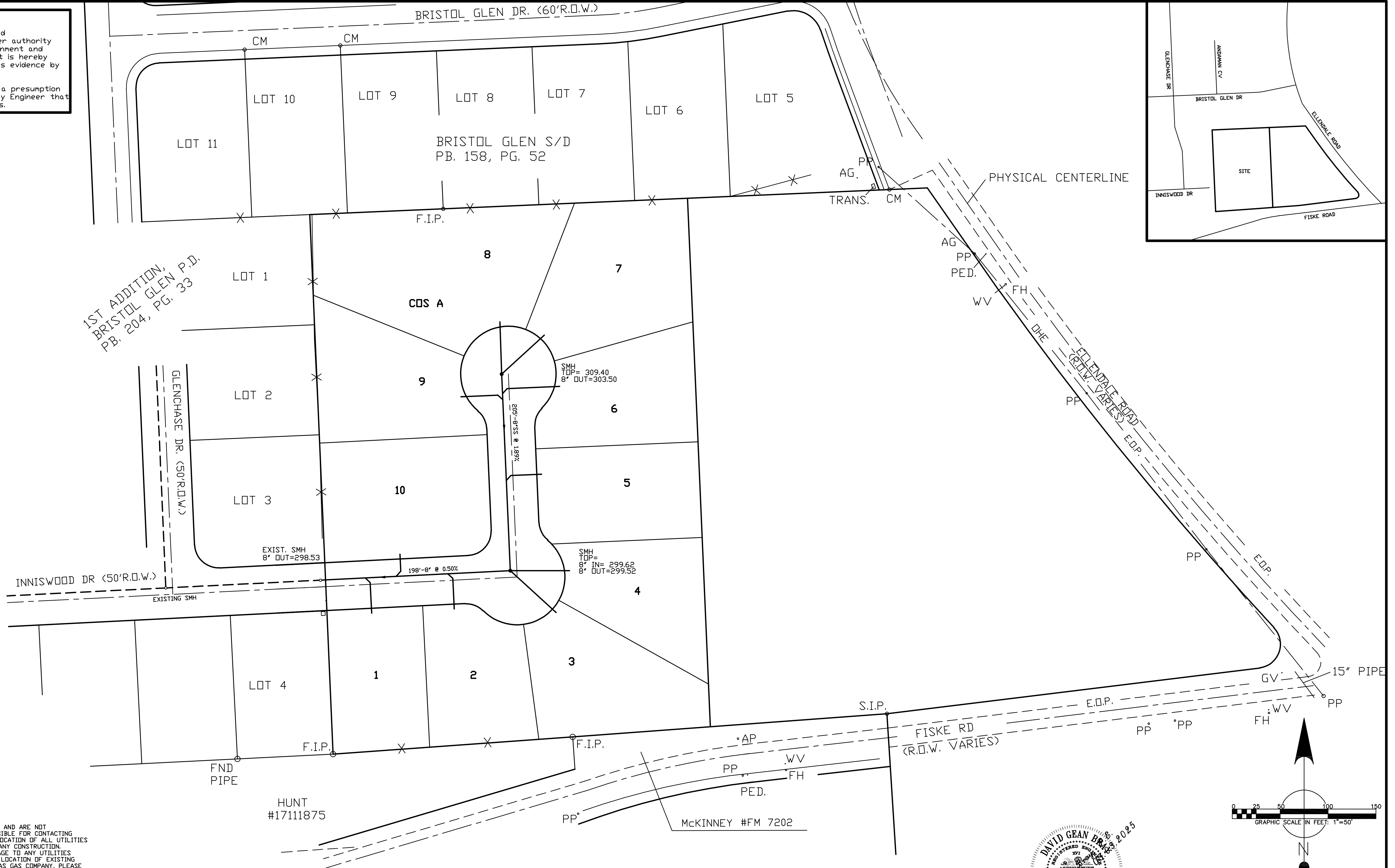
THE BRAY FIRM
2950 STAGE PLAZA NORTH
BARTLETT, TN 38134
901-383-8668
ENGINEER

DATE: FEBRUARY 2025 SCALE: 1"=50' LOTS: 10 5.05 ACRES ZONED: RS-15



APPROVED FOR CONSTRUCTION

The document bearing this stamp has been reviewed by the City of Memphis Division of Engineering under authority delegated by the Tennessee Department of Environment and Conservation Division of Water Pollution Control. It is hereby approved for Construction by the City Engineer as evidence by his signature in the title block below.
Approval expires 1 year from approval date below.
This approval shall not be construed as creating a presumption of correct operation or as warranting by the City Engineer that the approved facilities will reach the desired goals.



CONSTRUCTION NOTES:

LOCATION OF EXISTING UNDERGROUND UTILITIES ARE APPROXIMATE AND ARE NOT NECESSARILY ALL OF SAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING THE APPROPRIATED UTILITY COMPANY TO DETERMINE THE EXACT LOCATION OF ALL UTILITIES AND/OR UNDERGROUND STRUCTURES PRIOR TO THE INITIATION OF ANY CONSTRUCTION. CONTRACTOR SHALL ALSO ASSUME FULL RESPONSIBILITY FOR DAMAGE TO ANY UTILITIES ENCOUNTERED WITHIN THE CONSTRUCTION PERIMETERS. FOR SITE LOCATION OF EXISTING UTILITIES INVOLVING ML&W, SOUTH CENTRAL BELL, AND/OR TEXAS GAS COMPANY, PLEASE CALL 1-800-351-1111. FOR SEWER SERVICE LOCATIONS, CALL 636-8025.

CONTRACTOR SHALL ENSURE UNINTERRUPTED SEWER SERVICE ON EXISTING SEWER AND SERVICE CONNECTIONS BY PROVIDING AMPLE TEMPORARY WASTEWATER PUMPING AND/OR BYPASSING.

CONTRACTOR SHALL MAINTAIN ACCESS TO ALL PROPERTIES.

CONTRACTOR SHALL NOTIFY THE CITY OF BARTLETT CONSTRUCTION INSPECTION OFFICE A MINIMUM OF 24 HOURS PRIOR TO BEGINNING ANY CONSTRUCTION

ALL AREAS IN CUT OR FILL WHERE VEGETATION HAS BEEN REMOVED SHALL BE SEEDED, MULCHED, FERTILIZED, AND/OR SODDED AS REQUIRED TO PREVENT EROSION.

THE CONTRACTOR SHALL VERIFY EXISTING DATA AND REPORT ANY SIGNIFICANT DISCREPANCIES TO THE ENGINEER.

ALL SANITARY SEWER TO BE CONSTRUCTED AS PER CITY OF BARTLETT STANDARD CONSTRUCTION SPECIFICATIONS. SANITARY SEWER SERVICE CONNECTIONS TO BE INSTALLED AS PER CITY OF BARTLETT STANDARD

ALL SEWER MANHOLE LIDS IN OPEN AREAS ARE TO BE CONSTRUCTED 1.5' ABOVE PROPOSED GRADE. IN BACKYARDS, MANHOLE LIDS ARE TO BE 1.5' ABOVE INITIAL GRADE, 0.5' ABOVE FINAL GRADE

ALL SANITARY SEWER, INCLUDING SERVICE CONNECTIONS, WHICH HAS LESS THAN 1.5' CLEARANCE (OUTSIDE OF PIPES) WITH DRAINAGE OR IN FILLED AREAS SHALL BE CLASS 50 D.I.P. OR CONCRETE ENCASED, 10" BOTH SIDES OF CROSSING. ALL DUCTILE IRON PIPE SHALL BE POLYETHYLENE LINED OR SHALL BE TREATED WITH PROTECTO 401 OR APPROVED EQUIVALENT.

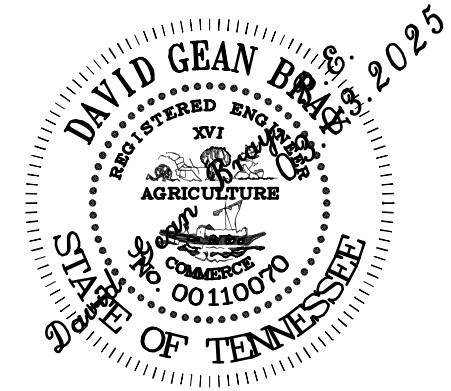
THE CITY OF BARTLETT SHALL HAVE INGRESS/EGRESS RIGHTS TO USE PRIVATE DRIVES AND YARDS FOR THE PURPOSE OF MAINTAINING ALL PUBLIC SEWER LINES AND SHALL BEAR NO RESPONSIBILITY FOR THE MAINTENANCE OF SAID PRIVATE DRIVES AND YARDS.

NO TREES, SHRUBS, PERMANENT STRUCTURES OR OTHER UTILITIES (EXCEPT FOR CROSSINGS) WILL BE ALLOWED WITHIN SANITARY SEWER EASEMENT.

NO OTHER UTILITIES OR SERVICES MAY OCCUPY SANITARY SEWER EASEMENTS IN PRIVATE DRIVES AND YARDS EXCEPT FOR CROSSINGS.

ALL SANITARY SEWER MANHOLES IN REVERSE CROWN STREETS ALLEYS OR DRIVES (PUBLIC OR PRIVATE) SHALL BE PROVIDED WITH GASKETS AND PLUGS FOR "PICK HOLES" TO PREVENT DRAINAGE INFLOW INTO SEWER SYSTEM.

THE CONTRACTOR SHALL PROVIDE ADEQUATE AND EFFECTIVE EROSION CONTROL AS NECESSARY TO PREVENT ANY SILTATION INTO EXISTING DRAINAGE SYSTEM AND/OR ADJACENT PROPERTIES.



PRELIMINARY SANITARY SEWER PLAN

CASTLETON SUBDIVISION
BARTLETT, TENNESSEE

VERNON CASTLETON
APPLICANT

THE BRAY FIRM
2950 STAGE PLAZA NORTH
BARTLETT, TN 38134
901-383-8668
ENGINEER

DATE: FEBRUARY 2025 SCALE: 1"=50' LOTS: 10 5.05 ACRES ZONED: RS-15

