

**MINUTES FOR THE CITY OF OLIVE BRANCH PLANNING COMMISSION
REGULAR MEETING JANUARY 13, 2026**

The Olive Branch Planning Commission meeting was held on Tuesday, January 13, 2026, in the Municipal Court Room located at 6900 Highland Street, at 6:00 p.m.

CALL TO ORDER

The meeting was called to order by Mr. Dorr, Chairman of Planning Commission, at 6:00 p.m.

ROLL CALL

Janice Lewis, Dion Jones, Diane Senger, Pat Dorr, Steve Stratton and Mark Long were present, and a quorum was established. Donny Singh was absent. Venard Asongayi, Director, Kevin Norman, Senior Planner, Jeremiah McCroskey, Associate Planner, and Heather James, Planning Technician, were present from the Planning and Development Department.

APPROVAL OF THE MINUTES OF THE DECEMBER 9, 2025 MEETING

Mr. Dorr asked if anyone had any questions, comments or motions regarding the minutes of the December 9, 2025 meeting. **Mr. Jones made a motion to approve the minutes as presented. Mrs. Lewis made the second and the motion was approved as follows:**

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Absent	Dion Jones	Yes
Janice Lewis	Yes	Mark Long	Yes	Diane Senger	Yes		

CONSENT AGENDA

OLD BUSINESS

NEW BUSINESS

1. Consideration of application for a Preliminary Plat for Hamilton Place Subdivision, Ph 3, submitted by Andy Richardson, R&H Engineering & Surveying, LLC, on behalf of property owner Lloyd Miller, Jr. The request is to create 19 residential lots and 2 common open spaces on 6.73+/-acres. The subject property is zoned R-3, Planned Residential District, and is located at the northwest corner of Terry Chase and Craft Rd, known as 7295 Craft Rd N. (File # SD-25-0041).

- **APPLICATION SUMMARY**

Andy Richardson, R&H Engineering & Surveying LLC, on behalf of property owner, Lloyd Miller Jr., requests approval of the preliminary plat for Hamilton Place Subdivision, Phase III, which will consist of 19 detached single family residential lots, 2 small common open spaces, new streets, public utility service extensions, and stormwater management improvements. No recreational amenity is proposed. The parent parcel to be developed for the subdivision is currently zoned R-3, Planned Residential District. The R-3 zoning district requires that lots be at least 9,000 sf for 1-story homes and 12,000 sf for 2-story homes. An 8-inch gravity sewer line runs into the site within the proposed street right-of-way. Staff recommends approval subject to various conditions.

- **STAFF PRESENTATION**

Kevin Norman, Senior Planner, presented the staff report, which is included herein by reference (File # SD-25-0041).

- **PLANNING COMMISSION INQUIRY AND STAFF RESPONSE**

None

- **PUBLIC MEETING**

Mr. Dorr asked if anyone was present to speak for the application but advised that no public hearing was required for a plat application.

- **Proponents:**

- Lloyd Miller, Jr, 2015 Grace Dr, Hernando, MS – he had nothing to add to the report.

- **Opponents:**

- None

- **PLANNING COMMISISON DISCUSSION**

None

- **MOTION**

Mr. Jones made a motion to approve the preliminary plat for Hamilton Place Subdivision Phase III and recommend same to the Board of Aldermen subject to the following:

1. Improvements shall be the responsibility of the developer and not the responsibility of the City of Olive Branch.
2. The developer shall submit civil construction plans for grading, stormwater management, utilities, streetlights, road construction, and all other subdivision infrastructure to the City Engineer and the Director of Planning and Development or designee for approval.
3. The developer shall construct sidewalks along Terry Chase Dr and connect to existing sidewalks along Terry Chase Dr and Craft Rd N.
4. One 2" - 2½" caliper deciduous tree shall be planted in the front yard of each home prior to use and occupancy of the house. Two trees shall be planted for corner lots.
5. All utilities and services (electric, telephone, cable, etc.) shall be installed underground. The water service lines shall be installed with tracing wire at the top.
6. At final plat submittal, the developer shall submit for concurrent review draft Declaration of Covenants Conditions & Restrictions for the Homeowners Association, which shall include provisions for the management of all Common Open Space areas.

Mr. Long made the second and the motion was approved as follows:

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Absent	Dion Jones	Yes
Janice Lewis	Yes	Mark Long	Yes	Diane Senger	Yes		

2. Consideration of application for the Final Plat for Harvest Church of Desoto, submitted by Caleb Gill, Civil-Link, LLC., on behalf of Stephen Roberts, Harvest Desoto Church, property owner. The request is to create a single lot of 5.46+/-acres. The subject property is zoned A-R, Agricultural-Residential District and is located the northeast corner of Polk Lane, and HWY 302, known as 12050 Old Goodman Rd. (File # SD-25-0040).

- **APPLICATION SUMMARY**

The applicant, Caleb Gill, Civil-Link, LLC on behalf of Stephen Roberts, Harvest Desoto Church, requests approval of a final plat for the Harvest Church of Desoto 1 Lot Subdivision. The Proposed Lot is ±5.46 acres. The lot is zoned A-R, Agricultural Residential, which permits a Church as a use-by-right. The applicant intends to make building and parking improvements to the building in future. The property adjoins Old Goodman Rd., which is a public right-of-way. Public water, sewer, electricity, and gas are available currently on the property. The plat meets both zoning requirements and Subdivision Regulations. Staff recommends approval subject to various conditions.

- **STAFF PRESENTATION**

Jeremiah McCroskey, Associate Planner, presented the staff report, which is included herein by reference (File # SD-25-0040).

- **PLANNING COMMISSION INQUIRY AND STAFF RESPONSE**

None

- **PUBLIC MEETING**

Mr. Dorr asked if anyone was present to speak for the application but advised that no public hearing was required for a plat application.

- **Proponents:**

- Greg Smith, Civil-Link, 5779 Getwell Rd, Bldg B, Southaven, MS – he had nothing to add to the report.

- **Opponents:**

- None

- **PLANNING COMMISISON DISCUSSION**

None

- **MOTION**

Mr. Stratton made a motion to approve the Final Plat of “Harvest Church of Desoto 1 Lot Subdivision,” subject to the following conditions:

1. All improvements shall be the responsibility of the developer, not the City of Olive Branch.
2. Future improvements or development on the lot shall comply with the applicable requirements of the City’s various land development regulations.
3. Unless otherwise specified, all utilities and services (electric, telephone, cable, etc.) shall be installed underground.
4. The final plat must be recorded before a building permit may be issued for any renovations of the building and/or other development on the proposed lot.
5. Minor edits are applicable to the Final Plat as required by City regulations and deemed necessary by City staff.

Mr. Long made the second and the motion was approved as follows:

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Absent	Dion Jones	Yes
Janice Lewis	Yes	Mark Long	Yes	Diane Senger	Yes		

OTHER BUSINESS

Mr. Asongayi advised that the Olive Branch Zoning Updates and Map would be done this year. There will be additional public meetings. They are hoping the Code update is approved by June and the Map to be approved by December. Mr. Jones asked if these would be in regular Planning Commission meetings or separate ones. Mr. Asongayi advised that the Code Update portion would be done in regular meetings but the neighborhood input meetings would be handled outside of those.

ADJOURNMENT

Mr. Jones made a motion to adjourn the meeting at 6:17 pm. Ms. Senger made the second and the motion was approved as follows:

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Absent	Dion Jones	Yes
Janice Lewis	Yes	Mark Long	Yes	Diane Senger	Yes		
