

**MINUTES FOR THE REGULAR MEETING OF THE
DESIGN REVIEW ADVISORY COMMITTEE FOR JANUARY 25, 2024**

CALL TO ORDER

The Olive Branch Design Review Advisory Committee meeting was called to order by Mr. Tony Jones, Chairman, on Thursday, January 25, 2024, located in the Planning/Engineering Conference Room #143, 9200 Pigeon Roost Road, Olive Branch, Mississippi, at 4:00 p.m.

ROLL CALL

Tony Jones asked for the roll call. Alvin Lunz, Tony Jones, and Henry Wilson were present and a quorum was established. Marc Naylor and Derward Winders were absent. Jason Gambone, Director of Planning and Development, Venard Asongayi, Assistant Director, Jeremiah McCroskey, Associate Planner, and Heather James, Planning Technician were present from the Planning and Development Department.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 26, 2023

Mr. Wilson made a motion to approve the minutes of the October 26, 2023 meeting as submitted. The motion was seconded by Mr. Lunz, and approved as follows:

Tony Jones	YES	Marc Naylor	Absent	Derward Winders	Absent
Henry Wilson	YES	Alvin Lunz	YES		

OLD BUSINESS

NEW BUSINESS

1. Design Review Application for Scope Shop, 12,600+/- sq. ft. and 3,600 sq. ft. metal buildings on Lot 1 of the Scope Subdivision, Phase 1 submitted by Kyle Ham, Signal Source LLC, property owner. The subject property is zoned M-1, Light Industrial District and is located on the southwest side of HWY 178 north of the Old Craft Road intersection. (File DR24-0001)

Mr. Jones announced New Business item Number 1 and asked for the staff report. Mr. Gambone shared the following: **BACKGROUND:** The Board of Aldermen approved a Final Plat for 6.256+/- ac Lot 1 of the Scope Subdivision, Phase 1 on October 17, 2023. The Plat has not yet been recorded. At the time application was made for the subdivision, civil site and landscape plans were submitted to develop the property with two buildings: a 12,600 sq ft shop and a 3,600 sq ft wash bay. The nature of the business appears to be for storage, maintenance, and display of heavy construction equipment. Heavy duty concrete is specified around both buildings, but there are several areas around the perimeter denoted for "Tracked Equipment Display" with gravel. Heavy equipment on "tracks" as opposed to wheels could be parked on gravel and still meet the City's ordinance requirements. The civil site plan set has been reviewed by staff and conditionally approved, with one of the conditions that buildings using metal as a key design element would require DREAC review and approval. **RECOMMENDATION:** Approve the proposed use of metal panels as a key design element for the Scope Shop building and wash bay and consider whether to condition the approval on the following requirements:

1. Require the front office area of the 12,600 sq ft building to be treated with brick or masonry, either fully or with a wainscot to better match the design of the surrounding buildings.
2. Determine that the area proposed to be striped concrete is a parking lot which necessitates it being converted into a curbed, landscape island to include one tree (minimum 2" caliper) and shrubbery.

This concluded the staff report. Mr. Jones recognized Chad Fischer and Kyle Ham, Signal Source LLC, 8888 Mid South Dr, Olive Branch, MS 38654, property owner. He advised the wash bay would remain open and not enclosed. Mr. Lunz asked if 18 wheelers would be using the main entrance. Mr. Fischer advised they would be. Mr. Lunz stated he would like to eliminate the landscape island and the curb because it would be damaged by the trucks pulling in. Mr. Lunz stated that the horizontal panels looked better than the vertical and likes it just as well as the brick. Mr. Asongayi stated that since the site plan designates that it would be farther off the road frontage, the color of the metal panels will blend in with the brick buildings around it. Mr. Jones agreed, especially with the row of trees scheduled to be planted in the front of the building to act as a screen. **Mr. Wilson made a motion, to approve the proposed use of metal panels as a key design element for the Scope Shop building subject to no conditions.**

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

**Tony Jones YES
Henry Wilson YES**

**Marc Naylor Absent
Alvin Lunz YES**

Derward Winders Absent

OTHER BUSINESS

ADJOURNMENT

There being no further business to conduct, Tony Jones, Chairman, entertained a motion by Mr. Lunz to adjourn. Mr. Wilson made the second and the meeting was adjourned at 4:16 p.m.

**Tony Jones YES
Henry Wilson YES**

**Marc Naylor Absent
Alvin Lunz YES**

Derward Winders Absent