

**MINUTES FOR THE CITY OF OLIVE BRANCH PLANNING COMMISSION
REGULAR MEETING MAY 9, 2023**

The Olive Branch Planning Commission meeting was held on Tuesday, May 9, 2023, 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

Pat Dorr, Donny Singh, Steve Stratton, Jim Schumpert, Kimberly Remak and Diane Senger were present and a quorum was established. Dion Jones was absent. Jason Gambone, Director, Venard Asongayi, Assistant Director, Brad Thomas, Associate Planner, Jeremiah McCroskey, Associate Planner, and Heather James, Planning Technician were present from the Planning and Development Department. Scott Young, Staff Engineer, was present from the Engineering Department.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 11, 2023

Mr. Dorr asked if anyone had any questions, comments or motions regarding the minutes of the April 11, 2023. **Mrs. Remak made a motion to approve the minutes as presented. Ms. Senger made the second and the motion was approved as follows:**

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Yes	Dion Jones	Absent
Jim Schumpert	Yes	Kimberly Remak	Yes	Diane Senger	Yes		

CONSENT AGENDA

Mr. Dorr stated some items had been placed on the "Consent Agenda" that were considered routine and non-controversial in nature, so as not to necessarily warrant a full staff presentation and board discussion.

Mr. Schumpert recused himself at 6:03pm.

Mr. Dorr announced Consent Agenda Item Number 1.

1. Application for a Plat Revision for the 2nd Revision Jeremiah AME Church 2 lot Subdivision, submitted by Mike Davis, The Reaves Firm, on behalf of SF Pleasant Hill LLC, property owner. The request is to vacate the access easement to the cemetery on Lot 2 across the northern portion of Lot 1. The 0.533+/- acre property is zoned C-2, Highway Commercial District, and is located at the southeast corner of Pleasant Hill Rd and Goodman Rd, known as 6980 Pleasant Hill Rd. (File #SD23-0008). **(Tabled to this date at the meeting on April 11th, 2023)**

EXECUTIVE SUMMARY: Mike Davis, The Reaves Firm, on behalf of SF Pleasant Hill LLC, property owner, requests a revision to an existing plat for 2nd Revision Jeremiah AME Church 2 lot Subdivision, which was recorded on August 10, 2017. The purpose of the replat is to vacate the access easement to the cemetery on Lot 2 across the northern portion of Lot 1. The easement would instead wrap around the perimeter of Lot 2. The proposed access easement would be recorded in a separate document and administratively reviewed and approved by Staff. The proposed easement must be recorded before the final plat in order for the updated final plat to have a note stating the document book and page number that the easement would be recorded in. The plat conforms to the bulk regulations of the C-2, Highway Commercial zoning district. No construction of public utilities is required. No variances, deviations, bonds, or waivers are applicable. Staff recommends approval with various conditions. **RECOMMENDATION:** Staff recommends approval of the Plat Revision for the 2nd Revision Jeremiah AME Church 2 lot Subdivision, subject to the following conditions

1. Before recordation of the subject plat, a separate document describing the meets and bounds of an access easement on Lot 1 for the benefit of Lot 2, shall be submitted to staff for administrative review and approval and recorded in Desoto County.
2. A note shall be placed on the plat providing the document book and page number of the recorded easement document, which shall be privately owned and maintained.
3. The final plat must be recorded before a building permit may be issued for any development on the proposed lot(s). Lots improvements shall be the responsibility of the developer and not the responsibility of the City of Olive Branch.
4. Future developments on the lots shall comply with the applicable requirements of the City's various land development regulations.
5. Minor edits are applicable to the Final Plat as required by City regulations and deemed necessary by City staff.

Mr. Dorr announced Consent Agenda Item Number 2.

2. Application to allow an extension to record the final plat for the Craft Goodman Commercial Subdivision, Phase 3, Lots 1A and 1B until April of 2024. The subdivision was approved in February 2020 to divide 6.09+/- acres into 2 lots. The subject property is zoned C-4, Planned Commercial district, and is located on the north side of Camp Creek Boulevard, west of Pigeon Roost Road and east of Craft-Goodman Road, known as 8286 Camp Creek Boulevard. (File #SD20-0003).

EXECUTIVE SUMMARY: The City's Subdivision Regulations state that to remain valid, a Final Plat must be recorded within one year of its approval. To be recorded after a year has elapsed, Planning Commission approval is required. In this case, the applicant is seeking Planning Commission approval to record a Final Plat that was originally approved on February 18, 2020 to divide one lot into two lots in the Craft Goodman Commercial Subdivision (Phase 3). Although no reason has been cited for the delay, it appears there was extensive work done on the drainage ditch that runs along the eastern border of the property, which may have delayed development. As was the case in 2020, there are no substantive issues with regard to dividing the property into two lots for development.

RECOMMENDATION: Approve the applicant's request for an extension, allowing until April 30, 2024 for the Final Plat to be recorded. Approval remains subject to conditions from the 2/18/20 approval

Mr. Dorr asked if anyone would like a full presentation of any of the consent items and there was no one. **Ms. Senger made a motion to approve the recommended motions for Consent items 1 and 2, subject to all staff conditions. Mr. Stratton made the second and the items were approved as follows:**

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Yes	Dion Jones	Absent
Jim Schumpert	Recused	Kimberly Remak	Yes	Diane Senger	Yes		

Mr. Schumpert returned at 6:04pm.

OLD BUSINESS

1. Application for a Zoning Map Amendment submitted by Bob Barber, Orion Planning Design, on behalf of Mike Bailey, Oak Park LLC, property owner. The request is to repeal the Oak Park Planned Commercial Development text and rezone the 70.67+/- acre property from C-4, Planned Commercial District, to PUD, Planned Unit Development. The purpose is to establish Oak Park Town Center, a Mixed Use Development. The subject property is located on the southeast corner of Hwy 302 & Hacks Cross Rd. (File #ZP23-0001). **(Tabled to this date at the meeting on April 11, 2023)**

Mr. Dorr announced Old Business Item number 1 and asked for the staff report. Mr. Gambone shared the following: **EXECUTIVE SUMMARY:** Oak Park – A Planned Retail Community, was approved by the DeSoto County Board of Supervisors in 2006 with the property annexed into the City in 2015. The 2006 approval entitles 60+/- acres to develop with more than 650,000 sq. ft. of retail commercial uses in a plan that could be best described as a “big box” shopping center with commercial

outparcels. Since the 2006 approval, no development has occurred and the property remains vacant. This application seeks to repeal and replace the existing Project Text and Preliminary Development Plan (a.k.a. Master Plan) with one that retains a smaller shopping center anchor, reduces overall commercial space by more than 60,000 sq. ft., and incorporates a mixed use component in the form of 96 residential apartments over ground level retail and offices. The application also proposes to expand the subject property by adding an 11+/- acre parcel located to the east. The project is being renamed Oak Park Town Center – A Planned Mixed-Use Community. With consideration given to the fact that that the property is already entitled for commercial development, the impacts associated with approving the revised plan are negligible. In fact, there would be a theoretical reduction in traffic generation. The Oak Park Town Center has been designed at a scale that better meets the needs of pedestrians and to serve a residential population. The project incorporates standards for architecture, landscaping and signage and complies with the Comprehensive Plan 2040. It is recommended for approval. **RECOMMENDED MOTION:** Based on the aforementioned findings that the proposal is justified based on changes to the character of the neighborhood and that a public need exists due to the proposal's compliance with the 2040 Comprehensive Plan, recommend the Board of Aldermen rezone the 70.67+/- acre property from C-4, Planned Commercial District, to PUD, Planned Unit Development and adopt the Project Text and Master Plan for Oak Park Town Center – A Planned Mixed Use Community.

This concluded the staff report. Mr. Dorr asked the Commissioners if there were any questions for staff and there were none. Mr. Dorr asked if there was anyone present to represent the application and recognized Bob Barber, Orion Planning and Design, 919 Getwell Rd, Hernando, MS 38632. Mr. Barber made a presentation of his own. He said the original plan from the late 90's, early 2000's was focused on a shopping center. The current plan involves more mixed-use and has more of a pedestrian element. The ideal target for the large retail space is a grocery store. He advised there are now only 3 areas, rather than 4 and they will be governed by the new master plan. Mr. Dorr asked if there were any questions for the applicant. Mr. Schumpert noted about 96 apartment units in the Mixed-Use areas and asked if there would be an option for more or if there would be a cap to that number. Mr. Barber advised the cap would be about 150 units. Mr. Singh asked if the developer wanted to add more, where could they add the units to? Mr. Barber advised they will take this one phase at a time and look at each building to make the determination. Mr. Dorr asked if there was anyone present to speak in opposition of this application and there was no one. Mr. Dorr closed the item for discussion among commissioners. **Mr. Singh made a motion, based on the aforementioned findings that the proposal is justified based on changes to the character of the neighborhood and that a public need exists due to the proposal's compliance with the 2040 Comprehensive Plan, to recommend the Board of Aldermen rezone the 70.67+/- acre property from C-4, Planned Commercial District, to PUD, Planned Unit Development and adopt the Project Text and Master Plan for Oak Park Town Center – A Planned Mixed Use Community.** Mr. Schumpert made the second and the motion was approved as follows:

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Yes	Dion Jones	Absent
Jim Schumpert	Yes	Kimberly Remak	Yes	Diane Senger	Yes		

NEW BUSINESS

1. Application for a Preliminary Plat for Hamilton Circle Subdivision, submitted by Nick Kreunen, Civil-Link, LLC on behalf of Richard Litwa, Cobblestone Pools & Construction, property owner. The request is to subdivide 6.92+/- acres into 6 lots. The subject property is zoned PUD, Planned Unit Development and A-R, Single Family Residential and is located on the west side of Hamilton Circle at its intersection with Acree Lane. (File #SD23-0015).

Mr. Dorr announced New Business Item number 1 and asked for the staff report. Mr. Gambone shared the following: **EXECUTIVE SUMMARY:** This application seeks Preliminary Plat approval for Hamilton Circle Subdivision to subdivide 6.92+/- acres and create 6 single family residential lots along the west side of Hamilton Circle and Hummingbird Dr., which is to be extended as part of the project. Some

minor shifting of lots lines is recommended to ensure they are all at least one acre in size and meet the minimum requirement of the A-R, Single Family Residential zoning district. The project is intended to move forward to Final Plat in two phases. Final Plat approval for Phase 1 (Lots 1 & 2) at the southwest corner of Hamilton Circle and Acree Ln. is requested in the ensuing agenda item. Phase 2 (Lots 3, 4, 5, 6 & right-of-way dedication) proposes to extend Hummingbird Dr. southward to connect to Hamilton Circle. Should the Preliminary Plat be approved - and upon approval of the civil plans by the City Engineer - the road can be constructed. Upon future home construction, sidewalks will be installed along all street frontages; Hummingbird Dr., Hamilton Circle and Acree Ln. This will provide pedestrian connections with the Ivy Trails subdivision and to extend sidewalks toward commercial on Goodman Rd. The project is recommended for approval. **RECOMMENDED MOTION:** Approve the application and recommend that the Board of Aldermen approve the Preliminary Plat for Hamilton Circle Subdivision to subdivide 6.92+/- acres into 6 lots and right-of-way subject to the following conditions:

1. File to rezone the property located within the Ivy Trails Planned Development to the A-R, Single Family Residential District. This should be done as soon as possible, but no later than filing a Final Plat for Phase 2.
2. Note on Final Plat for both Phase 1 and Phase 2 that 5 ft. wide sidewalks (connecting to existing on all frontages) shall be required upon future home construction.
3. Improvements to be the responsibility of the developer and not the responsibility of Olive Branch.
4. Grading, drainage, and civil construction plans to be approved by the City Engineer.
5. The developer shall install drainage pipe, erosion control material, sewer mains and service, water mains, fire hydrants, and service, sidewalks, curb and gutter for all streets, and gravel or soil cement base, and asphalt for all streets, with the thickness and layering to be determined by the City Engineer. A performance guarantee, in an amount set by the City Engineer, must be filed prior to recording the plat to insure the installation of all of the improvements prior to issuance of any building permit for any lot on the property.
6. Street light plans to be submitted to the City Engineer for approval.
7. Street identification and traffic control signs and devices to be installed by the developer to City specifications.

This concluded the staff report. Mr. Dorr asked the Commissioners if there were any questions for staff and there were none. Mr. Dorr asked if there was anyone present to represent the application and recognized Nick Kreunen, Civil-Link, 5779 Getwell Rd, Southaven, MS 38672. He had nothing to add to the report. Mr. Dorr asked if there were any questions for the applicant and there were none. Mr. Dorr asked if there was anyone else to speak for this application and there was no one. Mr. Dorr asked if there was anyone present to speak in opposition of this application and there was no one. Mr. Dorr closed the item for discussion among commissioners. **Mrs. Remak made a motion to approve the application and recommend that the Board of Aldermen approve the Preliminary Plat for Hamilton Circle Subdivision to subdivide 6.92+/- acres into 6 lots and right-of-way subject to the following conditions:**

1. **File to rezone the property located within the Ivy Trails Planned Development to the A-R, Single Family Residential District. This should be done as soon as possible, but no later than filing a Final Plat for Phase 2.**
2. **Note on Final Plat for both Phase 1 and Phase 2 that 5 ft. wide sidewalks (connecting to existing on all frontages) shall be required upon future home construction.**
3. **Improvements to be the responsibility of the developer and not the responsibility of Olive Branch.**
4. **Grading, drainage, and civil construction plans to be approved by the City Engineer.**
5. **The developer shall install drainage pipe, erosion control material, sewer mains and service, water mains, fire hydrants, and service, sidewalks, curb and gutter for all streets, and gravel or soil cement base, and asphalt for all streets, with the thickness and layering to be determined by the City Engineer. A performance guarantee, in an amount set by the City Engineer, must be filed prior to recording the plat to insure the installation of all of the improvements prior to issuance of any building permit for any lot on the property.**
6. **Street light plans to be submitted to the City Engineer for approval.**
7. **Street identification and traffic control signs and devices to be installed by the developer to City specifications.**

Ms. Senger made the second and the motion was approved as follows:

Pat Dorr Yes Steve Stratton Yes Donny Singh Yes Dion Jones Absent
Jim Schumpert Yes Kimberly Remak Yes Diane Senger Yes

2. Application for a Final Plat for Hamilton Circle Subdivision, Phase 1, submitted by Nick Kreunen, Civil-Link, LLC on behalf of Richard Litwa, Cobblestone Pools & Construction, property owner. The request is to subdivide 2.25+/- acres into 2 lots. The subject property is zoned PUD, Planned Unit Development, and is located at the southwest corner of Acree Lane and Hamilton Circle. (File #SD23-0016).

Mr. Dorr announced New Business Item number 2 and asked for the staff report. Mr. Gambone shared the following: **EXECUTIVE SUMMARY:** As a follow-up to the previous agenda item, this application is seeking to obtain Final Plat approval for Phase 1 of the Hamilton Circle Subdivision to subdivide 2.25+/- acres into 2 single family residential lots at the southwest corner of Hamilton Circle and Acree Ln.

Although Phase 2 of the subdivision will require a new road, Phase 1 public infrastructure is limited to sidewalks on Hamilton Circle and Acree Ln. frontages, which would be installed at the time homes were constructed. The Final Plat must be approved and recorded for building permits to be issued. **RECOMMENDED MOTION:** Approve the application and recommend that the Board of Aldermen approve the Final Plat for Hamilton Circle Subdivision, Phase 1 to subdivide 2.25+/- acres into 2 lots subject to the following conditions:

1. File to rezone the property from Planned Unit Development (PUD) to the A-R, Single Family Residential District. This should be done as soon as possible, but no later than filing a Final Plat for Phase 2.
2. Add a note to the Final Plat that 5 ft. wide sidewalks shall be required on all frontages upon future home construction.
3. Correct front setback from 15 ft. to 50 ft. on Note No. 4. Applicant may want to consider widening Lot 2 in recognition that the 50 ft. front setback will be applicable along both street frontages.
4. Check road name; it appears this may be on Hamilton Circle West as opposed to Hamilton Circle North.
5. Final Plat subject to City Engineering Department review.

This concluded the staff report. Mr. Dorr asked the Commissioners if there were any questions for staff and there were none. Mr. Dorr asked if there was anyone present to represent the application and recognized Nick Kreunen, Civil-Link, 5779 Getwell Rd, Southaven, MS 38672. He had nothing to add to the report. Mr. Dorr asked if there were any questions for the applicant and there were none. Mr. Dorr asked if there was anyone else to speak for this application and there was no one. Mr. Dorr asked if there was anyone present to speak in opposition of this application and there was no one. Mr. Dorr closed the item for discussion among commissioners. **Mrs. Remak made a motion to approve the application and recommend that the Board of Aldermen approve the Final Plat for Hamilton Circle Subdivision, Phase 1 to subdivide 2.25+/- acres into 2 lots subject to the following conditions:**

1. **File to rezone the property from Planned Unit Development (PUD) to the A-R, Single Family Residential District. This should be done as soon as possible, but no later than filing a Final Plat for Phase 2.**
2. **Add a note to the Final Plat that 5 ft. wide sidewalks shall be required on all frontages upon future home construction.**
3. **Correct front setback from 15 ft. to 50 ft. on Note No. 4. Applicant may want to consider widening Lot 2 in recognition that the 50 ft. front setback will be applicable along both street frontages.**
4. **Check road name; it appears this may be on Hamilton Circle West as opposed to Hamilton Circle North.**
5. **Final Plat subject to City Engineering Department review.**

Ms. Senger made the second and the motion was approved as follows:

Pat Dorr Yes Steve Stratton Yes Donny Singh Yes Dion Jones Absent
Jim Schumpert Yes Kimberly Remak Yes Diane Senger Yes

3. Application to Vacate Lot 2 of the McNamara Place Subdivision, First Revision, submitted by Marcus Killibrew, IPD, on behalf of Marvin Santos, property owner. The 3.568+/- acre subject property is zoned A-R, Agricultural-Residential District and is located on the south side of Stateline Rd, east of Joy Lynn Cv. (File #SD23-0017) *Applicant requests item to be tabled to the June 13, 2023 Planning Commission meeting.*

Mr. Dorr announced New Business Item number 3 and noted there was a request to table to the June 13, 2023 meeting. **Mr. Stratton made a motion to table the application to the June 13, 2023 Planning Commission meeting. Mr. Singh made the second and the motion to table was approved as follows:**

Pat Dorr Yes Steve Stratton Yes Donny Singh Yes Dion Jones Absent
Jim Schumpert Yes Kimberly Remak Yes Diane Senger Yes

4. Application for a Plat Revision for 1st Revision of Santos 1 Lot, submitted by Marcus Killibrew, IPD, on behalf of Marvin Santos, property owner. The request is to absorb the former Lot 2 of the McNamara Place Subdivision, First Revision into the Santos 1 Lot Subdivision for a new Lot 1 of 12.81+/- acres. The subject property is zoned A-R, Agricultural-Residential District and is located on the south side of Stateline Rd, east of Joy Lynn Cv, known as 8779 Stateline Rd E. (File #SD23-0018). *Applicant requests item to be tabled to the June 13, 2023 Planning Commission meeting.*

Mr. Dorr announced New Business Item number 4 and noted there was a request to table to the June 13, 2023 meeting. **Mr. Stratton made a motion to table the application to the June 13, 2023 Planning Commission meeting. Mr. Schumpert made the second and the motion to table was approved as follows:**

Pat Dorr Yes Steve Stratton Yes Donny Singh Yes Dion Jones Absent
Jim Schumpert Yes Kimberly Remak Yes Diane Senger Yes

5. Application for a Final Plat for Old River Farm Subdivision, Phase 1, submitted by Nick Kreunen, Civil-Link, on behalf of Mark Matthews, Jon Mark, LLC, property owner. The request is to divide 29.70+/- acres into 32 residential lots and 2 common open spaces. The subject property is zoned R-3, Planned Residential District, and is located on the north side of College Rd, just west of Hwy 305. (File #SD23-0019). *Applicant requests item to be tabled to the June 13, 2023 Planning Commission meeting.*

Mr. Dorr announced New Business Item number 5 and noted there was a request to table to the June 13, 2023 meeting. **Ms. Senger made a motion to table the application to the June 13, 2023 Planning Commission meeting. Mr. Stratton made the second and the motion to table was approved as follows:**

Pat Dorr Yes Steve Stratton Yes Donny Singh Yes Dion Jones Absent
Jim Schumpert Yes Kimberly Remak Yes Diane Senger Yes

6. Application for a Final Plat for Pleasant Ridge Estates – Sec B, submitted by Nick Kreunen, Civil-Link, on behalf of Jon Stevenson, Witt Cv, LLC, property owner. The request is to divide 5.0+/- acres into 10 residential lots. The subject property is zoned R-3, Planned Residential District, and is located on the west side of Pleasant Hill Rd and just north of Pleasant Ridge Dr. (File #SD23-0013)

Mr. Dorr announced New Business Item number 6 and asked for the staff report. Mr. Asongayi advised there was a new condition to the recommended motion and would advise during the presentation. He shared the following: **EXECUTIVE SUMMARY:** The applicant, Nicholas Kreunen with Civil-Link, on behalf of the property owner, Jon Stevenson, requests approval of the final plat of the Pleasant Ridge

Estates Subdivision, Section B. The proposed single family residential subdivision will consist of 10 lots total. The entire 5.00± acre property is zoned R-3, Planned Residential. On May 18, 2021, the Board of Aldermen amended the project text of the planned development to permit a reduction in the minimum lot area of the subject subdivision from 20,000sq ft to 17,000sq ft and to increase the number of planned permitted lots from 8 to 10. The subdivision plat meets these zoning requirements. Public infrastructure such as new street (first lift of asphalt laid), water, and sewer lines have been constructed. Multiple other infrastructure such as sidewalks along the new street, street signs, and a landscape buffer required in the approval of the preliminary plat along proposed lots 7 to 10 have not been installed. Stormwater drainage issues are being resolved. All infrastructure need to completed before the final plat is recorded; however, the developer may bond all outstanding improvements. **RECOMMENDATION:** Staff recommends approval subject to various conditions. Staff recommends approval of the Final Plat for Pleasant Ridge Estates Subdivision, Section B subject to the following conditions:

1. Lot improvements shall be the responsibility of the developer and not the City of Olive Branch.
2. The subdivision developer shall post a financial guarantee with the City of Olive Branch, of sufficient amount as shall be determined by the City Engineer, including a 25% contingency, to guarantee the completion of any and all public infrastructure, stormwater management measures, a composite fence with brick columns along Pleasant Hill Rd, and a 25ft wide permanent evergreen landscape buffer at the rear of lots 7, 8, 9, and 10 before recording the subdivision plat.
3. ADA compliant detectable warning surface tactile shall be provided at both sidewalk ramps at the Pleasant Hill/new street intersection before the plat is recorded.
4. The plat shall be revised to depict a permanent easement for stormwater conveyance over Lot 6 and Lot 7. The fee simple of the easement areas shall be owned by owners of the respective lots who shall be responsible for their maintenance. A note shall be placed on the subdivision plat to this effect. Deeds of these two lots shall include the existence of this easement and the property owner's maintenance responsibility.
5. The plat shall be revised providing a 25ft wide permanent evergreen landscape buffer at the rear of lots 7, 8, 9, and 10 to be maintained by the owners of these respective lots.
6. The developer shall provide appropriate documents establishing the Home Owners Association and applicable covenants and restrictions for review and approval by Planning Staff before recording the plat.
7. Change the setbacks on the plat to 40ft front yard, 30ft rear yard, and 5ft sum of 15ft side yard as stipulated in the project text for Pleasant Ridge Estates subdivision.
8. Add a note on the plat providing the mileage and area of the new street.
9. Future development on the lot shall comply with all requirements of the City's various land development regulations
10. Unless otherwise specified, all utilities and services (electric, telephone, cable, etc.) shall be installed underground.
11. Minor edits are applicable to the final plat as may be required by City regulations and deemed necessary by City staff.
12. If entry features are proposed into the subdivision, plans for landscaping and sign, which must be monument style, shall be submitted to the Director of Planning & Development or designee for review and approval.

This concluded the staff report. Mr. Dorr asked the Commissioners if there were any questions for staff and there were none. Mr. Dorr asked if there was anyone present to represent the application and recognized Nick Kreunen, Civil-Link, 5779 Getwell Rd, Southaven, MS 38672. He had nothing to add to the report. Mr. Dorr asked if he was okay with the changes and if he agreed with the staff recommendation. Mr. Kreunen advised that he was okay with it. Mr. Dorr asked if there were any questions for the applicant and there were none. Mr. Dorr asked if there was anyone else to speak for this application and there was no one. Mr. Dorr asked if there was anyone present to speak in opposition of this application and there was no one. Mr. Dorr closed the item for discussion among commissioners. **Mrs. Remak made a motion to approve and recommend the Mayor and Board of Aldermen approve the Final Plat for Pleasant Ridge Estates Subdivision, Section B subject to the following conditions:**

1. Lot improvements shall be the responsibility of the developer and not the City of Olive Branch.
2. The subdivision developer shall post a financial guarantee with the City of Olive Branch, of sufficient amount as shall be determined by the City Engineer, including a 25% contingency, to guarantee the completion of any and all public infrastructure, stormwater management measures, a composite fence with brick columns along Pleasant Hill Rd, and a 25ft wide permanent evergreen landscape buffer at the rear of lots 7, 8, 9, and 10 before recording the subdivision plat.
3. ADA compliant detectable warning surface tactile shall be provided at both sidewalk ramps at the Pleasant Hill/new street intersection before the plat is recorded.
4. The plat shall be revised to depict a permanent easement for stormwater conveyance over Lot 6 and Lot 7. The fee simple of the easement areas shall be owned by owners of the respective lots who shall be responsible for their maintenance. A note shall be placed on the subdivision plat to this effect. Deeds of these two lots shall include the existence of this easement and the property owner's maintenance responsibility.
5. The plat shall be revised providing a 25ft wide permanent evergreen landscape buffer at the rear of lots 7, 8, 9, and 10 to be maintained by the owners of these respective lots.
6. The developer shall provide appropriate documents establishing the Home Owners Association and applicable covenants and restrictions for review and approval by Planning Staff before recording the plat.
7. Change the setbacks on the plat to 40ft front yard, 30ft rear yard, and 5ft sum of 15ft side yard as stipulated in the project text for Pleasant Ridge Estates subdivision.
8. Add a note on the plat providing the mileage and area of the new street.
9. Future development on the lot shall comply with all requirements of the City's various land development regulations
10. Unless otherwise specified, all utilities and services (electric, telephone, cable, etc.) shall be installed underground.
11. Minor edits are applicable to the final plat as may be required by City regulations and deemed necessary by City staff.
12. If entry features are proposed into the subdivision, plans for landscaping and sign, which must be monument style, shall be submitted to the Director of Planning & Development or designee for review and approval.

Mr. Singh made the second and the motion to table was approved as follows:

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Yes	Dion Jones	Absent
Jim Schumpert	Yes	Kimberly Remak	Yes	Diane Senger	Yes		

7. Application for a Preliminary Plat for Acree Planned Development PH 2, submitted by Harvey Matheny, Pickering Firm, on behalf of David & Sons Properties, LLC, property owner. The request is to divide 4.934+/- acres into 3 lots. The subject property is zoned C-4, Planned Commercial District, and is located in the southwest corner of Goodman Rd and Craft Rd. (File #SD23-0012)

Mr. Dorr announced New Business Item number 7 and asked for the staff report. Mr. Asongayi shared the following: **EXECUTIVE SUMMARY:** Harvey Matheny, on behalf of the property owner, David & Sons Properties, proposes to subdivide a ±4.934 acres vacant subject property west of Craft Rd. N. and south of Goodman Rd into three buildable commercial lots, extend James Herbert Dr westward, and construct a new public road that will connect this street to Goodman Rd. This would be Phase 2 of the Acree Planned Commercial Development, which project text and master plan were approved by the Board of Aldermen in July, 2019. The existing stormwater management detention basin constructed in Phase 1 was sufficiently sized to manage water from the proposed preliminary lots and new street construction/extension. Public utilities are available in the vicinity of the suggested lots. The preliminary plat generally aligns with the provisions of the said project text and master plan. The approval of the master plan included a provision for additional street access points to Godman Rd if approved by the

Mississippi Department of Transport (MDOT), which has approved three such new streets connections. Staff recommends approval subject to various conditions. **RECOMMENDATION:** Staff recommends that the Planning Commission approve the preliminary plat for Phase 2 of the Acree Planned Commercial Development Subdivision 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, street lights, road(s) construction, and all other subdivision infrastructure to the City Engineer for approval.
3. The developer shall install any applicable drainage pipe, erosion control material, water mains, sewer, fire hydrants and service, street lights, and gravel or soil cement base and asphalt for the access road, with the thickness and layering to be determined by the City Engineer. If the developer wishes to record the final plat before completion of all required public and common improvements, a performance guarantee in an amount set by the City Engineer must be provided to the City prior to recording the plat to insure the installation of all of the improvements.
4. 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.
5. The approval of this preliminary plat shall not be construed as including the effective dedication of any existing private infrastructure as public.
6. The subdivider is encouraged to avoid gaps between subdivision infrastructure such as streets by continuously, and progressively developing the subdivision westward in one final phase.

This concluded the staff report. Mr. Dorr asked the Commissioners if there were any questions for staff and there were none. Mr. Dorr asked if there was anyone present to represent the application and recognized Greg Carrico, The Pickering Firm, 6363 Poplar Ave, Ste 300, Memphis, TN 38119. He had nothing to add to the report. Mr. Dorr asked if he was okay with the conditions of approval. Mr. Carrico advised that he agreed with staff conditions. Mr. Dorr asked if there were any questions for the applicant and there were none. Mr. Dorr asked if there was anyone else to speak for this application and there was no one. Mr. Dorr asked if there was anyone present to speak in opposition of this application and there was no one. Mr. Dorr closed the item for discussion among commissioners. **Mr. Singh made a motion to approve the preliminary plat for Phase 2 of the Acree Planned Commercial Development Subdivision and recommend same to the Mayor and 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, street lights, road(s) construction, and all other subdivision infrastructure to the City Engineer for approval.**
3. **The developer shall install any applicable drainage pipe, erosion control material, water mains, sewer, fire hydrants and service, street lights, and gravel or soil cement base and asphalt for the access road, with the thickness and layering to be determined by the City Engineer. If the developer wishes to record the final plat before completion of all required public and common improvements, a performance guarantee in an amount set by the City Engineer must be provided to the City prior to recording the plat to insure the installation of all of the improvements.**
4. **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.**
5. **The approval of this preliminary plat shall not be construed as including the effective dedication of any existing private infrastructure as public.**
6. **The subdivider is encouraged to avoid gaps between subdivision infrastructure such as streets by continuously, and progressively developing the subdivision westward in one final phase.**

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

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	Yes	Dion Jones	Absent
Jim Schumpert	Yes	Kimberly Remak	Yes	Diane Senger	Yes		

8. Application for a Final Plat for S&K Green Minor Lot Subdivision, submitted by Bob Farley, Farley Surveying, on behalf of property owners Steven & Kathryn Green. The request is to create a single 11.15+/- acre lot from two unplatted parcels. The subject property is zoned A-R, Agricultural-Residential District, and is located on the south side of Dunn Lane, approximately 0.6 of a mile east of Craft Rd, known as 7721 Dunn Lane. (File #SD23-0014)

Mr. Dorr announced New Business Item number 8 and asked for the staff report. Mr. McCroskey advised there was an update to the recommendation regarding the driveway that he would present. He stated that although historical practice in the City for new subdivisions in the A-R zoning district would have required paved driveways, this particular subdivision is a combination of unplatted tax parcels and is not creating a new lot for new home construction. Therefore, the gravel driveway may be considered an existing non-conformity and grandfathered from the paving requirement. He shared the following: **BACKGROUND:** Steven & Kathryn Green own 2 unplatted adjoining parcels located on the south side of Dunn Lane, approximately 0.6 of a mile east of Craft Rd. an area annexed in 2021. The northeastern parcel recorded in Book 326, Page 735 is improved with a single family home, tax records indicated the home is 3,304 sq. ft. and was constructed in 1997. The adjoining westerly parcel is vacant, more than 1300' deep, and 2/3rds wooded. Property owners/residents Steven and Kathryn Green are seeking to combine both unplatted parcels to create a 1 lot subdivision of 11.15 +/- acres. They plan to maintain their residence fronting Dunn Lane. **RECOMMENDED MOTION:** Approve the application and recommend that the Board of Aldermen approve the Final Plat for the S&K Green Minor Lot Subdivision to create an 11.15 +/- acre lot subject to the following conditions:

1. Any future improvements shall be the responsibility of the developer and not the responsibility of the City of Olive Branch.
2. Revise the subdivision plat and show the location of all existing building and their setbacks before the plat may be considered by the Board of Alderman.
3. Unless otherwise specified, all utilities and services (electric, telephone, cable, etc.) shall be installed underground.
4. Minor edits are applicable to the Final Plat as may be required by City regulations and deemed necessary by City staff.

This concluded the staff report. Mr. Dorr asked the Commissioners if there were any questions for staff and there were none. Mr. Dorr asked if there was anyone present to represent the application and recognized Bob Farley, Farley Surveying, 235 W Chulahoma Ave, Holly Springs, MS 38635. He stated that regarding Condition number 2, the buildings are already shown on the plat. Mr. Dorr asked if there were any questions for the applicant and there were none. Mr. Dorr asked if there was anyone else to speak for this application and there was no one. Mr. Dorr asked if there was anyone present to speak in opposition of this application and there was no one. Mr. Dorr closed the item for discussion among commissioners. **Ms. Senger made a motion to approve the application and recommend that the Mayor and Board of Aldermen approve the Final Plat for the S&K Green Minor Lot Subdivision to create an 11.15 +/- acre lot subject to the following conditions:**

1. **Any future improvements shall be the responsibility of the developer and not the responsibility of the City of Olive Branch.**
2. **Revise the subdivision plat and show the location of all existing building and their setbacks before the plat may be considered by the Board of Alderman.**
3. **Unless otherwise specified, all utilities and services (electric, telephone, cable, etc.) shall be installed underground.**
4. **Minor edits are applicable to the Final Plat as may be required by City regulations and deemed necessary by City staff.**

Mrs. Remak made the second and the motion was approved as follows:

**Pat Dorr Yes Steve Stratton Yes Donny Singh Yes Dion Jones Absent
Jim Schumpert Yes Kimberly Remak Yes Diane Senger Yes**

OTHER BUSINESS

1. Zoning update discussion

Mr. Asongayi advised that he was working on giving updates to Board of Aldermen members that was provided to the Planning Commission at their meeting in April. He stated that the Use Table won't be useful without the notes portion. He will send that to the Planning Commissioners for their review by email and stated that it should be about 30 pages.

2. Due Process Safeguards for Citizens and Applicants

Mr. Gambone advised the copy of the Order Recognizing the Importance of Timely and Informed Public Participation in the City Planning and Development Process and Affirming the City's Due Process Safeguards for Citizens and Applicants was an informational item only. It had been requested by Mayor Adams for the Board of Aldermen. This just reiterates what we do in regards to public notice.

ADJOURNMENT

Mrs. Remak made a motion to adjourn the meeting at 7:20 pm. Mr. Singh made the second and the motion was approved as follows:

**Pat Dorr Yes Steve Stratton Yes Donny Singh Yes Dion Jones Absent
Jim Schumpert Yes Kimberly Remak Yes Diane Senger Yes**