

**MINUTES FOR THE CITY OF OLIVE BRANCH PLANNING COMMISSION
REGULAR MEETING JANUARY 10, 2023**

The Olive Branch Planning Commission meeting was held on Tuesday, January 10, 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, Jim Schumpert and Kimberly Remak were present and a quorum was established. Steve Stratton, Dion Jones, and Diane Senger were absent. Jason Gambone, Director, Venard Asongayi, Assistant Director, Brad Thomas, Associate Planner, and Heather James, Planning Technician were present from the Planning and Development Department.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2022

Mr. Dorr asked if anyone had any questions, comments or motions regarding the minutes of the December 13, 2022. **Mrs. Remak made a motion to approve the minutes as presented. Mr. Schumpert made the second and the motion was approved as follows:**

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

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. Dorr announced Consent Agenda item Number 1.

1. Application for a one year extension to record the Final Plat for 1st Revision of 1st Addition, Lots 4A & 7, Mineral Wells Commercial Subdivision submitted by Byron Houston, Houston Engineering on behalf of property owner, Yaweh Express 2 MS, LLC. The approved Final Plat combined the two lots into a single 1.80+/- acre lot. The subject property is zoned C-2, Highway Commercial and is on the southeast corner of Hwy 178 & MWC Road. (File # SD19-0012).

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 May 21, 2019 to combine two lots in the Mineral Wells Commercial Subdivision (1st Addition). Although no reason has been cited for the delay, it appears the property has changed ownership since its approval 2½ years ago. As was the case in 2019, there are no substantive issues with regard to combining the two lots for a single development project.

BACKGROUND: For the purpose of building a convenience store, the applicant obtained approval to merge Lots 4A and 7 of the Mineral Wells Commercial Subdivision (1st Addition) into a single 1.80+/- acre lot. The subject property was originally platted in 2004 and was revised in 2008 when Lots 4 and 5 were combined to make Lot 4A.

RECOMMENDATION: Approve the applicant’s request for an extension, allowing until December 31, 2023 for the Final Plat to be recorded. Approval remains subject to conditions from the 5/21/19 approval (*Exhibit 4*).

Mr. Dorr announced Consent Agenda item Number 2.

2. Application for a Revision to Holiday Industrial Park, Section D, submitted by Bob Farley, Farley Surveying, on behalf of David Couch, Memphis Executive Jet Center, LLC, property owner. The request is to combine Lots 65-68 into a single 5.63+/- acre Lot 65. The subject property is zoned M-2, Heavy Industrial and is located at the eastern end of High Point Cove and west of the airport, known as 11200 High Point Cove. (File # SD22-0067).

EXECUTIVE SUMMARY: This application proposes to combine 4 lots into a single 5.63+/- acre lot on property adjacent to the airport. The purpose of the proposed consolidation is for the owner to obtain permits to build a new hangar facility that will not overlay on top of lot lines established with the recordation of the original plat in 1979. There are no issues with the request and it is recommended for approval. **BACKGROUND:** The Holiday Industrial Park Section D was approved by the DeSoto County Board of Supervisors on May 7, 1979 and recorded on July 20, 1979. The subdivision contains a total of 15 lots and extends westward from the airport to Hacks Cross Road. The 4 lots (65-68) proposed for consolidation (depicted above) are under common ownership and total 5.63+/- acres. The subdivision was annexed into the City in 1990 along with the airport property, which is now owned by the City. The subject property has direct access to the airport runways and tax records show it is improved with a 19,053 sq. ft. metal hangar and an 1120 sq. ft. office built in 1980. Tax records also list another small office building and other improvements including approximately two acres of asphalt and concrete. A fueling station for airplanes was constructed on the subject property several years ago. **RECOMMENDED MOTION:** Recommend that the Board of Aldermen approve the Revision to the Holiday Industrial Park Section D Subdivision to combine Lots 65-68 into a single 5.63+/- acre Lot 65, subject to the following conditions:

- 1) Minor edits being made to the Final Plat as determined by City Staff prior to it being submitted for recording; &
- 2) Sidewalk waiver.

Mr. Dorr announced Consent Agenda item Number 3.

3. Application for a Plat Revision for the 2nd Revision of American Veterans Restoration, submitted by Bob Farley, Farley Surveying, on behalf of Jonathan Strausser, American Veteran's Restoration, property owner. The request is to revise the lot lines between Lot 1 & Lot 2, to increase Lot 1 from 1.63+/- acres to 1.86+/- acres and to decrease Lot 2 from 1.86+/- acres to 1.63 +/- acres. The subject property is zoned C-3, General Commercial District, and is located on the north side of Railroad Ave, just west of Goodman Rd E, known as 9320 Railroad Ave. (File # SD22-0068).

EXECUTIVE SUMMARY: The property owner, Jonathan Strausser with American Veterans Restoration proposes a revision to second revision of the American Veterans Restoration plat by shifting the lot line between Lots 1 & 2 eastward to place all improvements such as parking spaces and stormwater management facilities for the development of Lot 1 on this lot. Said Lot 1 is intended to be developed as an office building for American Veterans Restoration business. Both lots are zoned C-3, General Commercial District. Public utilities such as water, sewer, and gas are available to the proposed lots. No bond, variances, or waivers are applicable to the plat. **BACKGROUND:** The property owner, Jonathan Strausser, with American Veterans Restoration requests approval of a plat revision for the 2nd revision of American Veterans Restoration. The purpose of the revision is to shift the side lot line between lots 1 and 2 eastward, which will increase to size of Lot 1 from 1.63ac to 1.86ac to accommodate all the improvements for the development of an office on this lot. Such improvements include parking stalls and stormwater management infrastructure. **RECOMMENDATION:** Staff recommends approval of the plat revision for the 2nd Revision of American Veterans Restoration, subject to the following conditions:

1. Lots improvements shall be the responsibility of the developer and not the responsibility of the City of Olive Branch.
2. Future development on the lots shall comply with all applicable requirements of the City's various land development regulations.
3. Unless otherwise specified, all utilities and services (electric, telephone, cable, etc.) to

- be installed underground.
- 4. Move the side lot line between Lots 1 & 2 further eastward to place all parking stalls and stormwater management infrastructure for Lot 1 on this lot, or place areas of these improvements that are within Lot 2 in appropriate easements before recordation of the plat.
- 5. While a building permit may be obtained for the development of Lot 1, which is a lot of record, final building and planning inspections shall not be conducted for the building and associated site improvements until the subject plat has been recorded.
- 6. Minor edits are applicable to the Final Plat as may be required by City regulations and deemed necessary by City staff.

Mr. Dorr announced Consent Agenda item Number 4.

- 4. Application for a Final Plat for Santos 1 Lot Subdivision, submitted by Ben Smith, IPD LLC on behalf of Marvin Santos and Adelia Hernandez, property owners. The request is to create a single residential lot of 9.34 +/- acres. The subject property is zoned A-R, Agricultural-Residential, and is located on the south side of Stateline Rd between Joy Lynn Cv & Germantown Rd. (File # SD22-0070)

EXECUTIVE SUMMARY: The property owners, Marvin Santos and Adelia Hernandez propose to plat a 9.34ac parcel along Stateline Rd to create a “Santos 1-Lot Subdivision.” The property is zoned A-R, Agricultural Residential, which requires lots to be a minimum 1ac. in size. While public water is available along the Stateline Rd of the property and gas lines exist in the general vicinity of the site, there is no public sewer line in the street frontage of the lot. No bond, variances, or waivers are applicable to the plat. Staff recommends approval subject to various conditions. **BACKGROUND:** Ben Smith with IPD, LLC, on behalf of the property owners, Marvin Santos and Adelia Hernandez, requests approval of a ±9.34ac final plat of the “Santos 1-Lot Subdivision” along Stateline Rd. The vacant property is currently un-platted. **STAFF RECOMMENDATION:** Staff recommends approval of the final plat of “Santos 1-Lot Subdivision,” subject to the following conditions:

- 1. Lot improvements shall be the responsibility of the developer and not the City of Olive Branch.
- 2. Future development on the lot shall comply with all 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. Minor edits are applicable to the Final Plat as may be required by City regulations and deemed necessary by City staff.

Mr. Stratton arrived at 6:05pm.

Mr. Dorr asked if anyone would like a full presentation of any of the consent items and there was no one. **Mr. Singh made a motion to approve Consent items 1-4, subject to all staff conditions. Mr. Schumpert made the second and the items were approved as follows:**

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

OLD BUSINESS

None

NEW BUSINESS

- 1. Application for a Zoning Map Amendment submitted by Byron Houston, Houston Engineering, on behalf of property owner Keith Sellers. The request is to rezone 57.44 +/- acres from A-R, Agricultural-Residential District to PUD, Planned Unit Development. The purpose is to establish The Lakes at Stateline, a Mixed Use Planned Unit Development. The subject property is located at the SE corner of Malone & Stateline Rd. (File # ZP22-0027). *(Applicant Requests Item be Tabled)*

Mr. Dorr announced New Business item number 1 and noted there was a request to table the item. **Mrs. Remak made a motion to table the item to February 14, 2023. 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 Absent

2. Application for the Preliminary Plat for Funderburk Planned Unit Development, Area 5, submitted by Byron Houston, Houston Engineering on behalf of Church-Craft Rd Express LLC, and Funbderburk Family, LP, property owners. The request is to create four preliminary Commercial subdivision lots on 9.19ac. The subject property is zoned PUD, Planned Unit Development, and is located at the NE corner of Craft Rd and Church Rd, and south of Lick Creek. (File # SD22-0046).

Mr. Dorr announced New Business item number 2 and asked for the staff report. Mr. Asongayi advised that Condition number 5 had already been met and could be removed from recommendation. He shared the following: **EXECUTIVE SUMMARY:** Byron Houston, on behalf of the property owners, Craft and Church Express, LLC and Funderburk Family, LP, requests approval of the preliminary plat for Funderburk Planned Unit Development, Area 5 Subdivision, which will consist of 4 commercial lots. The project text and associated master development plan for the Funderburk PUD was approved by the Board of Aldermen on September 21, 2021. Responsibility for all improvements was placed on the developer. There is no public water line adjoining any of the proposed lots. A future public trail is proposed at the rear of the lots, which will connect to the trail section approved by the Board of Aldermen in the Willow Bend Neighborhood Market Planned Development at the intersection of Ross Rd and Church Rd. A pedestrian bridge will be necessary to cross the trail from the northern end of proposed Lot 1 across Lick Creek northward. Staff recommends approval subject to multiple conditions related to development in the floodplain, access to the potential lots, trail infrastructure completion, etc. **BACKGROUND:** The applicant, Byron Houston, on behalf of Craft and Church Express, LLC and Funderburk Family, LP, who own the areas proposed as Lot 1 and Lots 2 to 4 respectively, requests approval of the preliminary plat for Funderburk Planned Unit Development, Area 5. The plat consists of four commercial lots. The total land area involved is 9.19ac. The Funderburk Family, LP has sold the proposed Lot 1 to Craft and Church Express, LLC, which intends to develop the suggested Lot 1 for a convenience store with gas pumps in future. **RECOMMENDATION:** Staff recommends that the Planning Commission approve the preliminary plat for the Funderburk Planned Unit Development, Area 5, and recommend same to the Board of Aldermen subject to the following:

1. Unless otherwise specified in the approval of a final plat of some or all proposed lots, all improvements shall be the responsibility of the developer and not the City of Olive Branch.
2. The developer shall submit civil construction plans for grading, stormwater management, utilities, trail and other applicable development improvements to the City Engineer and the Director of Planning and Development or designee for approval.
3. Development on any and all lots must meet all requirements of the Flood Damage Prevention Ordinance of the City of Olive Branch. The property owners must submit applications for Conditional Letters of Map Revisions based on Fill (CLOMR-F) to FEMA, and evidence for such submission provided to the City Engineer before a building permit can be issued for a development on any of the lots.
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. Apart from two shared access easements, one at the side property line of Lot 1 and Lot 2 and the other at the side property line of Lot 3 and Lot 4, no other driveway shall be permitted for the lots along Church Rd.
6. The requirement for construction of curb, gutter, and sidewalks along the Church Rd and Craft Rd frontages of the potential lots is waived. In lieu of these improvements, the property owners shall construct a 10ft wide trail at the rear of the proposed lots, along Lick Creek, and provide for a pedestrian crossing bridge across Lick Crick. To avoid discontinuity of the trail within Area 5 of the Funderburk PUD, the full length of the trail, from Craft Rd to the easterly property line of preliminary Lot 4 shall be constructed before

an occupancy certificate is issued for the occupation of any building on any of the proposed lots. Alternatively, the property owners may provide a bond or pay a commensurate fee in lieu of construction to the City for the future completion of this trail and the bridge for trail crossing.

7. At final plat submittal, the draft Declaration of Covenants Conditions & Restrictions for the Property Owners Association, which shall include provisions for the management of all common or joint use areas shall be submitted for concurrent 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 Byron Houston, PO Box 3087, Oxford, MS 38655. He had nothing to add to the report. Mr. Dorr asked if there were any questions for this applicant and there were none. Mr. Dorr asked if there was anyone else present in favor of the application and there were none. Mr. Dorr asked if there was anyone present to speak in opposition of this application and there were none. **Mrs. Remak made a motion to approve the preliminary plat for the Funderburk Planned Unit Development, Area 5, and recommend same to the Board of Aldermen subject to the following 7 remaining conditions after removing condition number 5:**

1. Unless otherwise specified in the approval of a final plat of some or all proposed lots, all improvements shall be the responsibility of the developer and not the City of Olive Branch.
2. The developer shall submit civil construction plans for grading, stormwater management, utilities, trail and other applicable development improvements to the City Engineer and the Director of Planning and Development or designee for approval.
3. Development on any and all lots must meet all requirements of the Flood Damage Prevention Ordinance of the City of Olive Branch. The property owners must submit applications for Conditional Letters of Map Revisions based on Fill (CLOMR-F) to FEMA, and evidence for such submission provided to the City Engineer before a building permit can be issued for a development on any of the lots.
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. Apart from two shared access easements, one at the side property line of Lot 1 and Lot 2 and the other at the side property line of Lot 3 and Lot 4, no other driveway shall be permitted for the lots along Church Rd.
6. The requirement for construction of curb, gutter, and sidewalks along the Church Rd and Craft Rd frontages of the potential lots is waived. In lieu of these improvements, the property owners shall construct a 10ft wide trail at the rear of the proposed lots, along Lick Creek, and provide for a pedestrian crossing bridge across Lick Crick. To avoid discontinuity of the trail within Area 5 of the Funderburk PUD, the full length of the trail, from Craft Rd to the easterly property line of preliminary Lot 4 shall be constructed before an occupancy certificate is issued for the occupation of any building on any of the proposed lots. Alternatively, the property owners may provide a bond or pay a commensurate fee in lieu of construction to the City for the future completion of this trail and the bridge for trail crossing.
7. At final plat submittal, the draft Declaration of Covenants Conditions & Restrictions for the Property Owners Association, which shall include provisions for the management of all common or joint use areas shall be submitted for concurrent review.

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 Absent

3. Application for a Final Plat submitted by Byron Houston, Houston Engineering on behalf of Church-Craft Rd Express LLC, property owner. The request is to create a one lot Commercial subdivision of 2.0 +/- acres. The subject property is zoned PUD, Planned Unit Development,

and is located at the NE corner of Craft Rd and Church Rd. (File # SD23-0001). (*Applicant Requests Item be Tabled*)

Mr. Dorr announced New Business item number 3 and noted there was a request to table the item. **Mrs. Remak made a motion to table the item to February 14, 2023. 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 Absent

4. Application to amend Project Text and Development Plan for "Neighborhood Convenience Development", submitted by 305 College Inc., property owner. Applicant is considering a potential convenience store with gas pump bays on the 3.96 +/- acre property that is located on the Southwest corner of Hwy 305 and College Rd, and is zoned C-4, Planned Commercial District. (File # ZP22-0026). (*Applicant Requests Item be Tabled*)

Mr. Dorr announced New Business item number 4 and noted there was a request to table the item. **Mr. Stratton made a motion to table the item to February 14, 2023. Mrs. Remak 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 Absent

5. Application for a Preliminary Plat for Fox Creek Commercial Subdivision submitted by Ben Smith, IPD LLC on behalf of Ibrahim Babukr, property owner. The request is to create 4 Commercial lots from 7.91+/- acres. The subject property is zoned PUD, Planned Unit Development, and is located on the north side of Hwy 302, from just west of Creek Side DR to just east of Fox Creek Dr. (File # SD22-0069).

Mr. Dorr announced New Business item number 5 and asked for the staff report. Mr. Asongayi shared the following: **EXECUTIVE SUMMARY:** Ben Smith, on behalf of the property owner, Ibrahim Babukr, requests approval of the preliminary plat for Fox Creek Commercial Subdivision, which will consist of 4 lots. The project text and associated master development plan for the Fox Creek PUD was approved by the Desoto County Board of Supervisors in 1991. Some portion of the land area of the potential lots is zoned for commercial use while the rest is zoned for single-family residential use per the FOX Creek PUD text. Excepting stormwater management infrastructure, utility lines such as water and sewer are available to the future lots. Responsibility for all improvements shall be that of the developer. **BACKGROUND:** Ben Smith, on behalf of the property owner, Ibrahim Babukr, requests approval of the preliminary plat for Fox Creek Commercial Subdivision, which will consist of 4 commercial lots. The project text and associated master development plan for the Fox Creek PUD was approved by the Desoto County Board of Supervisors in 1991, prior to the annexation of the area into the corporate limits of the City of Olive Branch. **RECOMMENDATION:** Staff recommends that the Planning Commission approve the preliminary plat for the Fox Creek Commercial Subdivision, and recommend same to the Board of Aldermen subject to the following:

1. All improvements shall be the responsibility of the developer and not the City of Olive Branch.
2. The developer shall submit civil construction plans for grading, stormwater management, utilities, trail and other applicable development improvements to the City Engineer and the Director of Planning and Development or designee for approval.
3. Unless otherwise specified in this approval order, 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.
4. Access to future Lot 1 shall be limited to Creek Side Dr., and access to potential Lot 4 shall be restricted to Fox Creek Dr. Neither of these lots shall have driveways on HWY 302.
5. The developer shall construct sidewalks in the street frontages of the future lots along Creek Side Dr. and Fox Creek Dr.

6. At final plat submittal, the draft Declaration of Covenants Conditions & Restrictions for the Property Owners Association, which shall include provisions for the management of all Common Open Space areas, shall be submitted for concurrent review.
7. The approval of this preliminary plat shall not be construed as permitting any specific commercial development on any of the potential lots.

This concluded the staff report. Mr. Dorr asked the Commissioners if there were any questions for staff. Mr. Singh asked regarding the access for easement, if the applicant should get approval from MDOT for the entrance. Mr. Asongayi advised yes. Mr. Singh asked if there were any restrictive uses. Mr. Asongayi advised the basis for this PUD was split into 2 areas, a Residential area and a C-1 area. The C-1 area was bound by a list of permitted and conditional uses. Mr. Dorr asked if there was anyone present to represent the application and recognized Chance Walker, IPD, 8180 Airways Blvd, Ste B, Southaven, MS 38671. He had nothing to add to the report. Mr. Dorr asked if they had any issues with the conditions and he did not. MR. Dorr asked if there were any questions for this applicant and there were none. Mr. Dorr asked if there was anyone else present in favor of the application and there were none. Mr. Dorr asked if there was anyone present to speak in opposition of this application and recognized Scott Barber, 6786 Braybourne Main, Olive Branch, MS 38654. He advised that he doesn't want a gas station here and the neighborhood doesn't need it. He referred to criteria the Board uses to make the decisions. His neighborhood and Fox Creek are all residential, there is no commercial development. The character of the neighborhood hasn't changed to warrant this type of development. Mr. Asongayi advised those criteria are specific for rezoning applications and that is not what this is. This is a subdivision application only. It does not address what is going to be built there in the future. If someone wanted to put a gas station there in the future, there would be a different application before a different board and the neighborhood would be notified. **Mr. Stratton made a motion to approve the preliminary plat for the Fox Creek Commercial Subdivision, and recommend same to the Board of Aldermen subject to the following:**

1. All improvements shall be the responsibility of the developer and not the City of Olive Branch.
2. The developer shall submit civil construction plans for grading, stormwater management, utilities, trail and other applicable development improvements to the City Engineer and the Director of Planning and Development or designee for approval.
3. Unless otherwise specified in this approval order, 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.
4. Access to future Lot 1 shall be limited to Creek Side Dr., and access to potential Lot 4 shall be restricted to Fox Creek Dr. Neither of these lots shall have driveways on HWY 302.
5. The developer shall construct sidewalks in the street frontages of the future lots along Creek Side Dr. and Fox Creek Dr.
6. At final plat submittal, the draft Declaration of Covenants Conditions & Restrictions for the Property Owners Association, which shall include provisions for the management of all Common Open Space areas, shall be submitted for concurrent review.
7. The approval of this preliminary plat shall not be construed as permitting any specific commercial development on any of the potential lots.

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

Pat Dorr	Yes	Steve Stratton	Yes	Donny Singh	No	Dion Jones	Absent
Jim Schumpert	Yes	Kimberly Remak	Yes	Diane Senger	Absent		

6. Application for a Final Plat for the Russell Fox 2 Lot Subdivision, submitted by Uriel Salas, United Real Estate Mid-South, on behalf of Russell & Marg Fox, property owners. The request is to divide 6.86+/- acres into 2 residential lots. The subject property is zoned A-R, Agricultural-Residential, and is located on the north side of Dunn Lane, between 7560 and 7600 Dunn Lane. (File # SD22-0071)

Mr. Dorr announced New Business item number 6 and asked for the staff report. Mr. Gambone shared the following: **BACKGROUND / EXECUTIVE SUMMARY:** The subject property is a 6.86+/- acre unplatted parcel located on the north side of Dunn Lane, more than ½ mile east of Craft Road within an area annexed into the City on May 28, 2021. The property is wooded and undeveloped. The application to subdivide the parcel into two lots is a requisite step for the future development of two homes. The proposed subdivision of the parcel into Lot 1 (4.76+/- acres) and Lot 2 (2.10+/- acres) has been designed to meet the minimum dimensional requirements of the A-R zoning district. As shown below, the subdivision appears to be in character with surrounding development patterns and it is recommended for approval. **RECOMMENDED MOTION:** Approve the application and recommend that the Board of Aldermen approve the Final Plat for the Russell Fox 2 Lot Subdivision to divide 6.86+/- acres into 2 residential lots subject to the following conditions:

1. Improvements to be the responsibility of the developer and not the responsibility of the City of Olive Branch.
2. Add a plat note that all utilities and service lines (electric, telephone, cable, etc.) to be underground.
3. Add perimeter utility easements (10' along Dunn Lane, 5' side and rear yards).
4. Add a plat note that driveways on Lot 1 and Lot 2 shall be paved.
5. Add setbacks on Final Plat, drawing the Lot 1 front setback line 50' from the rear line of Lot 2.
6. Final Plat subject to review of the City Engineer and minor edits.

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 Russell Fox, 1628 Cedar Trace Dr, Hernando, MS 38632. He had nothing to add to the report. Mr. Dorr asked if there were any questions for this applicant and there were none. Mr. Dorr asked if there was anyone else present in favor of the application and there were none. Mr. Dorr asked if there was anyone present to speak in opposition of this application and there were none. **Mr. Singh made a motion to approve the application and recommend that the Board of Aldermen approve the Final Plat for the Russell Fox 2 Lot Subdivision to divide 6.86+/- acres into 2 residential lots subject to the following conditions:**

1. **Improvements to be the responsibility of the developer and not the responsibility of the City of Olive Branch.**
2. **Add a plat note that all utilities and service lines (electric, telephone, cable, etc.) to be underground.**
3. **Add perimeter utility easements (10' along Dunn Lane, 5' side and rear yards).**
4. **Add a plat note that driveways on Lot 1 and Lot 2 shall be paved.**
5. **Add setbacks on Final Plat, drawing the Lot 1 front setback line 50' from the rear line of Lot 2.**
6. **Final Plat subject to review of the City Engineer and minor edits.**

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 Absent

OTHER BUSINESS

ADJOURNMENT

Mrs. Remak made a motion to adjourn the meeting at 6:44 pm. Mr. Singh made the second and the motion was approved as follows:

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