

Agenda for the Meeting –

- 1. Call to Order and Roll Call.**
- 2. Pledge of Allegiance.**
- 3. Approval of Previous Meeting Minutes from 7-31-2023.**
- 4. Old Business. – None.**
- 5. New Business.**
 - a) Election of Chairperson and Vice-Chairperson** for a new term. (New term would start for the September planning commission meeting.) Motions? Seconds? Vote?
 - b) Case No. 2023-15 SPDR:** A request for a site plan and design review (SPDR) for a maintenance building at 6586 East Center Street by Memphis Recycling Waste Management Group, landowner and applicant; Ben Smith, agent; and Chance Walker with IPD, engineer or designer. Subject parcel consists of 0.669-acres +/- . The subject parcel is currently zoned as M-1, Light Industrial District.
 - c) Case No. 2023-16 CU:** A request for a conditional use at 6120 U.S. Highway 51 N, Suites C&D, by New Development, LLC, landowner; by Brittany Tuner, applicant, for a banquet hall with licensed bartender service, on land consisting of 1.04-acres +/- . The subject parcel is zoned PUD, Planned Unit Development, by the City of Horn Lake. **She requests, due to recent personal developments, this case be tabled until no later than August of 2024, or a date prior based upon her input.**
 - d) Case No. 2023-22 DE:** A request for a design exception from Article XIII, Item K, of the City’s Zoning Ordinance for Lots 121-127 of the River Oaks, Section C Subdivision. The request is to allow for garage forward designs.
- 6. Other Business.**
 - a) Comprehensive Plan (*Plan*) update.
- 7. Adjournment.**

Start of the Items/Cases Portion of the Minutes –

City Planning Commissioners present – Chad Engelke (Chair), Jimmy Stokes (Vice-Chair), Clara Kirkley, Linda McGan (Secretary), William Egner, Janice Vidal, Jesse Ware, and Bill Mercer. **Absent** – None.

City Staff – Chad Bahr, AICP, Planning Director; Jonathan Ryan, City Information Technology (IT); Andrew Hockensmith, Assistant Planning Director; and Billy Simco, Planner I (Storm Water Specialty).

Gallery – Francis J. Miller, resident and voting member of Horn Lake for 14 years from Ward #5; Chance Walker from the IPD Engineering firm.

Note: For brevity, the following representations may be used as abbreviations in these minutes.

- a. Chair = Chairperson of the Planning Commission
- b. Plgn Dir = City Planning Director
- c. RZ = Rezoning or Zoning amendment case
- d. CU = Conditional Use
- e. Mtn = Motion
- f. 2nd = Second to a main or primary motion
- g. V = Vote or result upon a made motion
- h. PC = Planning Commission or Commissioner
- i. DE = Discussion ensued at some length upon the topic or subject indicated
- j. & = And
- k. PUD = Planned Unit Development type zoning classification
- l. MS = Mississippi Items

Items 1 and 2. The Chair called the meeting to order at 6:00 p.m. The Secretary took roll call with all planning commissioners present. Pledge of Allegiance was held and lead by the chair.

Item 3. Approval of minutes from the 7-31-23 meeting.

Motion to approve minutes as mailed – Ware. **2nd** – Mercer. **Vote:** Motion passed, 7-0.

4. Old Business - none.

5. New Business.

- a. **Election of Chairperson and Vice-Chairperson** for a new term. (New term would start for the September planning commission meeting.)

The Chair called for any motions or nominations. Vidal made a **motion** for Stokes to be chairperson. **Seconded** by Mercer. Stokes spoke up and said he did not desire the chair position, but rather, the vice-chair position on the planning commission. Vidal withdrew her original motion.

Some discussion ensued (DE).

A **motion** was made by Kirkley to nominate Engelke for chairperson and Stokes for vice-chairperson. A **second** was made by McGan. **Vote:** Motion passed, 7-0.

Chair called for any nominations or motions to serve as secretary to the planning commission. Kirkley made a **motion** to have McGan as secretary. A **second** was made by Vidal. **Vote:** The motion passed, 7-0.

The Chair explained the positions would be held until the next city election which would be held in 2025, thus roughly making the positions 2-year positions plus or minus a margin of time.

- b. **Case No. 2023-15 SPDR:** A request for a site plan and design review (SPDR) for a maintenance building at 6586 East Center Street by Memphis Recycling Waste Management Group, landowner and applicant; Ben Smith, agent; and Chance Walker with IPD, engineer or designer. Subject parcel consists of 0.669-acres +/- . The subject parcel is currently zoned as M-1, Light Industrial District.

Assistant Planning Director, A. Hockensmith, gave a PowerPoint presentation of the case/request. The proposal did meet many design standards of the City, but ran short on the following items:

- a. Exterior design materials,
- b. Less than the required 20% glass as a material for the public facing facades (west and north),
- c. Lack of landscaping islands in the parking area,
- d. The proposed use of barbed wire on top of a proposed chain-link fence at the parcel's perimeter, and
- e. The lack of sidewalks in the site plan design.

Lengthy discussion ensued (DE) on the above topics. This discussion was about the appropriateness of applying certain city standards or not to the proposed development project based upon location, the land use involved, the traffic upon East Center Street and previous development patterns of the business involved.

Chance Walker, with IPD, spoke upon the suggested conditions. He said they would like to request a formal design exception from the zoning ordinance design standards, from the exterior materials standard, and from the required glass standard based upon the functionality of the proposed structure. Further DE.

A **motion** was made by Egner and a **second** was made by Stokes to approve the request as submitted, with no conditions attached to it. **Vote:** Motion passed, 6-1, with Commissioner Vidal with the dissenting vote.

- c. **Case No. 2023-16 CU:** A request for a conditional use at 6120 U.S. Highway 51 N, Suites C&D, by New Development, LLC, landowner; by Brittany Tuner, applicant, for a banquet hall with licensed bartender service, on land consisting of 1.04-acres +/- . The subject parcel is zoned PUD, Planned Unit Development, by the City of Horn Lake. **She requests, due to recent personal developments, this case be tabled until no later than August of 2024, or a date prior based upon her input.**

The Chair asked for input from staff. The director said the applicant, after filing the application and request, had requested for the case to be heard no later than the August planning

commission meeting of 2024, citing she would like more time for personal reasons and the application is not ready to be heard.

A **motion** was made by Stokes and a **second** made by Vidal to table the request until as late as the August of 2024 planning commission meeting date, if need be, based upon the applicant's request for more time. **Vote:** The motion passed, 7-0.

- d. **Case No. 2023-22 DE:** A request for a design exception from Article XIII, Item K, of the City's Zoning Ordinance for Lots 121-127 of the River Oaks, Section C Subdivision. The request is to allow for garage forward designs.

Since there was no one in the gallery for this case, the Chair asked for a motion to table. A **motion** was made by Egner and **second** was made by Ware to table the request until the next planning commission meeting (Sept. 25th). **Vote:** The motion passed, 7-0.

6. Other Business.

- a) Comprehensive plan update.

The planning director said the draft of the *Plan* is due to the Advisory Group in September and then if the process stays on schedule, the planning commission would be able to review and consider the *Plan* in October. This was based upon input from the planning consultant, Orion Planning Group.

7. Adjournment.

Chair – Called for a motion to adjourn. **Motion** – Stokes. **2nd** – Egner. **Vote:** Motion to adjourn the meeting at 7:01 p.m. passed, 7-0.

(**Scrivener's Note:** These minutes were prepared in first draft form by C. Bahr, Planning Director, from 8-29 to 8-30-2023. The second draft was completed at 9:12 p.m. on 8-30-2023.)