

Agenda
City of Olive Branch
Board of Zoning Adjustment Meeting
6:00 PM
April 10, 2025

This meeting will be live-streamed and recorded on the City's YouTube channel at <https://www.youtube.com/@cityofob>.

Call to Order:

Roll Call:

The Appeal Process

Approval of Minutes:

1. Minutes of March 13, 2025 Meeting

Old Business:

New Business:

1. Application for a Zoning Variance, submitted by Charles Elder Jr, property owner. The request is to permit a fence height variance of one foot over the allowed six feet in the side and rear yards. The 0.89+/-acre property is zoned PUD, Planned Unit Development and is located on the northeast corner of Carson Dr and Bobo Pl, Lot 95 of Wedgewood Farms Section C, Phase 2, known as 6396 Carson Dr. (File # VR25-0002) (Applicant requests item to be tabled).
2. Application for a Conditional Use Permit, submitted by Philippians 3:13 Ministries, Inc on behalf of property owner Friendship Church of Christ. The request is to establish a transitional home for men completing a faith-based rehabilitation program. The 9.49+/- acre subject property is zoned A-R, Agricultural-Residential District, and is located on the east side of Pleasant Hill Rd, approximately half a mile north of Bean Patch Creek and just over half a mile south of Bridgforth Rd, known as 3250 Pleasant Hill Rd. (CU25-0003) (Applicant requests item to be tabled).

Other Business

Adjournment

**MINUTES FOR THE CITY OF OLIVE BRANCH BOARD OF ZONING ADJUSTMENT
REGULAR MEETING MARCH 13, 2025**

The Olive Branch Board of Adjustment meeting was held on Thursday, March 13, 2025, 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. Roman, Chairman of Board of Zoning Adjustment, at 6:00 p.m.

ROLL CALL

Ted Roman, William Gray, Carl Williams, Jackie Butler, Jessica Cowan and Darrel Berkley were present, and a quorum was established. Aretha Wiseman was absent. Jason Gambone, Director, Venard Asongayi, Assistant Director, Jeremiah McCroskey, Associate Planner, Kevin Norman, Senior Planner, and Heather James, Planning Technician were present from the Planning and Development Department.

THE APPEAL PROCESS

Mr. Roman announced the Appeal Process.

APPROVAL OF THE MINUTES OF THE FEBRUARY 13, 2025 MEETING

Mr. Roman asked if anyone had any questions, comments or motions regarding the minutes of the February 13, 2025 meeting. **Carl Williams made a motion to approve the minutes as corrected. Jackie Butler made the second and the motion was approved as follows:**

**Jessica Cowan – Yes William Gray – Yes Aretha Wiseman – Absent
Ted Roman – Yes Jackie Butler – Yes Darrel Berkley – Yes Carl Williams – Yes**

OLD BUSINESS

Mr. Williams recused himself at 6:02pm.

1. Application for a Zoning Variance, submitted by property owners George & Chasidy Crum. The request is to encroach 35 feet into the 50 foot front yard setback for the purpose of a home addition. The 0.68+/-acre subject property is zoned R-3, Planned Residential, and is located at the southeast corner of Drew Glazer Drive and Brent Hogue Drive, known as Lot 39, Davidson Park Subdivision, 7846 Brent Hogue Dr. (File #VR25-0001).

- **APPLICATION SUMMARY**

The property owners/applicants, George and Chasidy Crum, have submitted a setback request for the purpose of a ±1,000 home addition that would encroach 10 ft. into the 50 ft. front yard setback along Drew Glazer Dr. The home was purchased as-built in 2011. The property is a corner lot. The proposed addition would tie into the rear of the home where there are existing windows. Fenestration and accessibility considerations regarding the character of the house as a structure present a hardship that warrants the requested variance. Staff, therefore, recommends approval upon finding that all criteria are met.

- **STAFF PRESENTATION**

Senior Planner, Kevin Norman, presented the staff report, which is included herein by reference (File #CU25-0001).

- **BOARD OF ZONING ADJUSTMENT INQUIRY AND STAFF RESPONSE**

None

- **PUBLIC HEARING**

- **Proponents:**

- George Crum, 7846 Brent Hogue Dr, Olive Branch, MS – He had nothing to add to the report

- **Opponents:**

- None

- **BOARD OF ZONING ADJUSTMENT DISCUSSION**

Mr. Norman wanted to state that in conditions #s 1 & 4, the statement should be “along the east property line”, not the west. Mr. Gray asked if there was an HOA for this subdivision. Mr. Crum advised there was not. Ms. Cowan asked if there was a fence. Mr. Crum advised there was. She said she was concerned that there would be a site issue. Mr. Roman asked if this was existing storage or proposed? Mr. Crum said the existing storage will move. Mr. Gray said there was a small one also. Mr. Crum advised it was only a lean-to and could easily be removed. He said the existing building already encroaches on the setback.

- **MOTION**

Mrs. Butler made a motion to approve the variance, permitting a 10 ft building setback encroachment into the 50 ft front yard setback along Drew Glazer Dr. for a 1 ½ story house addition at 7846 Brent Hogue Dr. upon finding that a hardship exists, namely, the corner location of the lot and the structural position of the rear access door and window for ventilation, and that all other variance conditions have been met, subject to the following:

- 1) The building addition shall not be placed within the existing 5 ft utility easement along the east property line.
- 2) Install small evergreen tree form landscape plants, such as tree form hollies, 8 ft on-center along the exterior (north side) of the existing fence and along the east façade of the building addition.
- 3) The building addition shall have opaque windows on the east façade facing Lot 40 of the Davidson Park Subdivision.
- 4) Move the existing accessory shed south as stated in the Letter of Intent and site sketches. This accessory building shall also not be placed within the existing 5 ft utility easement along the east property line.
- 5) The property owner shall obtain all building permits before proceeding with construction of the building addition.

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

Jessica Cowan – Yes William Gray – Yes Aretha Wiseman – Absent
Ted Roman – Yes Jackie Butler – Yes Darrel Berkley – Yes Carl Williams – Recused

Mr. Williams returned to the meeting at 6:17pm.

NEW BUSINESS

1. Application to expand the scope and extend the validity time of a Conditional Use Permit granted on July 9, 2015, submitted by Shane King, Houston Engineering, on behalf of property owners, Public Storage. The request is to allow for mini warehouses to be located on a total of 11.81+/- acres for an additional period of twenty years, to terminate on March 13, 2045. The subject property is zoned C-2, Highway Commercial District, and is located between Mid South Drive and Caroma Street, known as 8650 Mid South Dr and 8717 Caroma Street. (File # CU25-0002).
- **APPLICATION SUMMARY**

This application seeks approval of a 20-year Conditional Use Permit (CUP) bringing a non-conforming use of mini-warehouses and self-storage units on 4 lots (totaling 11.81± ac) with 17 existing storage/office buildings into zoning compliance. Three of the buildings were previously approved for a Conditional Use in September 2000. The CUP was extended for these 3 buildings on July 9, 2015. The property is zoned C-2 Highway Commercial District which allows for mini warehouses as a Conditional Use upon Board of Zoning Adjustment's approval. The applicant has submitted a plan set that satisfies all conditions of the CUP request for mini-warehouses. Staff recommends approval subject to various conditions.
 - **STAFF PRESENTATION**

Senior Planner, Kevin Norman, presented the staff report, which is included herein by reference (File #CU25-0002).
 - **BOARD OF ZONING ADJUSTMENT INQUIRY AND STAFF RESPONSE**

Mr. Roman asked to make sure that all the buildings shown already exist. Mr. Norman advised they did. Ms. Cowan asked if they were adding landscape. Mr. Norman advised they were. Mr. Roman said it sounds like they are just improving what is already there. Mr. Norman advised that was correct, and that most of the improvements were on the inside. Mr. Roman asked if there were any complaints from the public. Mr. Norman said there were none. Mr. Gray says it always looks nice and tidy.
 - **PUBLIC HEARING**
 - **Proponents:**
 - Shane King, Houston Engineering, PO Box 3087, Oxford, MS – He advised that he had nothing to add, this was just to make sure all the buildings were included.
 - **Opponents:**
 - None
 - **BOARD OF ZONING ADJUSTMENT DISCUSSION**

Mr. Williams asked if this would have access to Caroma. Mr. King advised only one access. They are eliminating the other to create a detention pond. Ms. Cowan asked if the existing businesses just have to move? Mr. King advised yes. Ms. Cowan said she hates the businesses have to move, but that is not a decision for this board. She advised it seems a straightforward application with new owners.
 - **MOTION**

Mr. Williams made a motion, upon finding that all conditional use permit criteria have been met, approve a conditional use permit for all mini-warehouse storage buildings at 8650 Mid South Dr. and 8717 Caroma St. for twenty years, valid till March 13, 2045, subject to the following conditions:

1. The subdivision plat approved by the Board of Alderman on July 19, 2022, must be recorded before a renovation permit may be issued for any building improvements on the properties.
2. Administrative review and approval of Final Civil, Photometric, Irrigation, Landscaping, and Building Elevation plans, which shall meet the City's land development regulations.

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

Jessica Cowan – Yes William Gray – Yes Aretha Wiseman – Absent
Ted Roman – Yes Jackie Butler – Yes Darrel Berkley – Yes Carl Williams – Yes

OTHER BUSINESS

Mr. Asongayi just wanted to ask the board to make sure that the minutes from the previous meeting for the auto shop were correct as written. They advised collectively that they were fine.

ADJOURNMENT

Mr. Gray made a motion to adjourn the meeting at 6:35pm. Mr. Williams made the second and the motion was approved as follows:

Jessica Cowan – Yes William Gray – Yes Aretha Wiseman – Absent
Ted Roman – Yes Jackie Butler – Yes Darrel Berkley – Yes Carl Williams – Yes

REPORT TO THE BOARD OF (ZONING) ADJUSTMENT

CAPTION/SUBJECT: Application for a Zoning Variance, submitted by Charles Elder Jr, property owner. The request is to permit a fence height variance of one foot over the allowed six feet in the side and rear yards. The 0.89+/-acre property is zoned PUD, Planned Unit Development and is located on the northeast corner of Carson Dr and Bobo Pl, Lot 95 of Wedgewood Farms Section C, Phase 2, known as 6396 Carson Dr. (Table to meeting of May 08, 2025).

EXHIBITS:
 1. Applicant's Request to Table

EXECUTIVE SUMMARY:

The applicant, Charles Elder Jr., property owner, requests approval to allow a 1 ft. front yard fence height variance to enable the construction of a 7 ft. high wooden fence for privacy and security at 6396 Carson Drive, Olive Branch, MS. The 0.89 +/- acre subject property is zoned PUD, Planned Unit Development. The Zoning Ordinance specifies that "Fences, walls, and hedges erected in the side and rear yard setback areas of a lot shall not exceed six (6) feet in height." Therefore, a variance is required.



RECOMMENDATION: *Table the application to the May 08, 2025 meeting.*

PREPARED BY: Jeremiah McClinton DATE: 4/4/2025
 CHECKED FOR SUBMISSION TO THE BOARD BY: _____ DATE: _____
 MOTION BY: _____ SECOND BY: _____

VOTE	BERKLEY	COWAN	BUTLER	GRAY	ROMAN	WILLIAMS	WISEMAN
YES	_____	_____	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____	_____	_____

March 25, 2025

Request to Table Variance Application

this is to request that the Board of Zoning Adjustment of the City of Olive Branch table my request for a fence variance at the April 10, 2025 meeting to the further notice, or at least to the Board's meeting in May, 2025.

Charles Elmer
03-25-25

REPORT TO THE BOARD OF (ZONING) ADJUSTMENT

CAPTION/SUBJECT: Application for a Conditional Use Permit, submitted by Philippians 3:13 Ministries, Inc on behalf of property owner Friendship Church of Christ. The request is to establish a transitional home for men completing a faith-based rehabilitation program. The 9.49+/-acre subject property is zoned A-R, Agricultural-Residential District, and is located on the east side of Pleasant Hill Rd, approximately half a mile north of Bean Patch Creek and just over half a mile south of Bridgforth Rd, known as 3250 Pleasant Hill Rd. (CU25-0003)

EXHIBITS:

- 1. Request to table the application to the June 12, 2025 BZA meeting.



Figure 1 Aerial Map of Subject Property

EXECUTIVE SUMMARY: This application seeks approval of a Conditional Use Permit (CUP) for a faith-based transitional facility for recovered addicts. The property is zoned AR Agricultural Residential which allows Conditional Uses for hospitals, nursing homes, and educational, philanthropic, or religious institutions on sites of not less than five acres, provided not more than 20 percent of the site area is occupied by the buildings upon Board of Zoning Adjustment’s approval. The applicant has not submitted a site plan set that satisfies all conditions of the CUP request.

The applicant requests that the item be tabled to the June 12, 2025 BZA meeting to provide additional time to retain a design professional for a site plan to be submitted.

RECOMMENDATION: Table this application until the June 12, 2025 meeting.

PREPARED BY *[Signature]* DATE: 3/28/2025
CHECKED FOR SUBMISSION TO THE BOARD BY: *[Signature]* DATE: 4/2/2025
MOTION BY: _____ SECOND BY: _____

VOTE	BERKLEY	BUTLER	COWAN	GRAY	ROMAN	WILLIAMS	WISEMAN
YES	_____	_____	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____	_____	_____

Norman, Kevin

From: WilliamWalker97@comcast.net
Sent: Thursday, March 27, 2025 11:17 AM
To: Norman, Kevin
Subject: RE: Friendship Church of Christ Conditional Use Permit Application

Kevin, thank you for the emails yesterday. Please advise the planning staff that we are investigating the retention of a design professional to put together more information for our facility regarding the site plan. Based on this information we are seeking a design professional and are requesting the city of Olive Branch to table our CUP request until the June 12, 2025 meeting.

Your consideration is appreciated in this matter.

Regards,
Bill Walker
Philippians 313 Ministries
Board Members

Mr. Walker,

Another item that is required is to state the amount of time the CUP is requested for (typically 20-25 years).

Kevin D. Norman, PLA

Senior Planner/Landscape Architect

City of Olive Branch

9200 Pigeon Roost Road

Olive Branch, MS 38654

Office (662) 892-9382

From: Norman, Kevin
Sent: Wednesday, March 26, 2025 11:02 AM
To: 'WilliamWalker97@comcast.net' <WilliamWalker97@comcast.net>
Subject: Friendship Church of Christ Conditional Use Permit Application

Dear Mr. Walker,

Thank you for your Conditional Use Permit (CUP) application submittal to the City of Olive Branch.

Currently the submitted CUP application packet for a transitional home (group home or halfway house) is considered incomplete.

To process the application in a timely manner, the following should be submitted to this office no later than Monday March 31, 2025. If the additional information cannot be submitted by that date, please send me a request to table your application to the May 8, 2025 Board of Zoning Adjustment meeting. Be aware the Board typically tables applications a maximum of two times.

- As per the attached application form, a site plan for any new building(s) shall be submitted. This includes parking to accommodate the facility and the church.

Churches require one space for every four seats. The application will need the church seating capacity.

A group home requires one space for every two beds, plus one space for every 100 square feet of floor area.

So..... Church seating/4 + group home beds + group home square footage of floor area (floor area is the total number of square feet within the exterior walls not counting cellars, basements, or attics) would give you the total parking requirements.

So, the application will need a drawing to scale of the footprint of the proposed facility showing the square footage of the building and the parking lot.

Please have your design professional provide a brief description of the new facility exterior building materials. Please also show handicap access and architectural elevations as per the Conditional Use Permit application.

I have attached a copy of the Conditional Use Permit application and checklist with the required information circled in RED.

All information should be e-mailed to me at this e-mail address.

Please call me at the number listed below if you have ANY questions.

Regards,

Kevin D. Norman, PLA

Senior Planner/Landscape Architect

City of Olive Branch

9200 Pigeon Roost Road

Olive Branch, MS 38654

Office (662) 892-9382