



**City of Hernando, Mississippi
Office of Planning**

**PLANNING COMMISSION
AUGUST 13, 2024, MINUTES**

The Planning Commission met in a regular session on August 13, 2024, at 6:00 p.m. at City Hall Board Room, 475 W Commerce Street. The following Commissioners were present: Commissioner Ashworth, Commissioner Thorn, Commissioner Clark, Commissioner Max, Commissioner Hawkins, Commissioner Skeen, and Commissioner Safley. The following staff members were also present Kristen Duggan, Josie Gilder, and Austin Cardosi.

Commissioner Hawkins called the meeting to order at 6:00 p.m. and Commissioner Max gave the invocation followed by roll being called.

Commissioner Hawkins asked if everyone had reviewed the July 9, 2024, minutes. Commissioner Max made a motion to approve the minutes as written. Commissioner Clark seconded the motion. The motion passed unanimously.

Chairman Hawkins announced the following items:

PL-1830 - 1891 Wood Hollow Rd - Request for a Conditional Use to allow an Accessory Dwelling Unit. The subject property is located south of W Oak Grove Rd, west of Scott Rd, more specifically 1891 Wood Hollow Rd, in Sections 23 Township 3, and Range 8 Dawn Wright, the owner.

Mr. Cardosi presented the application. The commission had no questions for Mr. Cardosi.

Ms. Dawn Wright came forward to represent the application. She stated that this would be a 1000 square foot Accessory Dwelling Unit. She would like to construct this for herself so that she can be close to her family due to her disabilities.

Commissioner Clark asked the location. Ms. Wright stated that it would be sat back behind the trees and not visible from the road.

Commissioner Max asked if there is an HOA and if so, have they approved the request. Ms. Wright said that there is no HOA. She added that there are several other “mother-in-law” suites in the neighborhood.

Commissioner Hawkins asked if there was anyone present to speak for or against the application. There was no one.

Commissioner Max made a motion for **APPROVAL** of the Conditional Use for an Accessory Dwelling Unit to be located south of W Oak Grove Rd, west of Scott Road of in Sections 23, Township 3, and Range 8, specifically 1891 Wood Hollow Road. for a period of 25 years, at which time the applicant shall return to the Planning Commission for an evaluation and a time extension request, Subject to Staff Comments and based on the following:

1. **The proposed WILL NOT substantially increase traffic hazards or congestion.**
2. **The proposed use WILL NOT substantially increase fire hazards.**
3. **The proposed use WILL NOT adversely affect the character of the neighborhood.**
4. **The proposed use WILL NOT adversely affect the general welfare of the City.**
5. **The proposed use WILL NOT overtax public utilities or community facilities.**
6. **The proposed use of the property does conform to the recommendations of the City's General Development Plan.**

Commissioner Clark seconded the motion. The motion passed unanimously.

Chairman Hawkins announced the following items:

PL-1831 - 1379 Nesbit Dr - Request for an extension of an existing Conditional Use to allow gravel. The subject property is located on the west side of Nesbit Dr south of Nesbit Rd, more specifically 1379 Nesbit Dr, in Sections 25, Township 2, and Range 8 John Williams, with JAW Rentals, LLC, the owner.

Mr. Cardosi presented the application to the commission.

Commissioner Max asked if there is an existing fence. Mr. Cardosi explained that there is an existing fence, and you cannot see the gravel when driving past the location.

Jonathan Hooker came forward to represent the application. He explained that this was originally a small body shop, and they had the intention of adding another building to the site. When Covid hit that was delayed. They still have the intention to construct another building, but the site is currently being used as a parking lot. They would like to extend the

gravel conditional use until construction. They have signed a 25-year lease on this property.

Commissioner Hawkins asked if there was anyone present to speak for or against the application. There was no one.

Commissioner Skeen made a motion to **APPROVE** the Conditional Use request to Mr. Williams, JAW Rentals, LLC, to allow the renewal of a conditional use for a gravel parking surface to be located on the west side of Nesbit Drive, north of Nesbit Rd in Sections 25, Township 2, and Range 8, specifically 1379 Nesbit Drive for a period of 5 years, at which time the applicant shall return to the Planning Commission for an evaluation and a time extension request, Subject to Staff Comments and based on the following:

1. **The proposed WILL NOT substantially increase traffic hazards or congestion.**
2. **The proposed use WILL NOT substantially increase fire hazards.**
3. **The proposed use WILL NOT adversely affect the character of the neighborhood.**
4. **The proposed use WILL NOT adversely affect the general welfare of the City.**
5. **The proposed use WILL NOT overtax public utilities or community facilities.**
6. **The proposed use of the property does conform to the recommendations of the City's General Development Plan.**

Commissioner Safley seconded the motion. The motion passed unanimously.

Chairman Hawkins announced the following items:

PL-1840 –Compel Church Daycare Facility - Request for Conditional Use to allow a daycare facility. The subject property is located on the west side of McIngvale Road, north of Dilworth Lane, more specifically 1835 McIngvale Rd, in Sections 7 Township 3 and Range 7 Brook Dees, representing the owner.

Commissioner Skeen recused himself and left the board room.

Mr. Cardosi presented the application the commission.

Ms. Brook Dees came forward to represent the application. She explained that the church is requesting this conditional use so that they can offer a much-needed daycare facility for the community.

Commissioner Max stated that traffic is a main concern during drop off due to the school traffic already in this area.

Ms. Dees said that a turn lane was added to help with any traffic. She also stated that parking is in and out. She does not feel that traffic will be an issue. The times would vary based on the parents' schedule. The daycare will only hold 120-140 children at maximum. She also added that there is a large need in the community for childcare.

Commissioner Safley stated that the pickup may not overlap with school traffic but the drop off times will overlap. The vehicles turning out will be a bigger traffic concern.

Commissioner Thorn stated that he is concerned with how to solve the traffic issue.

Commissioner Max asked if the church has looked into the possibility of a crossing guard during these peak hours. Commissioner Thorn also asked if a traffic signal would be possible.

Mr. Cardosi stated that the traffic signal may not be feasible for this location.

Commissioner Thorn asked if the entrance could be moved any further south. Mr. Perry Winstead stated that water runs at that end of the property, and it would be exceedingly difficult to move to that area. He then added that they could ask they parents to come from the north but he not sure that this could be enforced.

Commissioner Clark asked if a crossing guard would be allowed at his location. Mr. Cardosi stated that if that were a stipulation, they would need to coordinate with the Hernando Police Department.

Commissioner Safley asked if the applicant should be tabled to allow the applicant to have a discussion with the Hernando Police Department. Commissioner Thorn added that they would need verification from the police department before approving.

Commissioner Hawkins asked if there was anyone present to speak for or against the application. There was no one.

Commissioner Thorn made a motion to **TABLE** the application until September 10, 2024, to allow the applicant to submit a detailed traffic plan in coordination with the Hernando Police Department. Commissioner Safley seconded the motion. The motion passed unanimously.

Commissioner Skeen returned to the board room.

Chairman Hawkins announced the following items:

PL-1832 – Delta Landing Commercial Subdivision Phase 1 – Request for Final Plat approval of Delta Landing Commercial Subdivision Phase 1 - 1 lot on 1.60 acres. The subject property is located on the west side of McIngvale Rd and north side of I-269. The property is currently zoned PUD, Planned Unit Development. –Nick Krueenen, Civil Link, representing the owner.

Mr. Cardosi presented the application.

Mr. Chase Dabbs came forward to represent the application.

Commissioner Thorn asked if this is the first building that will be built. Mr. Dabbs stated that this would be built in conjunction with the other phases.

Commissioner Skeen asked if a performance bond would be put up for an access road. Mr. Cardosi said that they would be required to put up a bond and anything not built, including sidewalks, will be included in the bond.

Commissioner Hawkins asked if there was anyone present to speak for or against the application. There was no one.

Commissioner Clark made a motion to recommend **APPROVAL** for Delta Landing Commercial Phase 1 consisting of 1 commercial lot of 1.60 acres, west of McIngvale Rd, and south of Pleasant Hill, in Section 31, Township 2 South, Range 7 based upon a finding that the submitted final plat generally conforms to the requirements of the City's codes and ordinances, subject to the following conditions:

1. Improvements are to be the responsibility of the developer and not the responsibility of the City of Hernando.
2. All landscaping in all common open space areas, natural areas, buffer areas, streetscape areas, medians, islands, and the entrance signage areas and such other associated improvements shall be installed/constructed prior to the issuance of any building permit within that respective phase of the development. Street trees may be bonded insuring their installation prior to the final inspection and occupancy of the residence upon each lot.
3. Following Plat Approval, the Developer shall submit two (2) complete sets of construction plans for review and approval to the Office of Planning. Grading, drainage, and engineering construction plans to be approved by the City Engineer and Public Works Director.
4. The developer shall install drainage pipe, erosion control material, sewer mains and service, water mains, fire hydrants, and service, gas mains and service, curb and gutter for all streets, and gravel or soil cement base for the streets and one (1) layer of blacktop, 1½" thick, before the plat of the subdivision is recorded. A performance guarantee must be filed for the remainder of the improvements in an amount set by the City Engineer. This includes another 1½" of blacktop making a total of three inches (3") of blacktop surface and sidewalks. Prior to recording the final plat, all public improvements shall be installed, completed, and accepted by the City of Hernando.

5. Prior to the beginning of utility and improvement construction, the Developer shall enter into a Development Contract with the City of Hernando for the installation of all required Public Improvements. This is in accordance with Article VI Required Minimum Improvements, §B. Procedures for Posting or Release of Bonds of the City of Hernando's Land Subdivision Ordinance.
6. Sidewalks shall be installed on both sides of all streets.
7. Streetlights shall be installed at the developer's expense. Streetlight plans shall be submitted to the Office of Planning for City Engineer and Planning Director approval.
8. All utilities and services (electric, telephone, cable, etc.) are to be installed underground. The water service lines shall be installed with tracing wire at the top.
9. Prior to recording the final plat, the Developer shall submit for approval a schedule of Lot Numbers and associated street addresses to the Office of Planning. Corner lots shall include potential addresses for both streets.
10. Prior to submitting the plat for recording, the applicant shall coordinate with the Post Office the centralized delivery location of the mailboxes.

Commissioner Skeen seconded the motion. The motion passed unanimously.

Chairman Hawkins announced the following items:

PL-1833 - Request for Final Plat Approval, Delta Landing Commercial Subdivision Phase 2 - Request for Final Plat approval of Delta Landing Commercial Subdivision Phase 2 - 1 lot on 3.69 acres. The subject property is located on the west side of McIngvale Rd and north side of I-269. The property is currently zoned PUD, Planned Unit Development. -Nick Krueen, Civil Link, representing the owner.

Mr. Cardosi presented the application. There were no questions by the commission.

Commissioner Hawkins asked if there was anyone present to speak for or against the application. There was no one.

Commissioner Skeen made a motion to recommend **APPROVAL** for Final Plat for Delta Landing Commercial Phase 2 consisting of 1 commercial lot of 3.69 acres, west of McIngvale Rd, and south of Pleasant Hill, in Section 31, Township 2 South, Range 7 based upon a finding that the submitted final plat generally conforms to the requirements of the City's codes and ordinances, subject to the following conditions:

1. Improvements are to be the responsibility of the developer and not the responsibility of the City of Hernando.
2. All landscaping in all common open space areas, natural areas, buffer areas, streetscape areas, medians, islands, and the entrance signage areas and such other associated improvements shall be installed/constructed prior to the issuance of any building permit within that respective phase of the development. Street trees may be bonded insuring their installation prior to the final inspection and occupancy of the residence upon each lot.

3. Following Plat Approval, the Developer shall submit two (2) complete sets of construction plans for review and approval to the Office of Planning. Grading, drainage, and engineering construction plans to be approved by the City Engineer and Public Works Director.
 4. The developer shall install drainage pipe, erosion control material, sewer mains and service, water mains, fire hydrants, and service, gas mains and service, curb and gutter for all streets, and gravel or soil cement base for the streets and one (1) layer of blacktop, 1½" thick, before the plat of the subdivision is recorded. A performance guarantee must be filed for the remainder of the improvements in an amount set by the City Engineer. This includes another 1½" of blacktop making a total of three inches (3") of blacktop surface and sidewalks. Prior to recording the final plat, all public improvements shall be installed, completed, and accepted by the City of Hernando.
 5. Prior to the beginning of utility and improvement construction, the Developer shall enter into a Development Contract with the City of Hernando for the installation of all required Public Improvements. This is in accordance with Article VI Required Minimum Improvements, §B. Procedures for Posting or Release of Bonds of the City of Hernando's Land Subdivision Ordinance.
 6. Sidewalks shall be installed on both sides of all streets.
 7. Streetlights shall be installed at the developer's expense. Streetlight plans shall be submitted to the Office of Planning for City Engineer and Planning Director approval.
 8. All utilities and services (electric, telephone, cable, etc.) are to be installed underground. The water service lines shall be installed with tracing wire at the top.
 9. Prior to recording the final plat, the Developer shall submit for approval a schedule of Lot Numbers and associated street addresses to the Office of Planning. Corner lots shall include potential addresses for both streets.
 10. Prior to submitting the plat for recording, the applicant shall coordinate with the Post Office the centralized delivery location of the mailboxes.
- Commissioner Safley seconded the motion. The motion passed unanimously.

Chairman Hawkins announced the following items:

PL-1836 – Delta Landing Phase 1 Subdivision - Request for Final Plat approval of Delta Landing Phase 1 Subdivision – 86 single family residential lots and 4 Common Open Spaces on 35.02 acres. The subject property is located on the west side of McIngvale Rd and north side of I-269. The property is currently zoned PUD, Planned Unit Development. –Nick Krueenen, Civil Link, representing the owner.

Mr. Cardosi presented the application. There were no questions by the commission.

Commissioner Hawkins asked if there was anyone present to speak for or against the application. There was no one.

Commissioner Thorn made a motion to recommend **APPROVAL** for Delta Landing Phase 1 Subdivision consisting of 86 single family residential lots and 4 common open spaces of

35.02 acres, west of McIngvale Rd, and south of Pleasant Hill, in Section 31, Township 2 South, Range 7 based upon a finding that the submitted final plat generally conforms to the requirements of the City's codes and ordinances, subject to the following conditions:

1. Improvements are to be the responsibility of the developer and not the responsibility of the City of Hernando.
2. All landscaping in all common open space areas, natural areas, buffer areas, streetscape areas, medians, islands, and the entrance signage areas and such other associated improvements shall be installed/constructed prior to the issuance of any building permit within that respective phase of the development. Street trees may be bonded insuring their installation prior to the final inspection and occupancy of the residence upon each lot.
3. Following Plat Approval, the Developer shall submit two (2) complete sets of construction plans for review and approval to the Office of Planning. Grading, drainage, and engineering construction plans to be approved by the City Engineer and Public Works Director.
4. The developer shall install drainage pipe, erosion control material, sewer mains and service, water mains, fire hydrants, and service, gas mains and service, curb and gutter for all streets, and gravel or soil cement base for the streets and one (1) layer of blacktop, 1½" thick, before the plat of the subdivision is recorded. A performance guarantee must be filed for the remainder of the improvements in an amount set by the City Engineer. This includes another 1½" of blacktop making a total of three inches (3") of blacktop surface and sidewalks. Prior to recording the final plat, all public improvements shall be installed, completed, and accepted by the City of Hernando.
5. Prior to the beginning of utility and improvement construction, the Developer shall enter into a Development Contract with the City of Hernando for the installation of all required Public Improvements. This is in accordance with Article VI Required Minimum Improvements, §B. Procedures for Posting or Release of Bonds of the City of Hernando's Land Subdivision Ordinance.
6. Sidewalks shall be installed on both sides of all streets.
7. Streetlights shall be installed at the developer's expense. Streetlight plans shall be submitted to the Office of Planning for City Engineer and Planning Director approval.
8. All utilities and services (electric, telephone, cable, etc.) are to be installed underground. The water service lines shall be installed with tracing wire at the top.
9. Prior to recording the final plat, the Developer shall submit for approval a schedule of Lot Numbers and associated street addresses to the Office of Planning. Corner lots shall include potential addresses for both streets.
10. Prior to submitting the plat for recording, the applicant shall coordinate with the Post Office the centralized delivery location of the mailboxes.

Commissioner Max seconded the motion. The motion passed unanimously.

Chairman Hawkins announced the following items:

PL-1841 – Winningham Estates Subdivision Section F – Request for Final Plat approval of Winningham Estates Subdivision Section F – 28 single family residential lots and 2 common open spaces on 16.47 acres. The subject property is located on the east side of Gwynn Road and north of Nesbit Road. The property is currently zoned PUD, Planned unit Development – Lloyd Miller, owner of the property.

Mr. Cardosi presented the application.

Mr. Andy Richardson came forward to represent the application. He stated that they are adding a Common Open Space which would be a total of three C.O.S. He also stated that there is a possible additional phase along Highway 51.

Commissioner Hawkins asked if there was anyone present to speak for or against the application. There was no one.

Commissioner Max made a motion to recommend **APPROVAL** for Winningham Estates Subdivision, Section “F,” consisting of 28 single-family residential lots and 2 common open spaces, east of Gwynn Rd , and north of Nesbit Road, in Section 25 and Section 26, Township 2 South, Range 8 West based upon a finding that the submitted final plat generally conforms to the requirements of the City’s codes and ordinances, subject to the following conditions:

1. Identify on the plat that no access to Gwynn road for lots 219 and 220.
2. A Homeowners Association is to be established prior to the recording of the final plat. Any buffer areas, retention basins, landscape areas, open areas, street medians, entrance signs, and any other common elements, proposed to be dedicated to the Homeowners Association in Section “F,” **or any of the previous phases**, shall be deeded over to the Homeowners Association. A copy of the finalized incorporation papers and all deeds transferring common elements to the Homeowners Association shall be submitted to the staff for inclusion in the file. All common elements required in all previous sections of the development must be completed and dedicated to the Homeowners Association prior to the issuance of any building permits in Section “F”
3. The Homeowners Association covenants shall be submitted to and approved by Planning Staff prior to recording of the plat for Section “F” The submitted covenants shall match the covenants that were recorded with Section “D” of Winningham Estates Subdivision. If amendments are requested by the developer, if the proposed changes are more restrictive than what is currently required by the previous phases of Winningham Estates Subdivision, then those changes may be approved by the Planning staff. If the proposed changes are less restrictive than what is currently required by the previous phases of Winningham Estates Subdivision, then those changes must be approved by the Planning Commission.
4. Improvements are to be the responsibility of the developer and not the responsibility of the City of Hernando.
5. All landscaping in all common open space areas, natural areas, buffer areas, streetscape areas, medians, islands, and the entrance signage areas and such other

associated improvements shall be installed/constructed prior to the issuance of any building permit within that respective phase of the development. Street trees may be bonded insuring their installation prior to the final inspection and occupancy of the residence upon each lot.

6. Following Plat Approval, the Developer shall submit two (2) complete sets of construction plans for review and approval to the Office of Planning. Grading, drainage, and engineering construction plans to be approved by the City Engineer and Public Works Director.
7. The developer shall install drainage pipe, erosion control material, sewer mains and service, water mains, fire hydrants, and service, gas mains and service, curb and gutter for all streets, and gravel or soil cement base for the streets and one (1) layer of blacktop, 1½" thick, before the plat of the subdivision is recorded. A performance guarantee must be filed for the remainder of the improvements in an amount set by the City Engineer. This includes another 1½" of blacktop making a total of three inches (3") of blacktop surface and sidewalks, as determined by the City Engineer. Prior to recording the final plat, all public improvements shall be installed, completed, and accepted by the City of Hernando.
8. Prior to the beginning of utility and improvement construction, the Developer shall enter into a Development Contract with the City of Hernando for the installation of all required Public Improvements. This is in accordance with Article VI Required Minimum Improvements, §B. Procedures for Posting or Release of Bonds of the City of Hernando's Land Subdivision Ordinance.
9. Sidewalks shall be installed on both sides of all streets.
10. Streetlights shall be installed at the developer's expense. Streetlight plans shall be submitted to the Office of Planning for City Engineer and Planning Director approval.
11. All utilities and services (electric, telephone, cable, etc.) are to be installed underground. The water service lines shall be installed with tracing wire at the top.
12. Prior to recording the final plat, the Developer shall submit for approval a schedule of Lot Numbers and associated street addresses to the Office of Planning. Corner lots shall include potential addresses for both streets.
13. Prior to submitting the plat for recording, the applicant shall coordinate with the Post Office the centralized delivery location of the mailboxes.

Commissioner Clark seconded the motion. The motion passed unanimously.

Commissioner Hawkins announced the following item:

Sign Ordinance

Mr. Cardosi stated that, at the request of the Board of Alderman, adjustments are being made to the sign ordinance regarding the temporary signage. This is mainly for the churches and schools and is defined in the ordinance as assembly occupancy. This will allow this occupancy an additional 60 days for temporary signage. This gives a total of 90 days a year.

Commissioner Thorn made a motion to **APPROVE** the recommendation of the ordinance amendment for the Sign Ordinance. Commissioner Max seconded the motion. The motion passed unanimously.

There being no further business to come before the commission, a motion was made and seconded to adjourn the meeting. The meeting was adjourned at 7:19 p.m.
