

**MINUTES OF THE REGULAR MEETING  
OF THE PLANNING AND ZONING COMMISSION  
OF THE CITY OF GLUCKSTADT, MISSISSIPPI**

A regular meeting of the Planning and Zoning Commission of the City of Gluckstadt, Mississippi (“the Board”), was duly called, held, and conducted on Tuesday, May 24, 2022, at 6:00 p.m. at Gluckstadt City Hall, 343 Distribution Drive, Gluckstadt, Madison County, Mississippi.

The following members were present, to-wit:

Andrew Duggar  
David A. Boackle  
Katrina B. Myricks  
Lee Drake  
Melanie Greer  
Sam McGaugh  
Tim Slattery

Absent:

None

Also present:

John P. Scanlon, Attorney  
Zachary L. Giddy, Attorney  
Jeff Williamson, City of Gluckstadt

Chairman Lee Drake called the meeting to order. Roll was called and it was announced that a majority of the voting members of the Board were present, and that said number constituted a quorum.

The Board considered the Minutes of the April 26, 2022, meeting. Commissioner David Boackle moved to approve the minutes as written. The motion was seconded by Commissioner Andrew Duggar and approved unanimously.

**Site Plan Re-submittal – Calhoun Park Retail  
Calhoun Station Parkway  
Parcel # 082E-021-001/00.00**

The Board next considered the Site Plan Re-submittal for Calhoun Park Retail, located on Calhoun Station Parkway in a C-2 zoning district. Jeff Williamson advised the Commission that Petitioner has updated color scheme and building to meet Planning and Zoning standards. Commissioner Sam McGaugh made a motion to approve the site plan as re-submitted. The

motion was seconded by Commissioner Katrina Myricks and approved unanimously.

**Site Plan – 110 Percent LLC Office Building  
108 Lone Wolf Dr.  
Parcel No. 082E-22-026/00.00**

The Board next considered the Site Plan for 110 Percent LLC Office Building located at 108 Lone Wolf Dr. in a C-2 zoning district. Mr. Steve Price appeared and presented the site plan on behalf of the Petitioner. Mr. Jeff Williamson advised the Commissioners the plan was reviewed by the fire marshal and engineer. The fire marshal found problems with curb cut-out, but the issue has been resolved. The engineer found issues that will be corrected at construction. Mr. Williamson further stated that the property is in a flood zone and drainage is not great, but Petitioner is working to fix this issue. Parking is adequate. The proposed building will contain 3,000 sq. ft. of office space. Color renderings have been submitted. Adjacent properties are office and retail. There was discussion regarding the lot size with a 70' width, making conformity impossible. C-2 zoning requires 200 feet which was permitted prior to adoption of the Gluckstadt Zoning Ordinance. The building will be used as office space – administrative type office - not for storage. The required 35' front set back is met. On motion by Commissioner Andrew Duggar and seconded by Commissioner Melanie Greer, the Board voted unanimously to recommend to the Board of Aldermen approval of the site plan with the acknowledgment that, with regard to the 200' width requirement, the property is grandfathered in as a nonconformity because the property is already developed.

**Site Plan – Storage City  
Thomas Johnson Rd.  
Parcel No. 082E-16-001/01.02**

The Board next considered the Site Plan for Storage City for property located on Thomas Johnson Rd. in an I-2 zoning district. Mr. Daniel Woolridge, architect for Petitioner, appeared and presented the site plan on behalf of the Petitioner for a Climate Controlled Storage facility on subject property. Zoning Commissioners were advised that the structure would be an all brick exterior, all storage units being internal, and engineers reviewed and there are no drainage issues.

Commissioner McGaugh expressed concerns with space available in Industrial Zones within the City and that he believes this is not the best use for the subject property.

Mr. Wooldridge advised that the subject property is 16<sup>th</sup> Section land and being leased from the school board and the school board approves of the building.

There was discussion that the dumpster will be gated and located on the front of the property to minimize difficulties to get to it and Petitioner will have sign on property and on building. Chairman Lee Drake requested signs be submitted with site plans. Further discussion was had regarding exterior lighting. Exterior lighting will consist of wall packs – parking lot not

large so may have pole lights, but electrical engineer will determine both. Further, there are adequate spaces for parking. Mr. Wooldridge advised spaces were standard for these types of facilities.

On motion by Commissioner Melanie Greer and seconded by Commissioner Andrew Duggar, the Board voted 5-1 to recommend to the Board of Aldermen approval of the site plan. Commissioner Sam McGaugh voted Nay.

**Site Plan – Outparcel Retail Center  
Corner of Calhoun Station and Church Road  
Parcel No. 082E-21-016/13.00**

The Board next considered the Site Plan for Outparcel Retail Center located at the corner of Calhoun Station and Church Road in a C-2 zoning district. Mr. Jeff Williamson advised the Commissioners the plan was reviewed and approved by the fire marshal. The engineer also approves but needs to study drainage more. Engineer met with Mr. Wooldridge and will work to relocate drainage ditch and alleviate drainage problem. There were some traffic concerns with the entry and exit at Church Road and Calhoun Parkway. Traffic study was done and can be made available to the City; the entrance will be right in / right out. Can only enter on Church Road but can enter and exit on Calhoun Station Parkway. Right in / right out measurements not available. Concerns with location of entrance/exit with merge lane. There is roughly 190 feet to intersection.

The location of the handicap spaces is not directly in front of the building but are accessible and meet ADA requirements.

On motion by Commissioner Sam McGaugh and seconded by Commissioner Andrew Duggar, the Board voted unanimously to recommend to the Board of Aldermen denial of the site plan until further traffic study and drainage study can be done.

**Site Plan – Tate Office Building  
Kimbell Road  
Parcel No. 082H-28-007/04.00**

The Board next considered the Site Plan for Tate Office Building located on Kimbell Road in a C-2 zoning district. Petitioner is requesting approval of site plan for two buildings – an office and a warehouse. Owner owns all adjacent property. The fire marshal approved site plan. Engineers express concerns with curb cut and drainage, but issues are not large and can be resolved in permitting phase. Pond on the property to serve as a detention pond – engineer to look into DEQ requirements, but for now only these two facilities will use the detention pond. Parking is adequate. On motion by Commissioner Sam McGaugh and seconded by Commissioner Melanie Greer, the Board voted unanimously to recommend to the Board of Aldermen approval of the site plan.

**Site Plan – Sucree Designs  
612 Church Road  
Parcel No. 082E-22-010/06.00**

The Board next considered the Site Plan for Sucree Designs located at 612 Church Road in a C-2 zoning district. Petitioner is requesting approval of site plan for office / warehouse facility located within the Maverick of Germantown development (Agenda Item IV.F.) The road is currently private, but owner plans to dedicate to the City. The facility will receive and distribute goods and merchandise. The subject property is located in a flood plain. The side of building faces to road and signs will be on the side. The dumpster will be located on the front to allow easier pick-up and minimum damage to parking lot. On motion by Commissioner Sam McGaugh and seconded by Commissioner Melanie Greer, the Board voted unanimously to recommend to the Board of Aldermen approval of the site plan.

**Site Plan – The Maverick of Germantown  
Church Road  
Parcel No. 082E-22-010/02.00**

The Board next considered the Site Plan for The Maverick of Germantown development located on Church Road in a C-2 zoning district. Petitioner is requesting approval of site plan for a multi-building development known as The Maverick of Germantown. There will be retail in front buildings – two buildings facing Church Road. Other buildings will be office / warehouse space. Property is located in flood plain. There is drainage and detention in place. Retail is not in flood zone, but other buildings are. Will only be able to have an identification sign on Church Road. Handicap spaces with van accessible spaces are present. On motion by Commissioner Katrina Myricks and seconded by Commissioner Melanie Greer, the Board voted unanimously to recommend to the Board of Aldermen approval of the site plan.

**Public Hearing to Consider the Application for  
Conditional Use for Rav Bedi**

Chairman Lee Drake opened the Public Hearing on the Application for Conditional Use for Rav Bedi for the real property located at 2221 Highway 51 and identified by Tax Parcel Nos. 082F-14-019/00.00 & 082F-14-019/01.00. The subject property is presently zoned C-2. It was confirmed that notice was sent, and the proof of publication was confirmed and is attached as Exhibit “A.” Petitioner is requesting a conditional use permit to allow a convenient store with fuel pumps to be located on the subject property within the C-2 zoning district. There were no communications in opposition received. Mr. Daniel Wooldridge appeared and spoke on behalf

of the Petitioner and presented his letter of support. Exhibit "B." Mr. Wooldridge stated distance requirements will be met. The subject property is located on corner of intersection near interstate, and he believes it to be a good location for this proposed use. Zoning Ordinance requires building and gas pump canopy to be connected. The site plan will need to be updated to reflect that the canopy over the gas pumps is connected to the building.

Those in favor were given an opportunity to respond, but there was no one present to speak.

Opposition was given an opportunity to respond, but there was no opposition present.

Chairman Lee Drake closed the Public Hearing and called for a vote on the Application. On motion by Commissioner David Boackle and seconded by Commissioner Andrew Duggar, the Board voted unanimously to recommend to the Board of Aldermen that they approve the requested conditional use allowing Petitioner to construct a convenience store with fuel pumps with the canopy to be connected to the convenience store as required by the Zoning Ordinance.

**Site Plan – Rav Bedi  
2221 Highway 51  
Parcel Nos. 082F-14-019/00.00 & 082F-14-019/01.00**

On motion by Commissioner Sam McGaugh and seconded by Commissioner David Boackle, the Board voted unanimously to amend the agenda and hear the site plan for Rav Bedi for property located at 2221 Highway 51.

The Board next considered the Site Plan for Rav Bedi for convenience store with fuel pumps. On motion by Commissioner David Boackle and seconded by Commissioner Sam McGaugh, the Board voted unanimously to recommend to the Board of Aldermen the approval of the site plan subject to the plans showing connected canopy.

**Public Hearing to Consider the Application for  
Conditional Use for Outlets of Mississippi, LLC**

Chairman Lee Drake opened the Public Hearing on the Application for Conditional Use for Outlets of Mississippi, LLC for the real property located at 120 Yandell Road and identified by tax parcel numbers 082H-27-023107.00. The subject property is presently zoned C-2. It was confirmed that notice was sent, and the proof of publication was confirmed and is attached as Exhibit "C." Petitioner is requesting a conditional use permit to allow a fireworks stand on the subject property. Petitioner's application requested to operate a seasonal firework stand, Christmas trees sales and storage on the subject property. There were no communications in opposition received. Mr. Williamson had no recommendation and advised that site plan requirements were satisfied but need further distance. Cindy Hadi appeared and spoke on behalf of the Petitioner. Ms. Hadi stated Petitioner no longer sells Christmas trees or has storage on the property and that Petitioner will submit better drawing. There was discussion regarding parking concerns which were required to be over 300 feet from the tent. Ms. Hadi was advised that the

tent location is too close to gas pumps. Ms. Hadi stated Petitioner has been selling at this location for over 15 years. Ms. Hadi addressed traffic concerns and stated they will have a parking attendant, will have separate entrance and exit and will make additions to parking, but believed parking is currently adequate. Ms. Hadi further advised that fire extinguishers are kept onsite.

There were discussions regarding storage and whether an attendant or representative would be present 24/7.

Ms. Hadi stated the land is leased.

Petitioner's representative was advised conditional use would be good for six (6) months.

Those in favor were given an opportunity to speak. Mr. John Wood, business owner and past firework stand owner spoke in favor of the petition. Mr. Wood stated he believes Petitioners are great and support the community.

Ms. Tammie McCullough with Wildwood Homeowners Association spoke to ask questions if the fireworks would be stored on the subject property year round. Petitioner's representative stated the fireworks would only be stored on the property during the season.

Opposition was given an opportunity to respond, but there was no opposition present.

Chairman Lee Drake stated there was no letter of compliance and other requirements (distance requirements) were not met.

There was next discussion that applications are on a case by case basis.

Chairman Lee Drake closed the Public Hearing and called for a vote on the Application. On motion by Commissioner David Boackle and seconded by Commissioner Sam McGaugh, the Board voted 4-2 to recommend to the Board of Aldermen that they deny the requested conditional use allowing Petitioner to operate a firework stand on the subject property. Commissioner Katrina Myricks and Commissioner Melanie Greer voted Nay.

Commissioner Melanie Greer offered a substitute motion to amend to denial subject to Petitioner supplying modified plans including size and location of tent and location to other properties. Commissioner Melanie Greer withdrew substitute motion.

### **Public Hearing to Zoning Amendment Changes To the City's Zoning Ordinance**

Chairman Lee Drake opened the Public Hearing on the proposed text amendments to the Gluckstadt Zoning Ordinance. It was confirmed that notice was published and the proof of publication is attached as Exhibit "D."

Attorney John Scanlon read the proposed amendments from the published notice which were as follows:

1. Amend "Section 501.02 Schedule of Off-Street Parking Requirements:" which currently reads:

For the purpose of this Ordinance, an "off-street parking space" shall consist of a space sufficient in size to store one full size automobile (minimum of 180 square feet in area, 9.5 feet minimum width) with room for opening doors on both sides. When computing parking space requirements on the basis of the number of persons expected to be on the premises of a particular land use, the maximum number of occupants, practitioners, patrons or employees anticipated to be on the premises at any one time shall be used. When the application of the requirements of this Section would result in a fractional space, any such fraction shall be counted as one space. In the case of mixed, compatible subcategories of land use (e.g., as shopping centers containing a grocery store, a furniture store, a motion picture theater, etc.), the parking space required by the schedule below shall equal the sum of the requirements for each of the various uses (subcategories) computed separately. Off-street space for parking and storage of vehicles shall be provided in accordance with the following schedule:

The proposed amendment to that section which will be the subject of the public hearing would change the minimum 200 square feet in area from 180 to 200, and would increase the minimum width from 9.5 to 10.5 feet.

2. Amend Section 808.02 – Submission of Site Plan to require submission of digital format plans, preferably in PDF format.
3. Amend "SECTION 707 - MAXIMUM HEIGHTS FOR ALL GROUND-MOUNTED SIGNS" which currently reads:

Except for residential districts and temporary ground-mounted signs, if the proposed location of a ground-mounted sign is lower than the elevation of the centerline of the street or highway to which the sign is directed, then the height of the sign shall not exceed twelve (12) feet above the said centerline elevation. If the proposed location of the ground-mounted sign is the same or above the elevation of the centerline of the street or highway to which the sign is directed, then the height of the sign shall not exceed twelve (12) feet above the surrounding grade. However, the Mayor and Board of Aldermen is hereby empowered to grant special permits for a sign up to 40 feet above the surrounding grade. These regulations shall not apply to ground-mounted outdoor advertising (billboards) erected adjacent to Federal-Aid Interstate Highways and Federal-Aid Primary Highways which are regulated by Standard Operating Procedures adopted by the Mississippi Transportation Commission.

The proposed amendment to that section which will be the subject of the public hearing would change the height of the sign from twelve (12) to six (6) feet above the said centerline

elevation and/or above the surrounding grade. The proposed amendment would also regulate that total height of a sign, plus base, shall not exceed eight (8) feet.

There was discussion regarding amendment to Section 808.02. It was suggested that site plans can be electronically submitted if legible. Mr. Williamson stated he does not want construction plans submitted digitally. Commissioner David Boackle stated he wants to receive plans in hard copy and digitally.

There was next discussion on amendment to Section 707 regarding maximum heights for ground mounted signs. Base and sign cannot exceed eight (8) feet with maximum six (6) foot sign.

Those in favor or opposition to proposed amendment to Section 501.02 were given an opportunity to speak, but there was no one present to speak for or against.

Those in favor or opposition to proposed amendment to Section 808.02 were given an opportunity to speak, but there was no one present to speak for or against.

Those in favor or opposition to proposed amendment to Section 707 were given an opportunity to speak. Mr. Walter McKay spoke in opposition stating he believes the amendment is contradictory.

Commissioner David Boackle had discussion regarding parking spaces stating 9½ to 10 is more reasonable for minimum width with area increase still at 200 sq. ft. minimum, instead of 10½. The City of Madison is 10 feet.

Mr. Calvin Lunceford spoke requesting to designate certain spots be larger for large trucks and SUVs.

Chairman Lee Drake closed the Public Hearing and called for a vote on the proposed text amendments to the Gluckstadt Zoning Ordinance.

On motion by Commissioner Tim Slattery and seconded by Commissioner David Boackle, the Board voted unanimously to recommend to the Board of Aldermen that they approve text amendment to Section 501.02 to require a minimum 10 foot width and 200 sq. ft. minimum area width.

Commissioner David Boackle made a motion to recommend to the Board of Aldermen that they approved the text amendment to Section 802.02 to require site plan submittal to be in digital and hard copy formats. There was not a second. Next, Commissioner David Boackle made a motion to recommend to the Board of Aldermen that they approve the text amendment to Section 802.02 to require submission of site plan to require digital format plans, preferably in PDF format plus one high resolution digital file, compatible with city software and legible in PDF format. The motion was seconded by Commissioner Tim Slattery and approved unanimously.



On motion by Commissioner David Boackle and seconded by Commissioner Andrew Duggar, the Board voted unanimously to recommend to the Board of Aldermen that they approve text amendment to Section 707 to change the height of the sign from twelve (12) to eight (8) feet above the said centerline elevation and/or above the surrounding grade. The proposed amendment would also regulate that total height of a sign, plus base, shall not exceed eight (8) feet.

**Public Hearing to Consider the Application for Conditional Use  
for Jack and Tonya Donald (Abigayle Development, LLC)**

There was next on the agenda an Application for Conditional Use Permit for Jack and Tonya Donald (Abigayle Development, LLC) to operate a personal care home on property located on Highway 51 and identified by tax parcel numbers 082H-27-003/023400 and 082H-28-014/023523 in an R-1 residential zoned district. The Petition was withdrawn prior to this meeting by Petitioner. Mr. Williamson presented the Board with a letter from Petitioner requesting to withdraw the requested conditional use. The letter is attached as Exhibit "E." No action taken.

**OLD BUSINESS**

None.

**NEW BUSINESS**

There was next discussion regarding the draft of Architectural Review Standards. Mr. Williamson requested the Commissioners to send their recommendations to him as soon as possible.

Chairman Lee Drake advised on issues regarding legibility of plans.

Commissioner Sam McGaugh requested a coversheet with checklist showing what is required. Mr. Williamson advised that he is working on that.

Commissioner Katrina Myricks requests address or closest intersection of where application is. Mr. Williamson advised he will try to get as close as possible, but some addresses are not available.

Commissioner David Boackle requested notice of notice submitted to the Board.

There was no further business to be presented.

**ADJOURN**

Commissioner David Boackle moved that the meeting be adjourned. The motion was seconded by Commissioner Sam McGaugh and approved unanimously.

WITNESS OUR HANDS, this the 26 day of June, 2022.

  
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LEE DRAKE, Chairman

  
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MELANIE GREER, Vice Chairman/Secretary