



# Planning Commission Meeting Minutes

To: Mayor & Board of Aldermen

Planning Commission Meeting Date: 24 November 2025

---

## Planning Commission Meeting Agenda

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Previous Meeting Minutes**
  - a) October 27, 2025
4. **Old Business**
  - a) Case Number 2025-135, Plat Revision of DESOTO COMMONS LOT 12 PARCEL A-11
5. **New Business**
  - a) Case Number 2025-146, Conditional Use Permit Request for Boarding Home for Sheltered Care at 6735 Camelot Road
  - b) Case Number 2025-147, Rezoning of Parcel Number 108932000 0003603 from AR to PUD to Allow for Storage Facility
  - c) Case Number 2025-134, Site Plan for Expansion of RV Park at 5370 Goodman Road West
  - d) Case Number 2025-144, Site Plan for Building Expansion at 6500 East Center Street
  - e) Case Number 2025-145, Site Plan for Building Expansion at 6441 Highway 51 North
  - f) Case Number 2025-153, Site Plan for Parking Expansion and Building Expansion at 5980 Nail Road West
6. **Other Business** – None
7. **Adjournment**

## -- Start of the Items/Cases Portion of the Minutes --

**Planning Commissioners Present** – Lakita Fox (Ward 1), Stan Carroll (Ward 2), Calvin Freeman (Ward 3), Morris Taylor (Ward 5), Mark Crawford (Ward 6), Chad Engelke (At Large), and Janice Vidal (Mayor)

**Planning Commissioners Absent** – Kirby Carter (Ward 3, Illness)

**City Staff** – Andrew Hockensmith, Planning Director; Billy Simco, Assistant Planning Director; Jonathan Ryan, IT Systems Engineer II

**Items 1 and 2.** The Chairman called the meeting to order at 6:00 p.m. All Planning Commissioners were present except Kirby Carter. The Pledge of Allegiance was led by Chad Engelke.

**3. Approval of previous Planning Commission Meeting Minutes**

**Motion – Freeman:** Approve the minutes from Planning Commission Meetings from October 27, 2025.

**2<sup>nd</sup> – Fox**

**Vote Passed, 6-0**

**4. Old Business**

**a) Case Number 2025-135, Plat Revision of DESOTO COMMONS LOT 12 PARCEL A-11**

The Chairman announced Case Number 2025-135 and called upon the Planning Director to present the staff report. Director Hockensmith reviewed the details of the request, beginning with an aerial view of the subject property, the surrounding parcels, and the zoning designations in the area. The applicant is requesting a revision to the plat titled Desoto Commons Lot 12 Parcel A-11 to expand the lot by adjusting the internal property line. The only adjoining property affected by the revision is also owned by the applicant. The proposal would increase the parcel size from 2.06 acres to 3.01 acres. The subject parcel and the adjacent parcel share a PUD zoning designation, while the property to the north along Interstate Boulevard is zoned C-4. Hockensmith noted that portions of the property lie within the 100-year and 500-year floodplains; however, even with the proposed expansion, the property does not extend into the floodway. He concluded by stating that the request does not conflict with any subdivision regulations and that the only impacted property is under the same ownership. Planning staff recommended approval of this plat revision.

Chairman Engelke thanked the Director for the staff presentation and opened the floor for questions from the Planning Commissioners. Commissioner Freeman: will the area be built up out of the floodplain? Hockensmith: the applicant can address the plans that he has for the land. The applicant, Ron Patel, came forward for questions from the Planning Commissioners. No questions were asked while he was at the podium.

**Motion – Crawford:** After review of Case Number 2025-135, the Planning Commission approves the request for the revision of the plat titled DESOTO COMMONS LOT 12 PARCEL A-11, by Ron Patel of Creative Constructions LLC, as shown in the staff report for this case.

**2<sup>nd</sup> – Freeman**

**Vote Passed, 6-0**

## 5. New Business

### a) **Case Number 2025-146: Conditional Use Permit Request for Boarding Home for Sheltered Care at 6735 Camelot Road.**

The Chairman announced Case Number 2025-146 and called upon the Planning Director to present the staff report. Director Hockensmith reviewed the details of the request, beginning with an aerial view of the subject property, the surrounding parcels, and the zoning designations in the area. The subject property and all surrounding properties are in the R-8 (Residential) zone. The applicant is seeking a Conditional Use Permit to provide “independent living, housing, that offers a structured setting and case management to veterans who are transitioning toward living on their own. On the submitted site plan, there are no proposed changes to the structure of the home, but the site plan shows an expansion to the parking area surrounding the driveway. The added parking area to the driveway does not exceed the maximum of 25% of the front yard area as required by the ordinance. In reviewing the criteria for a Conditional Use Permit, planning staff did not believe that the proposed use would conflict with any of the requirements listed. However, planning staff noted that if on-site parking is not sufficient for the use, there is street parking available in the neighborhood. Director Hockensmith concluded the staff presentation by recommending approval of the request for a Conditional Use Permit.

Chairman Engelke opened the floor for discussion from the Planning Commissioners. Commissioner Freeman: Does the parking meet the percentage required in the front yard? Hockensmith: yes, and the time limit for the Conditional Use Permit can be as long as the city motions for it to be. At this time the applicant, Lakita Williams, came forward to answer questions from the Planning Commission. Chairman Engelke: How many people will be living in the house at one time? Williams: There are three bedrooms, and there will be three people living there. Commissioner Freeman: Will anyone be there to monitor them? Williams: I will be there to make weekly visits to check on the house and the residents. Commissioner Freeman: Have you spoken to the neighbors? Williams: No. Chairman Engelke opened the floor for public comments, and seeing no one present to speak on the case, closed the public forum.

**Motion – Vidal:** After review of Case Number 2025-146, the Planning Commission recommends approval of a conditional use permit for a “boarding home for sheltered care,” at 6735 Camelot Road in the R-8 zone, for a period of 1 year.

**2<sup>nd</sup> – Fox**

**Vote Passes, 6-0**

**b) Case Number 2025-147: Rezoning of Parcel Number 108932000 0003603 from AR to PUD to Allow for Storage Facility.**

The Chairman announced Case Number 2025-147 to be heard and called upon the Planning Director to present the staff report. Director Hockensmith reviewed the details of the request, beginning with an aerial view of the subject property, the surrounding parcels, and the zoning designations in the area. The subject property is in the A-R zone as well as the property to the South. Properties to the North and East are in the R-9 (Residential) zone. The request for this rezoning to PUD would be to allow the use of the land for a storage facility, which is not specified as a use within the zoning use chart of the City of Horn Lake Code of Ordinances. Hockensmith reviewed the requirements that must be considered for a rezoning and read the applicant's responses to each of the criteria listed in the ordinance. Planning Staff comments focused on the future land use map from 2003 which is the current guide that the city has for development. The map shows this area to be medium residential development, not commercial as would be the case if this storage facility were to be built. However, the Planning Commission and Board of Aldermen have the ability to consider the public need for uses like this and decide accordingly.

Chairman Engelke thanked the director for the presentation and opened the floor for discussion from the Planning Commissioners. No comments were made by the Planning Commissioners, so the chair asked for the applicant to speak. Andy Richardson, representing the applicant, came forward to address the Planning Commission, but no questions were asked of him. Chairman Engelke opened the floor for public comment, but seeing no one come forward for comment, the public forum was closed.

**Motion – Freeman:** After review of Case Number 2025-147, the Planning Commission recommends approval of the request by Luis Hernandez, with consent by owner, for a rezoning of Parcel Number 108932000 0003603 from AR to PUD, for the zoning designation to allow for the land use of storage facility.

**2<sup>nd</sup> – Fox**

**Vote Fails, 2-4**

**c) Case Number 2025-134: Site Plan for Expansion of RV Park at 5370 Goodman Road West.**

The Chairman announced Case Number 2025-134 to be heard and called upon the Planning Director to present the staff report. Director Hockensmith reviewed the details of the request, beginning with an aerial view of the subject property, the surrounding parcels, and the zoning designations in the area. The property is in the A-R zone as well as the two houses to the southeast, and the other surround properties are zoned PUD. The request for an expansion of the site plan for Hilltop RV Park would include 41 new RV parking pads, an office building and one pavilion

structure. The proposed expanded section for new RV parking pads is shown to connect in two places to existing roads on the property between existing parking pads and the stream to the north. The proposed parking pads comply with the current stream buffer required by MDEQ. During the staff review process, Horn Lake Fire Department noted that there is insufficient water access for the Fire Department in the event of a fire on the property. Additionally, there is insufficient road width for a fire truck, so all driveways on site must be widened to 24 feet, as required for two-way traffic. Currently every RV must be parked on a concrete pad, but some are not. In the process of expanding the site, the developer must provide concrete pads for existing parking sites as well as new parking sites. Appropriate sewer infrastructure is needed with the expansion as well as soil stabilization along the hill where construction of the new pads will occur. In conclusion, Planning Staff believes that more information is needed from the applicant about feasibility for accomplishing the requirements detailed in the staff report prior to the beginning of construction.

Chairman Engelke thanked the director for the staff presentation and asked if other RV parks have a limit on how long an RV can stay on a particular lot and if Hilltop RV Park has a time requirement. Hockensmith: I did not come across any regulation that mentions a time limit for this RV park, but the review for this case focused on the physical aspects of the project. Commissioner Vidal: Have you reached out to the applicant about the conditions that need to be met from the staff report? Hockensmith: Yes and the Planning Commission can request further study into any of the conditions prior to making a decision on approval of the expansion.

At this time, Chairman Engelke called upon the applicant to come forward to address the Planning Commission. Engelke: Have you done any wetlands study for the stream on the site? Doug Baker (engineer): No. Commissioner Freeman: How wide will the road be that goes to the pads? Baker: The road is twenty feet wide currently, but the fire department wants 24 feet. I have spoken with the owner and we would like to coordinate with the fire department on meeting their conditions. Engelke: How long do the RVs stay there? Daniel Kilsa (owner): Residents that live there have been there for their whole lives sometimes. Half are long-term residents and half are transient. Commissioner Vidal: Will you address the erosion on the hillside of the site before the next meeting? Kilsa: We have added approximately 700 tons of material to shore up the hillside. It is currently in good condition, but this is an ongoing process. We will continue to maintain it. Commissioner Crawford: This is phase 1 of 2. Do you expect to fill these lots? Kilsa: Yes, development in Horn Lake is moving west.

**Motion – Vidal:** Table Case Number 2025-134 until the next meeting.

**2<sup>nd</sup> – Crawford**

**Vote Passes, 6-0**

**d) Case Number 2025-144: Site Plan for Building Expansion at 6500 East Center Street.**

The Chairman announced Case Number 2025-144 to be heard and called upon the Planning Director to begin the staff presentation. Director Hockensmith described the request for expansions of two existing buildings on the Memphis Recycling Services site. The site is approximately 7.5 acres east of Center Street in the M-1 (industrial) zone, with all surrounding properties also being in the M-1 zone. The building additions would be located on the south side of the existing building and consist of metal roofing and posts with no walls and are intended for covered outdoor storage of material. The architectural style of the additions will be the same as that of the existing building, so this follows the requirement in our ordinance on building additions. The provided site plan shows that the building expansions would comply with setback requirements on site.

Chairman Engelke thanked the director for the staff presentation and opened the floor for questions from the Planning Commission. Seeing none, Ben Mayfield came forward to answer any questions from the Planning Commission. No questions were asked.

**Motion – Crawford:** After review of Case Number 2025-144, the Planning Commission approves the request for the site plan, as presented in this report, by applicant Memphis Recycling Services and Chance Walker of Smith-Walker Engineering & Surveying, on approximately 7.5 acres, in the M-1 zone, at 6500 East Center Street.

**2<sup>nd</sup> – Freeman**

**Vote Passes, 6-0**

**e) Case Number 2025-145: Site Plan for Building Expansion at 6441 Highway 51 North.**

The Chairman announced Case Number 2025-145 to be heard and called upon the Planning Director to begin the staff presentation. Director Hockensmith described the request for a 1,250 square foot building expansion on the Emergency Equipment Professionals site. The expansion would include two more garage doors and one regular door, which would face south toward the main building. The parcel sits on approximately 2.4 acres on the west side of Highway 51. The property is in the C-4 (commercial) zone with R-10 (residential) to the south and west, and C-4 zoned properties to the north and west. The building elevations show that the exterior walls and roof will be constructed of metal panels, consistent with what is currently present on site. Planning Staff believe that maintaining consistency with the current building materials is more reasonable than enforcing a change in materials that is mentioned in the building additions section of the ordinance.

Chairman Engelke thanked the director for the staff presentation and asked if the site plan expansion still meets the requirements for parking on site. Hockensmith: Yes. The applicant came forward to address the Planning Commission. No questions were asked.

**Motion – Freeman:** After review of Case Number 2025-145, the Planning Commission approves the request for the site plan, as presented in this report, by applicant EEP, Emergency Equipment Professionals, on approximately 2.4 acres, in the C-4 zone, at 6441 Highway 51 North.

**2<sup>nd</sup> – Vidal**

**Vote Passes, 6-0**

**f) Case Number 2025-153: Site Plan for Parking Expansion and Building Expansion at 5980 Nail Road West.**

The Chairman announced Case Number 2025-153 to be heard and called upon the Planning Director to begin the staff presentation. Director Hockensmith explained that Newly Weds Foods is requesting site plan approval for the expansion of their industrial wastewater system and expansion of parking spaces. The property consists of approximately 30.26 acres on the south side of Nail Road at Hurt Road. Newly Weds Foods and surrounding properties are zoned M-1 (industrial) and there is a school located on the northwest corner of the intersection of Hurt Road and Nail Road. Planning Staff reviewed the proposal and found that the parking expansion included parking spaces that are 18 feet in depth, not meeting the 20-foot requirement for parking spaces. The proposed wastewater system will be located along the northeastern corner of the existing building, and the enclosure of the system will consist of brick with metal accents, meeting architectural design standards and matching the existing building. Hockensmith concluded the presentation by recommending approval contingent on altering the parking space dimensions to meet the 20-foot requirement.

Chairman Engelke thanked the director for the staff presentation and opened the floor for questions from the Planning Commission. Commissioner Vidal: The new parking lot will be in the grassy area facing Nail Road? Hockensmith: Yes. Ryan McDaniel, representing the applicant, came forward. Chairman Engelke: Is there a wastewater treatment facility already on site? McDaniel: Right now, it is a temporary facility. Commissioner Freeman: Where will the cars leave from the new parking area? McDaniel: It will be the same exit as the existing parking.

**Motion – Freeman:** After review of Case Number 2025-153, the Planning Commission approves the request by Ryan McDaniel of A2H Inc., for the site plan presented in this report, at 5980 Hurt Road, on the condition that the proposed handicap spaces are adjusted to follow the city's design requirements.

**2<sup>nd</sup> – Fox**

**Vote Passes, 6-0**

**6. Other Business** – Commissioner Freeman mentioned that lighting should be considered for the site plan of the expanded RV park should it come before the Planning Commission again.

**7. Adjournment**

**Chair** – Called for a motion to adjourn

**Motion – Fox:** adjourn the meeting at 7:05 p.m.

**2<sup>nd</sup> – Freeman**

**Vote Passed, 6-0**