

**MINUTES OF THE REGULAR MEETING OF
THE PLANNING AND ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI AUGUST 13, 2019**

Be it remembered that the members of the Planning and Zoning Commission of the City of Starkville met at their regularly scheduled meeting on August 13, 2019 at 5:30 p.m. in the Courtroom of City Hall, located at 110 West Main Street, Starkville, MS.

There being present were Jason Camp, Ward 1, Carl Smith Jr., Ward 2, Lee Harris, Ward 3, Michael Brooks, Chairman, Ward 4, Alexis Gregory, Ward 5, Jeremiah Dumas, Ward 6, and Tommy Verdell Jr., Ward 7. Attending the Commissioners were City Planner Daniel Havelin, Assistant City Planner Emily Corban, Community Development Director Dr. Simon Kim, and City Attorney Chris Latimer.

Chairman Mike Brooks opened the meeting with the Pledge of Allegiance followed by a moment of silence.

CONSIDERATION OF THE OFFICIAL AGENDA

There came for consideration the matter of the approval of the motion to approve the Official Agenda of the Planning and Zoning Commission of August 13, 2019 as presented.

OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, AUGUST 13, 2019
1ST FLOOR CITY HALL – COURT ROOM
110 WEST MAIN STREET AT 5:30 PM

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
- III. ROLL CALL
- IV. CONSIDERATION OF THE OFFICIAL AGENDA
- V. CONSIDERATION FOR THE APPROVAL OF MINUTES
 - A. CONSIDERATION OF THE UNAPPROVED MINUTES OF JULY 9, 2019
- VI. CITIZEN COMMENTS

VII. NEW BUSINESS

- A. CU 19-07 REQUEST FOR CONDITIONAL USE TO ALLOW FOR A RESIDENTIAL USE ON A C-2 COMMERCIAL ZONED PROPERTY LOCATED APPROXIMATELY 700' WEST OF THE INTERSECTION OF LYNN LANE AND SOUTH MONTGOMERY ON THE SOUTHSIDE OF LYNN LANE WITH THE PARCEL NUMBER 102I-00-002.01
- B. PP 19-06 REQUEST FOR PRELIMINARY PLAT APPROVAL FOR SUBDIVIDING +/- 0.43 ACRE PARCEL INTO 2 LOTS AT 507 WHITFIELD STREET IN A R-2 ZONING DISTRICT WITH THE PARCEL NUMBER 102B-00-150.00
- C. PP 19-07 REQUEST FOR PRELIMINARY PLAT APPROVAL FOR SUBDIVIDING +/- 0.39 ACRE PARCEL INTO 2 LOTS AT 401 SCALES STREET IN A R-2 ZONING DISTRICT WITH THE PARCEL NUMBER 102B-00-150.00
- D. PP 19-08 AND FP 19-07 REQUEST FOR PRELIMINARY AND FINAL PLAT APPROVAL FOR SUBDIVIDING A +/- 3.81 ACRE PARCEL INTO 2 LOTS AT 313 INDUSTRIAL PARK ROAD IN AN M-1 ZONING DISTRICT WITH THE PARCEL NUMBER 102N-00-004.00

VIII. PLANNER'S REPORT

IX. ADJOURN

After discussion and upon the motion of Commissioner Verdell, duly seconded by Commissioner Harris, the motion to approve the official agenda of the Planning and Zoning Commission for August 13, 2019 received unanimous approval.

**CONSIDERATION FOR APPROVAL OF THE MINUTES OF THE MEETING OF
JULY 09, 2019**

After discussion and upon the motion of Commissioner Smith, duly seconded by Commissioner Dumas, the motion to approve the Minutes as amended of July 9, 2019 Planning and Zoning Commission received unanimous approval.

CITIZEN COMMENTS

The Chair opened up the meeting for Citizen Comments. Calling for and receiving no other comments, the Commission moved to New Business.

NEW BUSINESS

A. CU 19-07 REQUEST FOR CONDITIONAL USE TO ALLOW FOR A RESIDENTIAL USE ON A C-2 COMMERCIAL ZONED PROPERTY LOCATED APPROXIMATELY 700' WEST OF THE INTERSECTION OF LYNN LANE AND SOUTH MONTGOMERY ON THE SOUTHSIDE OF LYNN LANE WITH THE PARCEL NUMBER 102I-00-002.01

City Planner Daniel Havelin introduced the request by Slade Kraker to allow for a residential use on a C-2 commercial zoned property directly to the west of Maison Deville. The applicant is proposing 8 single family style residential dwelling units. In order to construct a "dwelling single family detached", a Conditional Use is required per the City of Starkville's Permitted and Conditional Use Chart.

The applicant is proposing to construct a cottage court style development on the property. This style of development consists of multiple single-family homes constructed on one parcel. The homes would be platted as a condominium development to allow for each house to be under separate ownership. Common areas would be under the control of the condominium association.

19 property owners of record within 300 feet of the subject property were notified directly by mail of the request. A public hearing notice was published in the Starkville Daily News on July 17, 2019 and a sign was posted on the property concurrent with publication of the notice. As of this date, the Planning Office has received one phone call regarding this request.

The Chairman opened the public hearing.

Slade Kraker, the applicant, and Jason Pepper came forward to speak in favor of the request.

George Barry came forward to express his concerns about the request.

Jay Logan came forward to express his concerns about the request.

Calling for and hearing no other comments, the chairman closed the public hearing.

Commissioner Dumas asked for assistance from the City Attorney in drafting a proposed condition to address some of the citizens' concerns. Attorney Latimer requested a 5-minute recess to draft up a condition.

After the five-minute recess, Chairman Brooks called the meeting back to session and the city attorney read the proposed condition:

The Development Review Committee shall examine the site plan to ensure proper use of mitigative techniques are used to eliminate adverse impacts to neighboring property owners as much as practically feasible.

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Verdell, the motion to approve CU 19-07 was approved unanimously with the following recommended conditions:

1. The applicant shall have six months from time of Conditional Use approval to obtain site plan approval by the City's Development Review Committee.
2. The development shall be limited to a maximum of 8 single family dwelling units.
3. The Development Review Committee shall examine the site plan to ensure proper use of mitigative techniques are used to eliminate adverse impacts to neighboring property owners as much as practically feasible.

**B. PP 19-06 REQUEST FOR PRELIMINARY PLAT APPROVAL FOR
SUBDIVIDING +/- 0.43 ACRE PARCEL INTO 2 LOTS AT 507 WHITFIELD
STREET IN A R-2 ZONING DISTRICT WITH THE PARCEL NUMBER 102B-
00-150.00**

City Planner Daniel Havelin introduced the request by Jason Pepper on behalf of Crabtree Properties for Preliminary Plat approval for subdividing a +/- 0.43-acre parcel into 2 lots. The proposed subdivision is named "507 Whitfield Street" and is located in an R-2 zoning district at 507 Whitfield Street. The plat proposal has been reviewed by the Development Review Committee and requested changes were made to the plat. The newly created lot (Lot 2) would be addressed and front McKee Street.

The subdivision has a gross acreage of +/- 0.43 acres with a total of 2 lots. The proposed development has a gross density of 4.65 units per acre. The applicant will submit infrastructure plans to the Development Review Committee upon approval of Preliminary Plat. All easements are provided on the Preliminary Plat. All proposed sidewalks are shown on the plat. There are 9 requested conditions.

After discussion and upon the motion of Commissioner Smith, duly seconded by Commissioner Dumas, the motion to approve PP 19-06 was approved with the following recommended conditions:

1. The preliminary plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The preliminary plat shall meet the minimum requirements for R-2 zoning district dimensions.
3. Approval of the preliminary plat shall be tentative, pending the submission of the final plat, as specified in Appendix B, Article IV, Section 3 of the City of Starkville's Code of Ordinances.
4. Approval of the preliminary plat shall be valid for one year, per Appendix B, Article III, Section 2(6)(b) of the City of Starkville's Code of Ordinances.

5. Applicant shall prepare and submit infrastructure plans in accordance with Appendix B, Article III, Sections 3 & 4 of the City of Starkville's Code of Ordinances
6. When infrastructure plans have been approved for construction, a pre-construction conference shall be held with appropriate City staff prior to the commencement of any construction activities at the site.
7. All public utilities shall be in place and any non-conforming conditions noted during final inspection shall be corrected prior to placement on the Planning & Zoning Commission agenda.
8. When a final plat is submitted for review by the City's Development Review Committee, all required improvements must be complete and the applicant shall provide "as-built" drawings of all infrastructure improvements (water, sewer, storm drainage, roadways, sidewalks, etc.) in "AutoCAD" format as well as a paper copy that is signed and sealed by a licensed professional engineer, indicating that the improvements were installed under his/her responsible direction and that the improvements conform to the approved construction plans, specifications and the City's ordinances.
9. A final plat review and approval shall be required prior to the recording of the plat at the Office of the Oktibbeha County Chancery Clerk.

**C. PP 19-07 REQUEST FOR PRELIMINARY PLAT APPROVAL FOR
SUBDIVIDING +/- 0.39 ACRE PARCEL INTO 2 LOTS AT 401 SCALES STREET
IN A R-2 ZONING DISTRICT WITH THE PARCEL NUMBER 102B-00-150.00**

City Planner Daniel Havelin introduced the request by Jason Pepper on behalf of Crabtree Properties for Preliminary Plat approval for subdividing a +/- 0.39-acre parcel into 2 lots. The proposed subdivision is named "401 Scales Street" and is located in an R-2 zoning district at 401 Scales Street.

The plat proposal has been reviewed by the Development Review Committee and requested changes were made to the plat. The newly created lot (Lot 1) would be addressed and front Scales Street. The subdivision has a gross acreage of +/- 0.39 acres with a total of 2 lots. The proposed development has a gross density of 5.12 units per acre. The applicant will submit infrastructure plans to the Development Review Committee upon approval of Preliminary Plat. All easements are provided on the Preliminary Plat. All proposed sidewalks are shown on the plat. There are 9 recommended conditions.

After discussion and upon the motion of Commissioner Smith, duly seconded by Commissioner Dumas, the motion to approve PP 19-07 was approved with the following recommended conditions:

1. The preliminary plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The preliminary plat shall meet the minimum requirements for R-2 zoning district dimensions.

3. Approval of the preliminary plat shall be tentative, pending the submission of the final plat, as specified in Appendix B, Article IV, Section 3 of the City of Starkville's Code of Ordinances.
4. Approval of the preliminary plat shall be valid for one year, per Appendix B, Article III, Section 2(6)(b) of the City of Starkville's Code of Ordinances.
5. Applicant shall prepare and submit infrastructure plans in accordance with Appendix B, Article III, Sections 3 & 4 of the City of Starkville's Code of Ordinances
6. When infrastructure plans have been approved for construction, a pre-construction conference shall be held with appropriate City staff prior to the commencement of any construction activities at the site.
7. All public utilities shall be in place and any non-conforming conditions noted during final inspection shall be corrected prior to placement on the Planning & Zoning Commission agenda.
8. When a final plat is submitted for review by the City's Development Review Committee, all required improvements must be complete and the applicant shall provide "as-built" drawings of all infrastructure improvements (water, sewer, storm drainage, roadways, sidewalks, etc.) in "AutoCAD" format as well as a paper copy that is signed and sealed by a licensed professional engineer, indicating that the improvements were installed under his/her responsible direction and that the improvements conform to the approved construction plans, specifications and the City's ordinances.
9. A final plat review and approval shall be required prior to the recording of the plat at the Office of the Oktibbeha County Chancery Clerk.

D. PP 19-08 AND FP 19-07 REQUEST FOR PRELIMINARY AND FINAL PLAT APPROVAL FOR SUBDIVIDING A +/- 3.81 ACRE PARCEL INTO 2 LOTS AT 313 INDUSTRIAL PARK ROAD IN AN M-1 ZONING DISTRICT WITH THE PARCEL NUMBER 102N-00-004.00

City Planner Daniel Havelin introduced the request by Willis Owens with Pritchard Engineering on behalf of Heritage Building Corp for Preliminary and Final Plat approval for subdividing a +/-3.81-acre parcel into 2 lots. The proposed subdivision is named "Ms Dept of Rehabilitation Services" and is located in a M-1 zoning district at 313 Industrial Park Road. The subdivision has a gross acreage of +/- 3.81 acres with a total of 2 lots. There are 3 requested conditions.

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Smith the motion to approve PP 19-08 was unanimously approved with the following three recommended conditions:

1. The final plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The applicant shall provide one paper copy of the recorded plat to the City, along with a digital copy in "AutoCAD" format in standard state plane coordinates.

3. The final plat shall be recorded at the Office of the Oktibbeha County Chancery Clerk within thirty (30) days of the approval by the Mayor and Board of Aldermen.

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Smith the motion to approve FP 19-07 was unanimously approved with the following three recommended conditions:

1. The final plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The applicant shall provide one paper copy of the recorded plat to the City, along with a digital copy in "AutoCAD" format in standard state plane coordinates.
3. The final plat shall be recorded at the Office of the Oktibbeha County Chancery Clerk within thirty (30) days of the approval by the Mayor and Board of Aldermen.

PLANNER REPORT

City Planner Daniel Havelin announced to the board that Commissioner Smith is resigning because he is moving to a different ward in the city. City Staff and the Commission thanked Commissioner Smith of Ward 2 for his service to the commission.

ADJOURN

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on September 10, 2019, in the Courtroom of City Hall located at 110 West Main Street, Starkville MS.

After discussion, and upon the motion of Commissioner Dumas, duly seconded by Commissioner Gregory, the motion to adjourn until 5:30 p.m. on September 10, 2019 in the Courtroom located at 110 West Main Street, Starkville MS, was unanimously approved.

Mike Brooks, Commission Chair

Daniel Havelin, City Planner