



**OFFICIAL AGENDA  
PLANNING & ZONING COMMISSION  
CITY OF STARKVILLE, MISSISSIPPI  
MEETING OF TUESDAY, JANUARY 14, 2020  
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 DECEMBER 10, 2019
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
  - A. PP 20-02 REQUEST FOR PRELIMINARY PLAT APPROVAL FOR SUBDIVIDING AND RECONFIGURING TWO LOTS INTO TWO LOTS LOCATED AT 400 HWY 389 IN AN R-3 ZONE WITH THE PARCEL NUMBERS 118I-00-103.00 AND 118I-00-104.00.
  - B. CONSIDERATION AND APPROVAL OF THE 2020 PLANNING AND ZONING COMMISSION MEETING SCHEDULE
- VIII. PLANNER'S REPORT
  - A. DISCUSSION ON NEW PROCESS AND PROCEDURES IN THE UNIFIED DEVELOPMENT CODE
- IX. ADJOURN



**UNAPPROVED MINUTES OF THE REGULAR MEETING OF  
THE PLANNING AND ZONING COMMISSION  
CITY OF STARKVILLE, MISSISSIPPI December 10, 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 December 10, 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, Vicki West, Ward 2, Michael Brooks, Chairman, Ward 4, Alexis Gregory, Ward 5, Jeremiah Dumas, Ward 6, and Tommy Verdell Jr., Ward 7. Absent from the meeting was Lee Harris, Ward 3. Attending the Commissioners were City Planner Daniel Havelin and Assistant City Planner Emily Corban.

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 December 10, 2019 as presented.

OFFICIAL AGENDA  
PLANNING & ZONING COMMISSION  
CITY OF STARKVILLE, MISSISSIPPI  
MEETING OF TUESDAY, DECEMBER 10, 2019  
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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 NOVEMBER 10, 2019
- VI. CITIZEN COMMENTS

VII. OLD BUSINESS

- A. CU 19-09 REQUEST FOR CONDITIONAL USE TO ALLOW FOR A DUPLEX AT 222 YEATES STREET IN A R-2 ZONE WITH THE PARCEL NUMBER 102B-00-033.00.

VIII. NEW BUSINESS

- A. CU 19-11 REQUEST FOR CONDITIONAL USE FOR DUPLEXES FOR THREE PROPOSED LOTS THAT FRONT LAFAYETTE STREET LOCATED +- 483 FEET NORTH OF THE INTERSECTION OF LAFAYETTE ST. AND GILLESPIE ST.

IX. PLANNER'S REPORT

X. ADJOURN

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to approve the official agenda of the Planning and Zoning Commission for December 10, 2019 received unanimous approval.

**CONSIDERATION FOR APPROVAL OF THE MINUTES OF THE MEETING OF  
NOVEMBER 10, 2019**

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Gregory, the motion to approve the Minutes as amended of November 10, 2019 Planning and Zoning Commission received unanimous approval.

**CITIZEN COMMENTS**

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

**OLD BUSINESS**

Commissioner Dumas motioned to move item CU 19-09 from the table and into new business which was seconded by Commissioner Verdell, and approved unanimously by the Commission.

## NEW BUSINESS

### A. CU 19-09 REQUEST FOR CONDITIONAL USE TO ALLOW FOR A DUPLEX AT 222 YEATES STREET IN A R-2 ZONE WITH THE PARCEL NUMBER 102B-00-033.00.

City Planner Daniel Havelin introduced the request by Glenn Heath for a conditional use to allow for a duplex at 222 Yeates Street in a R-2 zone with the parcel number 102B-00-033.00. The property is zoned R-2 and in order to construct a “dwelling, 2-family”, a Conditional Use is required per the City of Starkville’s Permitted and Conditional Use Chart.

The applicant has already completed work on two additional dwelling units on the property. Dwelling #2 was added on the south side of the existing house in a storage area adjacent to the carport. Dwelling #3 was added as an addition to the rear of existing house. The applicant did not apply for a building permit prior to finishing the construction on dwelling #2. Dwelling #3 was under construction at the time that the Building Department became aware of the project. No inspections by the Building Department have been performed on either dwelling #2 or #3 as required by city ordinance. Dwelling #2 would be allowed to remain as a conditional use if classified as a “dwelling, 2-family”. Dwelling #3 would not be permitted use. The addition of a third dwelling unit changes the classification to a “3 & 4 family dwelling” which is not allowed in an R-2 Zone.

The applicant was informed that one of the dwellings would have to be removed or converted into a non-habitable space as determined by the Building Department. The applicant stated the dwelling #3 would be converted into storage. If conditional use approval is given by the Board of Aldermen, the applicant will need to obtain a building permit and allow for city inspections on the work that has already been completed.

26 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 November 19, 2019 and a placard was posted on the property concurrent with publication of the notice. As of this date, the Planning Office has received one phone call inquiring about the request.

Appendix A, Article VI, Section I of the City’s Code of Ordinances provides five specific criteria for conditional use review and approval:

1. **Land use compatibility.** The proposed use as a dwelling, 2-family could be considered a compatible use with adjacent properties. The property is currently zoned R-2. There is a multiplex at 204 Yeates St. and an accessory dwelling at 206 Yeates St. The 2016 Comprehensive plan has the areas placetype listed as traditional neighborhood-existing.

2. **Sufficient site size and adequate site specifications to accommodate the proposed use.** There is not adequate parking to park the proposed use.
3. **Proper use of mitigative techniques.** None proposed.
4. **Hazardous waste.** No hazardous waste or materials would be generated, used or stored at the site.
5. **Compliance with applicable laws and ordinances.** The applicant is not currently in compliance with Chapter 26-Building and Building Regulations or Appendix A- Zoning.

The Chairman opened up the public hearing.

The applicant Ben Heath came forward to speak in favor of the request.

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

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Gregory the motion to approve CU 19-09 was approved with the following recommended conditions:

1. Create an interior door between dwelling #1 and dwelling #3.
2. Remove exterior door and porch area on north side of dwelling #3.
3. Remove all kitchen related equipment in dwelling #3.
4. The areas designated a dwelling #2 and #3 shall not be used as a habitable space until a building permit has been issued, inspections performed by the building department, and a certificate of occupancy has been issued.

**B. CU 19-11 REQUEST FOR CONDITIONAL USE FOR DUPLEXES FOR THREE PROPOSED LOTS THAT FRONT LAFAYETTE STREET LOCATED +- 483 FEET NORTH OF THE INTERSECTION OF LAFAYETTE ST. AND GILLESPIE ST.**

City Planner Daniel Havelin introduced the Conditional Use Request by Jim Defoe for a conditional use to allow for a duplex on each of the three proposed lots at 306 South Jackson Street. The property is zoned R-2 and in order to construct a “dwelling, 2-family”, a Conditional Use is required per the City of Starkville’s Permitted and Conditional Use Chart. If the Conditional Use is approved, the property will need to be subdivided. The new lots will front and be accessed from South Lafayette Street.

27 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 November 19, 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 inquiring about the request.

Appendix A, Article 6, Section I of the City's Code of Ordinances provides five specific criteria for conditional use review and approval:

1. **Land use compatibility.** The proposed use as a "dwelling, 2-family" could be considered a compatible use with adjacent properties. The property is currently zoned R-2. The 2016 Comprehensive plan has the areas placetype listed as traditional neighborhood-existing.
2. **Sufficient site size and adequate site specifications to accommodate the proposed use.** The site is adequately sized to accommodate the proposed use.
3. **Proper use of mitigative techniques.** None proposed.
4. **Hazardous waste.** No hazardous waste or materials would be generated, used or stored at the site
5. **Compliance with applicable laws and ordinances.** The applicant is responsible for obtaining all the property permitting required by City and State and will be required to seek a Certificate of Occupancy prior to occupying the dwellings.

The Chairman opened up the public hearing.

Jason Pepper, representing the applicant, came forward to speak in favor the request.

Kate Ware came forward to express concerns with the request.

Charles Ware came forward to express concerns with the request.

Billy Coates came forward to express concerns with the request.

Dan Craig came forward to express concerns with the request.

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

After discussion and upon the motion of Commissioner Camp, duly seconded by Commissioner Gregory, the motion to approve CU 19-11 was approved unanimously with the following recommended conditions:

1. The applicant shall have six months from time of Conditional Use approval to begin the subdivision process.

City Attorney Chris Latimer entered the meeting.

## **PLANNER'S REPORT**

City Planner Daniel Havelin updated the commission on the next steps in the Code Rewrite. Assistant City Planner Emily Corban asked that the Commission have a meeting in January, regardless if there are items on the agenda, to go over new procedures and processes under the new development code if it passes.

### **ADJOURN**

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on January 14, 2020, in the Courtroom of City Hall located at 110 West Main Street, Starkville MS.

After discussion, and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to adjourn until 5:30 p.m. on January 14, 2020 in in the Courtroom located at 110 West Main Street, Starkville MS, was unanimously approved.

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Mike Brooks, Commission Chair

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Daniel Havelin, City Planner



**THE CITY OF STARKVILLE**  
**PLANNING DEPARTMENT**  
**PLANNING AND ZONING COMMISSION**  
CITY HALL, 110 WEST MAIN STREET  
STARKVILLE, MISSISSIPPI 39759

**STAFF REPORT**

**To:** Members of the Planning & Zoning Commission  
**From:** Daniel Havelin, City Planner (662-323-2525 ext. 3136)  
Emily Corban, Assistant City Planner (662-323-2525 ext. 3138)  
**Subject:** PP 20-02 Request for Preliminary Plat approval for subdividing and reconfiguring +/- 0.68-acre parcel into 2 lots. 400 Hwy 389 in a R-3 zone with the parcel number 118I-00-103.00 and 118I-00-104.00.  
**Date:** January 14, 2020

The purpose of this report is to provide information regarding the request by Double B Properties for Preliminary Plat approval for subdividing a +/-0.68-acre parcel into 2 lots. The proposed subdivision is named "Double B Properties" and is located in an R-3 zoning district at 400 Hwy 389. Please see attachments 1-4.

**Below is information pertaining to R-3 residential zoning regulations**

*These [R-3 residential] districts are intended to be composed mainly of multifamily residential properties, with single-family and duplex properties permitted. Under special conditions, mobile home subdivisions and mobile home parks are also permitted. Appropriate neighborhood supporting facilities are provided for and the district's open residential character is protected by requiring certain minimum yard and area standards. [The following regulations apply to R-3 districts:]*

1. See chart for permitted uses.
2. See chart for uses which may be permitted as a special exception.
3. Required lot area and width, yards, building areas and height for residences:
  - a. Minimum lot area, one-family dwelling: 5,000 square feet.
  - b. Minimum lot area, duplex dwelling: 7,000 square feet.
  - c. Minimum lot area, triplex dwelling: 9,000 square feet.
  - d. Minimum lot area, fourplex dwelling: 11,000 square feet.
  - e. Minimum lot width at the building line:
    - One-family dwelling: 50 feet.
    - Duplex, triplex or fourplex: 70 feet.
  - f. Minimum depth of front yard: 25 feet.
  - g. Minimum depth of rear yard: 20 feet.
  - h. Minimum width of each side yard: Five feet.
  - i. Maximum height of structure: 45 feet.
4. Off-street parking requirements: See article VIII of this ordinance for requirements for other uses.

**PLAT PROPOSAL:****General Information**

The subdivision has a gross acreage of +/-0.68 acre with a total of 2 lots. The proposed development has a gross density of 2.90 units per acre. The applicant shall submit infrastructure to the Development Review Committee upon approval of Preliminary Plat.

**Easements and Dedications**

Ingress/egress easement is provided on the Preliminary Plat. Additional easements for sidewalk and utilities may be required on the final plat. The Applicant shall meet the requirements of the electrical service provider, potable water, and sanitary sewer utility services provider Starkville Utilities.

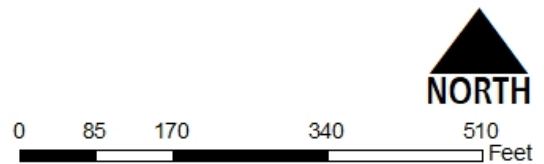
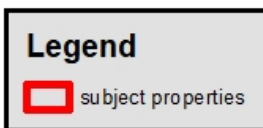
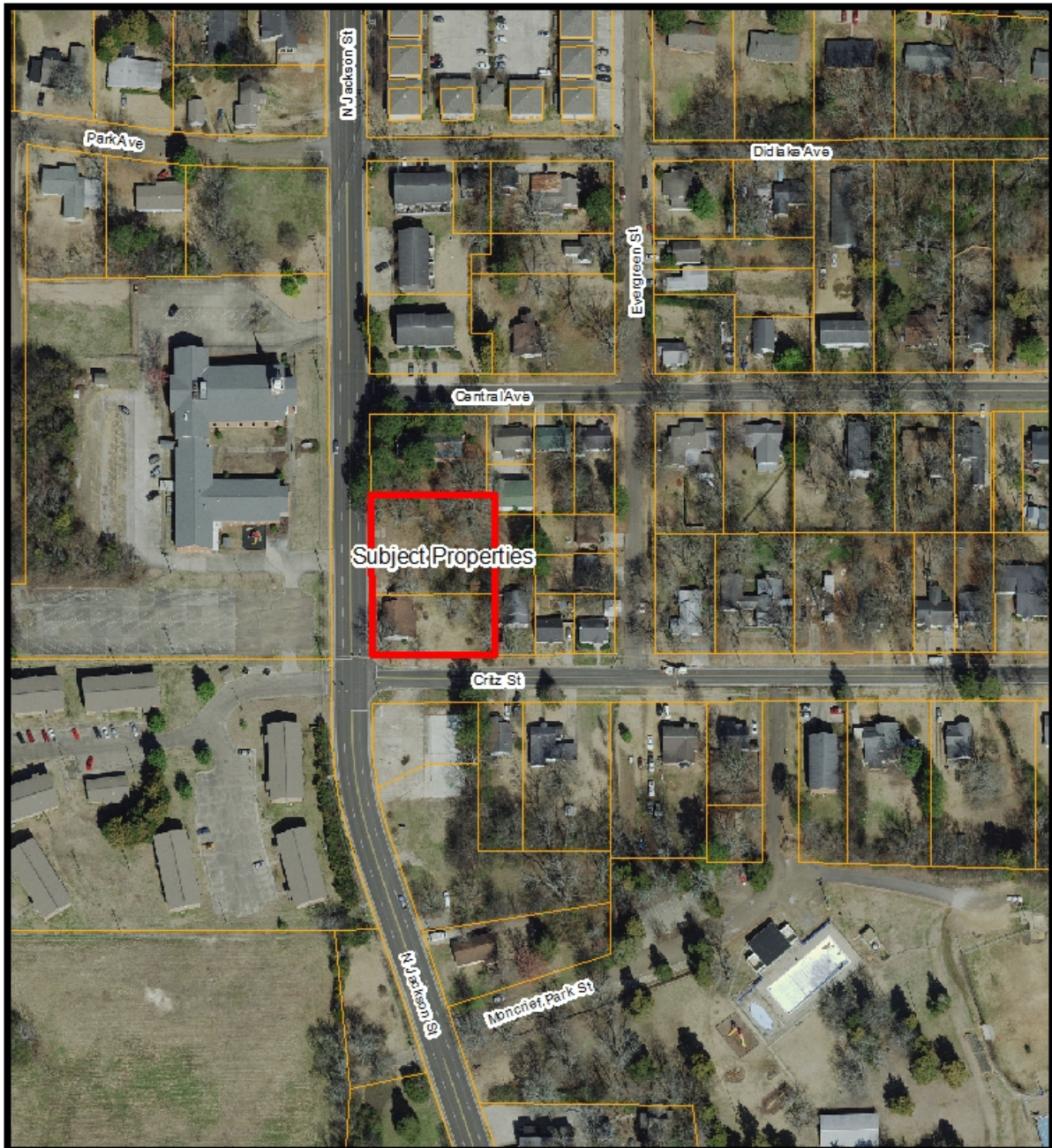
**Findings and Comments**

The preliminary plat is a Class "B" survey prepared by a professional licensed by the Mississippi Board of Licensure for Professional Engineers and Surveyors and meets the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code Annotated (1972), as amended. The applicant shall provide documentation that the subject area is not part of a previously plat subdivision. If it is a part of a previously platted subdivision, the applicant shall provide names of the persons to be adversely affected thereby or directly interested therein and provided written proof from each party agreeing to the alteration.

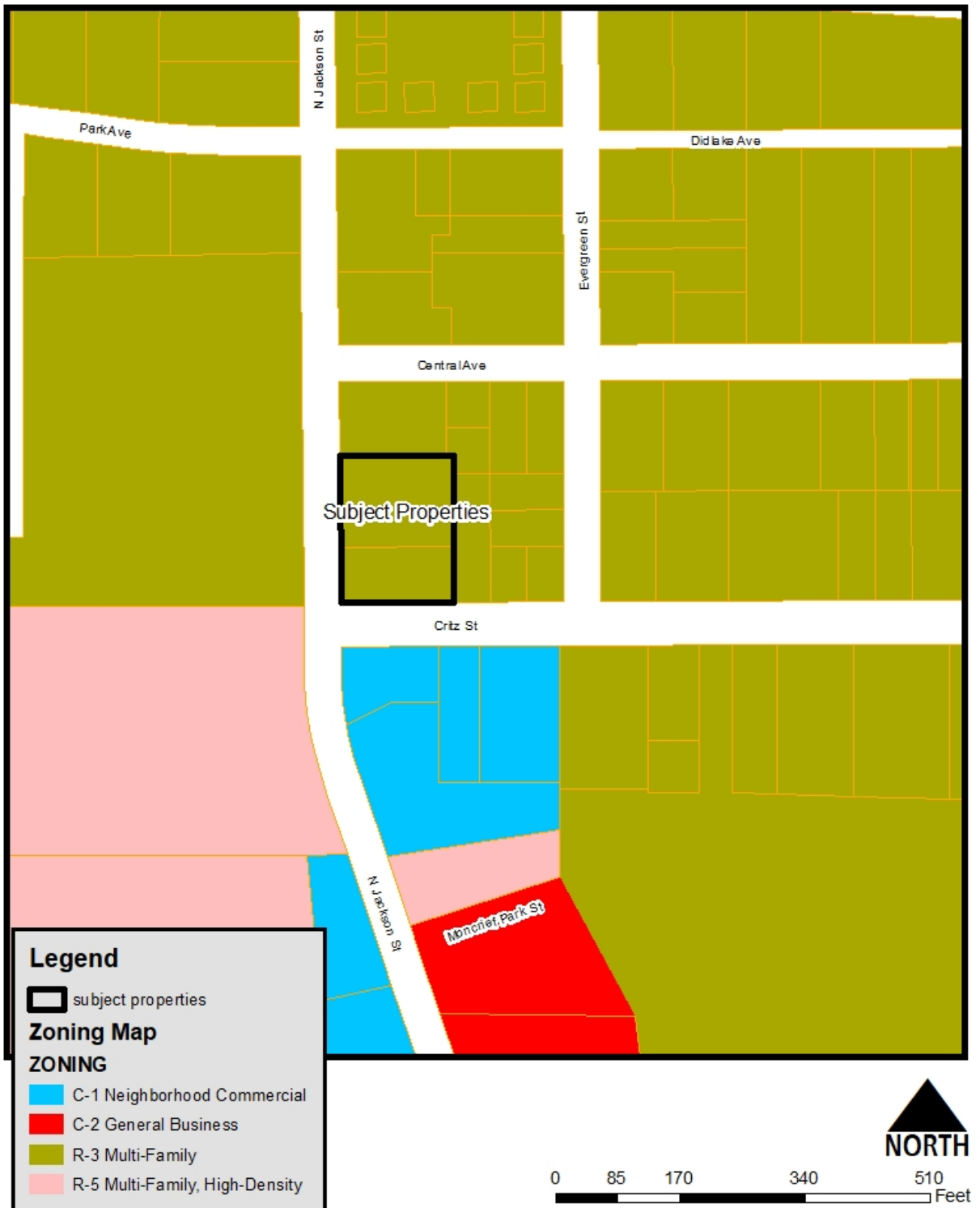
**REQUESTED CONDITIONS:**

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-3 zoning 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 for final plat approval.
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.

Attachment 1  
PP 20-02 Aerial



## Attachment 2 PP 20-02 Zoning



[illegible][illegible][illegible]

1. WATER AND SEWER IS CURRENTLY BEING PROVIDED BY STARKVILLE UTILITIES (PUBLIC). ALL WATER AND SEWER WILL BE PROVIDED TO THE PROPERTY THROUGH STARKVILLE UTILITIES (PUBLIC)

2. THIS IS TO CERTIFY THAT THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA DEFINED BY FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) COMMUNITY PANEL NO. 38352C0124 DATED FEBRUARY 27, 2010.

3. Subject property consists of Two Parcel = 1.00-00-001.00 and 1.00-00-004.00.

| Land Use/Size Data Table |                              |
|--------------------------|------------------------------|
| Gross Acreage            | 0.68 Acres (29999.6 Sq. Ft.) |
| Net Density              | 2.90                         |
| Open Space               | 0 Acres                      |
| Land Use                 | Residential - 0.68 Acres     |
| Total # Lots             | 2                            |

[illegible]

[illegible]







# Planning & Zoning Commission

## 2020 Meeting Schedule

| Submittal Type Deadline                                                                                                                                                                                     |                                                                           |                                                         | Meeting Date               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------|----------------------------|
| Public Hearing:<br>Rezoning (Sec. 3.1)<br>Special Exception (Sec. 3.4)<br>Use Exception (Sec. 3.5)<br>PUD (Sec. 3.2)                                                                                        | Public Meeting:<br>Preliminary Plat (Sec. 3.12)<br>Final Plat (Sec. 3.12) | Public Meeting:<br>Conceptual Master Plan<br>(Sec. 3.3) |                            |
| Wednesday, December 18, 2019                                                                                                                                                                                | Tuesday, December 31, 2019                                                | Friday, December 27, 2019                               | Tuesday, January 14, 2020  |
| Wednesday, January 15, 2020                                                                                                                                                                                 | Tuesday, January 28, 2020                                                 | Friday, January 24, 2020                                | Tuesday, February 11, 2020 |
| Wednesday, February 12, 2020                                                                                                                                                                                | Tuesday, February 25, 2020                                                | Friday, February 21, 2020                               | Tuesday, March 10, 2020    |
| Wednesday, March 18, 2020                                                                                                                                                                                   | Tuesday, March 31, 2020                                                   | Friday, March 27, 2020                                  | Tuesday, April 14, 2020    |
| Wednesday, April 15, 2020                                                                                                                                                                                   | Tuesday, April 28, 2020                                                   | Friday, April 24, 2020                                  | Tuesday, May 12, 2020      |
| Wednesday, May 13, 2020                                                                                                                                                                                     | Tuesday, May 26, 2020                                                     | Friday, May 22, 2020                                    | Tuesday, June 9, 2020      |
| Wednesday, June 17, 2020                                                                                                                                                                                    | Tuesday, June 30, 2020                                                    | Friday, June 26, 2020                                   | Tuesday, July 14, 2020     |
| Wednesday, July 15, 2020                                                                                                                                                                                    | Tuesday, July 28, 2020                                                    | Friday, July 24, 2020                                   | Tuesday, August 11, 2020   |
| Wednesday, August 12, 2020                                                                                                                                                                                  | Tuesday, August 25, 2020                                                  | Friday, August 21, 2020                                 | Tuesday, September 8, 2020 |
| Wednesday, September 16, 2020                                                                                                                                                                               | Tuesday, September 29, 2020                                               | Friday, September 25, 2020                              | Tuesday, October 13, 2020  |
| Wednesday, October 14, 2020                                                                                                                                                                                 | Tuesday, October 27, 2020                                                 | Friday, October 23, 2020                                | Tuesday, November 10, 2020 |
| Wednesday, November 11, 2020                                                                                                                                                                                | Tuesday, November 24, 2020                                                | Friday, November 20, 2020                               | Tuesday, December 8, 2020  |
| Wednesday, December 16, 2020                                                                                                                                                                                | Tuesday, December 29, 2020                                                | Wednesday, December 23, 2020                            | Tuesday, January 12, 2021  |
| Submittals requiring Development Review Committee review and approval, will only be considered submitted after the requirements of Development Review Committee have been met in accordance with Section 3. |                                                                           |                                                         |                            |

Meetings begin at 5:30 pm at the City Hall Courtroom located on the first floor at 110 West Main Street unless otherwise noticed