MINUTES OF THE REGULAR MEETING OF
THE PLANNING AND ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI JANUARY 14, 2020

Be it remembered that the members of the Planning and Zoning Commission of the City of Starkville met at their regularly scheduled meeting on January 14, 2020 at 5:30 p.m. in the Courtroom of City Hall, located at 110 West Main Street, Starkville, MS.

There being present were Kim Moreland, Ward 1, Lee Harris, Ward 3, Michael Brooks, Chairman, Ward 4, and Alexis Gregory, Ward 5, Jeremiah Dumas, Ward 6, and Tommy Verdell Jr., Ward 7. Absent from the meeting was Vicki West, Ward 2. Attending the Commissioners were City Planner Daniel Havelin, Assistant City Planner Emily Corban, 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 Official Agenda of the Planning and Zoning Commission of January 14, 2020 as presented.

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

C. CONSIDERATION OF ELECTING A VICE-CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION

VIII. PLANNER'S REPORT

A. DISCUSSION ON NEW PROCESS AND PROCEDURES IN THE UNIFIED DEVELOPMENT CODE

IX. ADJOURN

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Gregory, the motion to approve the official agenda of the Planning and Zoning Commission for January 14, 2020 received unanimous approval.

CONSIDERATION FOR APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 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 the Planning and Zoning Commission for December 10, 2019 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. 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.

City Planner Daniel Havelin introduced 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. The plat proposal has been reviewed by the Development Review Committee and requested changes were made to the plat.

The proposed development has a gross density of 2.90 units per acre. The infrastructure plans have been submitted for review by the Development Review Committee and will be reviewed on January 26th if approved by the Board of Aldermen. An ingress/egress easement is provided on the plat. Additional easements for sidewalks and utilities may be required for final plat. Electrical service, water and sanitary sewer are provided by Starkville Utilities

There are 9 recommended conditions

The Chairman asked the applicant to come forward:

Josh Davis, representing the applicant, came forward to speak in favor of the request.

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Verdell, the motion to approve PP 20-02 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-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.

B. CONSIDERATION AND APPROVAL OF THE 2020 PLANNING AND ZONING COMMISSION MEETING SCHEDULE

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Verdell, the motion to approve the 2020 Planning and Zoning Commission Meeting Schedule was approved unanimously.

Chairman Brooks entertained a motion to add to the agenda the consideration of electing a vice-chairman for the Planning and Zoning Commission.

After Discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to add the agenda the consideration of electing a vice-chairman for the Planning and Zoning Commission was approved 4 to 1 with Commissioner Dumas being the sole dissenting vote.

C. CONSIDERATION OF ELECTING A VICE-CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION

After Discussion and upon the motion of Commissioner Verdell, duly seconded by Commissioner Gregory, the motion to elect Commissioner Dumas as vice-chairman for the Planning and Zoning Commission was approved 4 to 0 with Commissioner Dumas abstaining from the vote.

PLANNER'S REPORT

City Planner Daniel Havelin briefed the Commission on new procedures and processes that the Planning and Zoning Commission will be reviewing under the new Unified Development Code.

ADJOURN

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on February 11, 2020, 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 Harris, the motion to adjourn until 5:30 p.m. on February 11, 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