



**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, NOVEMBER 10, 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 OCTOBER 13, 2020
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. DISCUSSION AND CONSIDERATION OF FP 20-08 REQUEST FOR FINAL PLAT APPROVAL FOR PHASE 1 PART 1 OF THE PRESERVE AT HUNTINGTON PARK SUBDIVISION LOCATED AT THE WEST END HUNTINGTON DRIVE IN A SD-6 ZONING DISTRICT PARCEL NUMBER 105-15-003.04.
- VIII. PLANNERS REPORT
- IX. ADJOURN

**UNAPPROVED MINUTES OF THE REGULAR MEETING OF
THE PLANNING AND ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI OCTOBER 13, 2020**

Be it remembered that the members of the Planning and Zoning Commission of the City of Starkville held their regularly scheduled meeting on October 13, 2020 at 5:30 p.m. in the Courtroom of City Hall, located at 110 West Main Street, Starkville, MS.

There being physically present were Kim Moreland, Ward 1 and Michael Brooks, Chairman, Ward 4. Joining the meeting via the Google Meets virtual meeting platform were Vicki West, Ward 2, Kelly Prather, Ward 3, Alexis Gregory, Ward 5, and Jeremiah Dumas, Ward 6. Absent from the meeting was Tommy Verdell Jr., Ward 7. Physically present attending the Commissioners were City Planner Daniel Havelin and Assistant City Planner Emily Corban. Attending the meeting via Google Meets virtual meeting platform was City Attorney Chris Latimer and Community Development Director Dr. Simon Kim.

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 October 13, 2020 as presented.

**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, October 13, 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 SEPTEMBER 8, 2020
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS

- A. SE 20-18 REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR AN ACCESSORY DWELLING UNIT TO BE CONSTRUCTED AT A RESIDENCE AT 209 WINTERSET DRIVE IN A SD-2 ZONE WITH THE PARCEL NUMBER 102O-00-065.00.
- B. FP 20-06 REQUEST FOR FINAL PLAT APPROVAL FOR SUBDIVIDING 16.91 ACRE LOT INTO 40 LOTS AT THE NORTHEAST CORNER OF THE INTERSECTION OF REED ROAD AND WESTSIDE DRIVE IN A TN-N ZONING DISTRICT WITH THE PARCEL NUMBER 118K-00-035.00
- C. DISCUSSION REGARDING THE HIGH-VOLTAGE TVA LINE ALONG SAND ROAD

VIII. PLANNERS REPORT

IX. ADJOURN

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Moreland, the motion to approve the official agenda of the Planning and Zoning Commission for October 13, 2020 received unanimous approval.

**CONSIDERATION FOR APPROVAL OF THE MINUTES OF THE
MEETING OF SEPTEMBER 08, 2020**

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Moreland, the motion to approve the minutes as amended of the Planning and Zoning Commission for September 08, 2020 received unanimous approval.

CITIZEN COMMENTS

The Chair opened up the meeting for citizen comments. Calling for and receiving no comments, the Commission moved to Old Business.

NEW BUSINESS

- A. SE 20-18 REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR AN ACCESSORY DWELLING UNIT TO BE CONSTRUCTED AT A RESIDENCE AT 209 WINTERSET DRIVE IN A SD-2 ZONE WITH THE PARCEL NUMBER 102O-00-065.00.

City Planner Daniel Havelin presented the Special Exception request by Mark and Nicole Welch to allow for the construction of a "Dwelling, Accessory Unit" at their residence at 209 Winterset Drive in an SD-2 zone. The Use Chart requires a Special Exception for "Dwelling, Accessory Unit" in a SD-2 zoning district. The proposed accessory dwelling unit is located in the rear yard and meets all setback requirements. The accessory dwelling unit is adjacent to the common area for "Carpenter Place" subdivision to the north.

Section 3.4.1 list 8 criteria for Special Exception approval. Section 13.3.4 of Unified Development Code also requires that the Special Exception meet the additional standards for that use. Section 13.5.2.D of UDC list 8 additional standards. The design of the accessory dwelling unit is compatible with the principle dwelling and meets all additional standards requirements

The request was noticed in accordance with Section 3.4.3.E of the Unified Development Code. 15 property owners of record within 160 feet of the subject property were notified directly by mail of the request. A legal ad was published in the Starkville Daily News on September 18, 2020. A sign was posted on the property in a conspicuous location. As of this date, the Planning Office has received two emails in support of approving the request.

In the opinion of the Planning Department the proposed use associated with the Special Exception request does meet the criteria for special exception review and approval.

Chairman Brooks opened the public hearing to citizen comments.

The applicants, Mark and Nicole Welch, came forward to speak in favor of the request.

Calling for and receiving no additional comments, Chairman Brooks closed the public hearing and opened the item up for discussion.

After discussion and upon the motion of Commissioner Prather, duly seconded by Commissioner Moreland, the motion to approve SE 20-18 received unanimous approval.

B. FP 20-06 REQUEST FOR FINAL PLAT APPROVAL FOR SUBDIVIDING 16.91 ACRE LOT INTO 40 LOTS AT THE NORTHEAST CORNER OF THE INTERSECTION OF REED ROAD AND WESTSIDE DRIVE IN A TN-N ZONING DISTRICT WITH THE PARCEL NUMBER 118K-00-035.00

City Planner Daniel Havelin presented the Final Plat request by Jay Bryan of McCarty Architects on behalf of Stewart Rutledge for the "Clark Grove" subdivision.

The proposed development is located in a TN-N zoning and contains 43 lots. 36 of the lots are single detached residential lots. The remain 7 lots will contain the community green space, club house, and recreation areas. All easements and dedications are provided on the final plat. The roadways will be dedicated to the City once inspected by City Staff and Approved by the Board of Aldermen. Golden Triangle Planning and Development has reviewed proposed road name and has no issues. Electrical, water, and sanitary service will be provided by Starkville Utilities. The applicant has indicated that this subdivision is not part of any previously platted subdivision, therefore no adversely effected parties. The applicant has requested to provide a

surety for all remaining required infrastructure improvements as shown on the approved infrastructure plan.

In the opinion of the Planning Department the proposed Final Plat request could meet the criteria for final plat review and approval. City Staff is recommending 6 conditions in response to the request to plat prior to finishing construction of the required infrastructure.

Chairman Brooks opened the public meeting to citizen comments.

The applicant, Britton Jones, came forward to speak in favor of the request.

Calling for and receiving no additional comments, Chairman Brooks closed the public hearing and opened the item up for discussion amongst the Commissioners.

City Attorney Chris Latimer made the recommendation that condition 1 be modified by adding the language "along with the City's standard hold harmless and indemnification clause."

After discussion and upon the motion of Commissioner Moreland, duly seconded by Commissioner Gregory, the motion to approve FP 20-06 with the amended conditions was approved unanimously. The conditions are as follows:

1. Prior to execution of the Certificate of Final Approval by City Staff, the proposed covenants shall be revised and approved by the City Attorney and shall include the creation of a Homeowner's Association (HOA) for the long-term maintenance of common areas, private piping, stormwater management areas, and any custom signage within the subdivision along with the City's standard hold-harmless and indemnification clause.
2. Prior to execution of the Certificate of Final Approval by City Staff, an approved form of surety and the accompanying agreement for the completion of unfinished items shall be provided. The form of surety and agreement shall be reviewed by the City Attorney and determined to be acceptable. The amount of the surety shall be reviewed by the City Engineer and determined to be acceptable based on the provided cost estimate.
3. The placement of water meters by Starkville Utilities shall not take place until the release of the sanitary sewer bond.
4. The Homeowners Association (HOA) and/or Developer shall own and maintain the water system until all bonds are released. The HOA and/or Developer shall be responsible for any water leaks until all bonds are released. Responsibility for the water system shall begin at the valve on the south connection and east right-of-way of Reed Road.
5. The Homeowners Association (HOA) and/or Developer shall own and maintain the sanitary sewer system until all bonds are released. Responsibility for the sanitary sewer system shall begin at the manhole (MH) east of Reed Road.

6. Prior to issuance of any Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) for any structure on any lot within the subdivision, the following shall items shall be completed or provided to City Staff:
 - a. As-built drawings signed/stamped by a licensed PE meeting City of Starkville requirements.
 - b. All required test and material reports as outlined in the Subdivision Testing requirements and Processes and the Subdivision Testing Schedule.
 - c. All required infrastructure as illustrated on the approved infrastructure plan "IP 20-02 Clark Grove" approved on June 15, 2020 has been fully completed, inspected, tested, and approved by the City of Starkville Community Development Department, Engineering Department, and Starkville Utilities.

C. DISCUSSION REGARDING THE HIGH-VOLTAGE TVA LINE ALONG SAND ROAD

Chairman Mike Brooks presented to the Planning and Zoning Commission photos he had taken along Sand Road of the installed high-voltage TVA lines that cross 16th section land that is leased by the school district and reviewed by the Planning Commission for special exception requests.

Chairman Brooks offered a motion that all special exception requests for manufactured homes along Sand Road shall require the appearance of a Starkville-Oktibbeha County School District representative and the proposed lease before the Planning and Zoning Commission before the proposed use can be recommended for approval by the Planning and Zoning Commission.

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Prather, the motion that all special exception requests for manufactured homes along Sand Road shall require the appearance of a Starkville-Oktibbeha County School District representative and the proposed lease before the Planning and Zoning Commission before the proposed use can be recommended for approval by the Planning and Zoning Commission was approved unanimously.

ADJOURN

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on November 10, 2020, in the Courtroom of City Hall located at 110 West Main Street, Starkville MS.

After discussion, and upon the motion of Commissioner Moreland, duly seconded by Commissioner Gregory, the motion to adjourn until 5:30 p.m. on November 10, 2020 in the Courtroom located at 110 West Main Street, Starkville MS, was unanimously approved.

Michael Brooks, Commission Chair

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: FP 20-08 Request for Final Plat approval for Phase 1 Part 1 of The Preserve at Huntington Park subdivision located at the west end Huntington Drive in a SD-6 zoning district parcel number 105-15-003.04.
Date: November 10, 2020

The purpose of this report is to provide information regarding Final Plat request by David Jackson of Jackson Construction, Inc for the "The Preserve at Hunting Park- Phase 1 Part 1" subdivision. Please see attachments 1- 4.

BACKGROUND INFORMATION

- The Preliminary Plat, "Huntington Subdivision Phase 9", was approved by the Board of Aldermen on March 21, 2017
- The Preliminary Plat, "Huntington Subdivision Phase 9", was reapproved by the Board of Aldermen on May 15, 2018
- A Variance from right of way width and street width was approved by the Board of Aldermen on February 21, 2017.
- The Development Review Committee approved the infrastructure plan on September 4, 2018.

GENERAL INFORMATION

- Huntington Subdivision Phase 9 was renamed to The Preserve Subdivision at Huntington Park and is being developed in phases.
- The proposed Phase I of Part I of The Preserve Subdivision at Huntington Park subdivision is located at west end of Huntington Park Drive in a SD-6 zoning district.
- When the preliminary plat was approved, the property was zoned R-4. The property was rezoned in December of 2019 as part of the adoption of the Unified Development Code. The proposed final plat meets the requirements of the previous (R-4) and current (SD-6) zoning district.
- The Preserve Subdivision has a gross acreage is +/- 41.26 with a total of 61 lots. The proposed gross density is 2.24 units per acre. Phase 1 Part has a gross acreage of +/- 9.27 with a total of 14 lots.
- All easements and dedications associated with this phase are provided on the final plat.
- The roadways will be dedicated to the City once inspected by City Staff and Approved by the Board of Aldermen.
- Street numbers will be assigned for construction permitting and utility assignments.
- Golden Triangle Planning and Development has reviewed proposed road name and has no issues.
- Potable water and sanitary sewer utility services will be provided by the City.

- Staff is reviewing the proposed covenants.
- The final 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 has indicated that this subdivision is not part of any previously platted subdivision, therefore no adversely effected parties.

FINAL PLAT INFORMATION

- Approval of a final plat by the Mayor and Board of Aldermen shall be denoted by the issuance of a letter of final plat approval and required signatures on the final plat. One (1) paper copy, a digital copy as a Portable Document Format (PDF), and AutoCAD file of the approved final plat shall be retained in the Planning Department's files. The final plat shall be filed with the office of the chancery clerk of Oktibbeha County within sixty (60) days or the plat shall be void. A deposit in the amount of two hundred dollars (\$200) shall be required to guarantee the return of one (1) signed copy of the final plat to the city planner.
- If the final plat approval is recommended conditionally, the conditions and reasons therefore shall be stated, and if necessary, the Planning and Zoning Commission or Mayor and Board of Aldermen may require that the subdivider submit a revised final plat.
- If denied by the Planning and Zoning Commission or the Board of Aldermen, the reasons for such action shall be stated, and if possible, recommendations should be made on the basis of which the proposed subdivision could be recommended for approval. A denied final plat may be resubmitted to the Planning and Zoning Commission and the Mayor and Board of Aldermen after the suggested changes have been made.
- Whenever a subdivider has been issued a notice of final plat approval from the Mayor and Board of Aldermen, the staff shall be authorized to execute a certificate of final plat approval on the plat upon certification by the City Clerk that the City has received both of the following:
 - o An executed development agreement for any outstanding improvements between the subdivider and the city to install the required improvements.
 - o An approved form of surety as approved by the City Attorney to complete the improvements and installations for the subdivision shall be in compliance with these rules and regulations. Such surety shall not exceed two hundred percent (200%) of the estimated cost of the improvements.

ZONING DISTRICT INFORMATION

Below is information pertaining to the current zoning for a Single Detached Dwelling Residential Use in a SD-6 zoning district:

Detached and Attached Duplex Dwelling	
A. Lot Dimensions	SD-6
A1 Lot size per unit in sq. ft (min.)	6000
A2 Lot width (min.)	50'
A3 Lot width at corner (min.)	60'
B. Primary Building Setbacks	SD-6
B1 Front setback	25' or infill standards
B2 Side setback (min.)	5' or infill standards

B3 Side setback corner lot (min.)	25'
B4 Rear setback (min.)	20'
B5 Rear setback adjacent to street or alley (min.)	25'
C. Accessory Dwelling Unit/Structure Setbacks	SD-6
C1 Front setback	Behind rear wall of primary building
C2 Side setback	5' min
C3 Side setback corner lot (min.)	25'
C4 Rear setback	5', minimum of 10' from any structure
C5 Rear setback adjacent to alley for garages (min.)	20'
C6 Structures housing livestock (min.)	N/A
D. Parking Setbacks	SD-6
D1 From primary street	See infill standards
E. Height	SD-6
E1 Principle building(s) (max)	30', 2 story
E. Height (cont.)	SD-6
E2 Accessory Dwelling Unit(s)/Structure(s) (max)	Less than primary building
E3 Accessory structure agricultural use	15'
F. Pedestrian Access	SD-6
F1 Street-facing primary entrance along street	yes

ANALYSIS

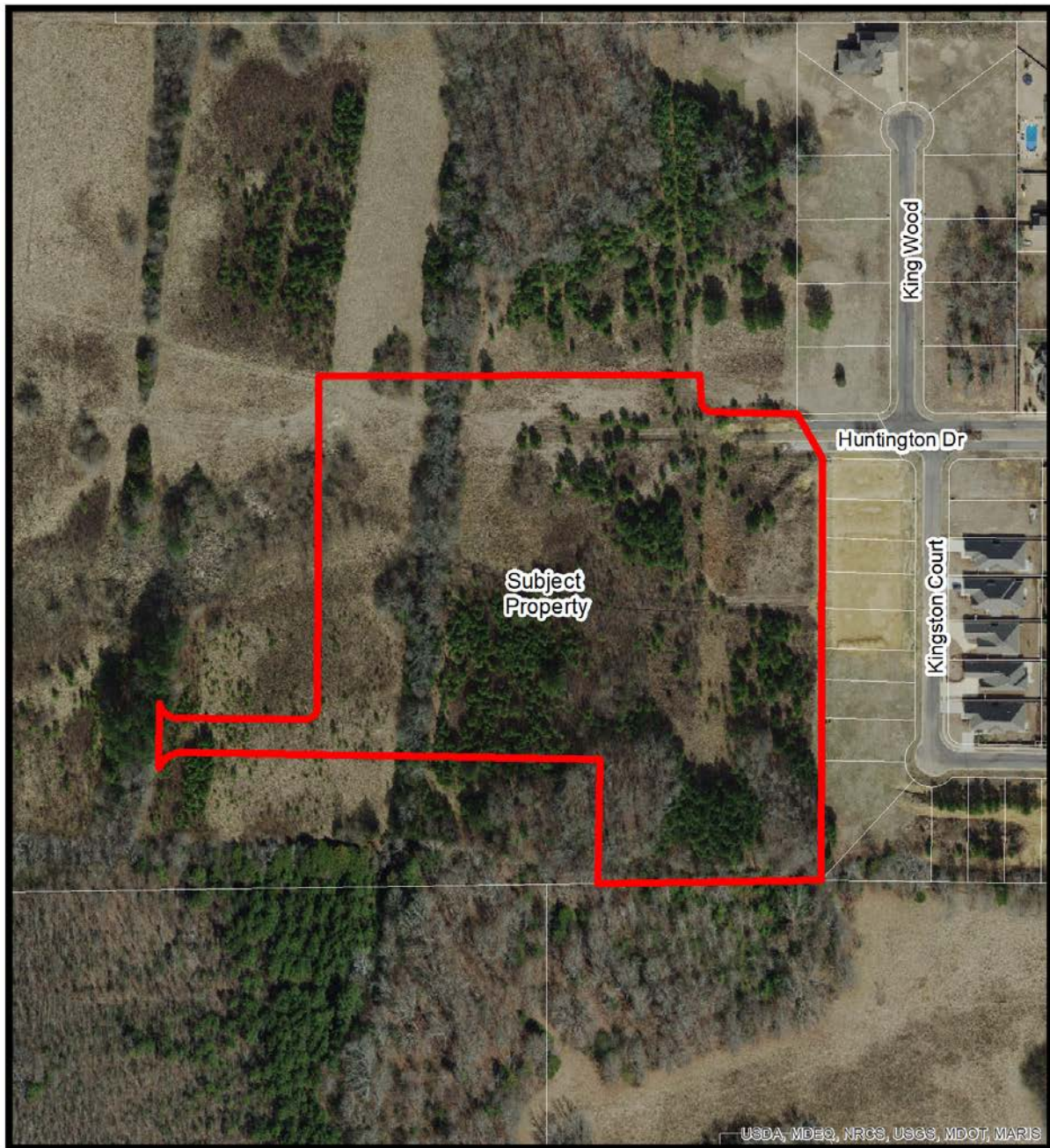
In the opinion of the Planning Department the proposed Final Plat request could meet the criteria for final plat review and approval of Section 3.12.2.C of the UDC.

CONDITIONS OF APPROVAL

Any condition attached to the approval of a final plat by the Mayor and Board of Aldermen shall run with the land and shall be binding upon the applicants, their heirs, successors, and assigns for the duration of the subdivision. The following conditions are recommended by City Staff:

1. Covenants to be amended as required after the review of the City Attorney prior to execution of the Certificate of Final Approval.
2. Public Easement dedication language to be added to the final plat per the approval of the City Attorney prior to execution of the Certificate of Final Approval.
3. A surety approved by the City Attorney in an amount of \$183,597 along with an accompanying Performance agreement for all outstanding infrastructure prior to execution of the Certificate of Final Approval.
4. A warranty with an accompanying surety approved by the City Attorney in an amount of \$100,000 to be provided with a Performance agreement for the underground infrastructure that was inadequately tested prior to execution of the Certificate of Final Approval.
5. All disturbed areas to be fully established with vegetation to the satisfaction of City Staff prior to execution of the Certificate of Final Approval.

Attachment 1
FP 20-08 Aerial



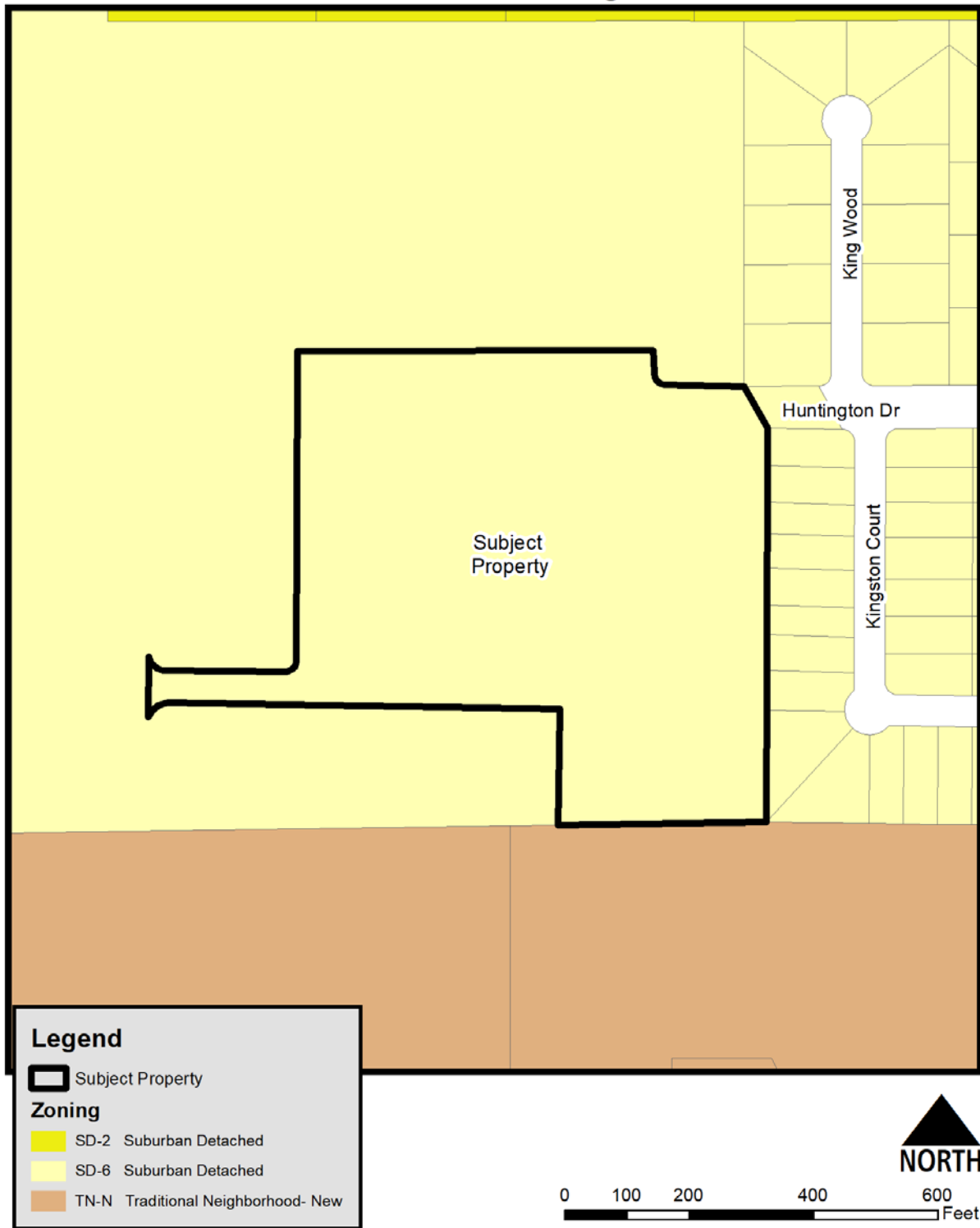
Legend

-  Subject Property
-  Parcels

0 100 200 400 600 Feet



Attachment 2
FP 20-o8 Zoning



Kingwood

Huntington Dr

USDA, MDEQ, NRCS, USGS, MDOT, MARIS

0 75 150 300 450 Feet

[illegible]

