OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, JANUARY 9, 2018
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 APPROVAL OF MINUTES

A. CONSIDERATION OF THE UNAPPROVED MINUTES OF DECEMBER 12, 2017

VI. CITIZEN COMMENTS

VII. OLD BUSINESS

A. DISSUSSION AND CONSIDERATION OF MAKING A JOINT RECOMMENDATION WITH THE HISTORIC PRESERVATION COMMISSION TO THE BOARD OF ALDERMEN TO INCLUDE ARCHITECTURAL REVIEW IN THE NEW UNIFIED DEVELOPMENT CODE.

VIII. NEW BUSINESS

A. FP 18-01 REQUEST FOR FINAL PLAT APPROVAL FOR SUBDIVIDING +- 7.58 ACRE PARCEL INTO 2 LOTS. HWY 12 AND MARKET STREET IN A C-2 ZONE WITH THE PARCEL NUMBER 117F-00-008.08.

B. CU 18-01 REQUEST FOR CONDITIONAL USE TO ALLOW FOR AN ACCESSORY DWELLING UNIT AT 1700 S. MONTGOMERY IN AN R-1 ZONE WITH THE PARCEL NUMBER 106-23-003.01

IX. PLANNERS REPORT

X. ADJOURN

UNAPPROVED MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION CITY OF STARKVILLE, MISSISSIPPI DECEMBER 12, 2017

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 12, 2017 at 5:30 p.m. in the Courtroom of City Hall, located at 110 West Main Street, Starkville, MS.

There being present were Michael Brooks, Chairman, Ward 4, Jason Camp, Ward 1, Jim McReynolds, Ward 2, Alexis Gregory, Ward 5, Jeremiah Dumas, Ward 6, and Tommy Verdell Jr., Ward 7. Absent from the meeting was Tom Walker, Ward 3. Attending the Commissioners were City Planner Daniel Havelin, Assistant City Planner Emily Corban, and City Attorney Chris Latimer.

Commission Chairman Michael 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 12, 2017 as presented.

OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, DECEMBER 12, 2017
CITY HALL - COURT ROOM,
110 West Main Street, 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 APPROVAL OF MINUTES
   A. CONSIDERATION OF THE UNAPPROVED MINUTES NOVEMBER 14, 2017
   B. CONSIDERATION OF THE UNAPPROVED MINUTES OF NOVEMBER 16, 2017
VI. CITIZEN COMMENTS

VII. **NEW BUSINESS**
   A. PP 17-11 Request for Preliminary Plat approval for subdividing 348.81 parcel into 3 lots for a proposed industrial park. The property is located at 1629 HWY 389 in a M-1 zone with the parcel number 115-21-007.01, 115-21-007.00, and 115-21-010.02

DRAFT

B. DISCUSSION AND CONSIDERATION OF THE 2018 PLANNING AND ZONING COMMISSION MEETING AND SUBMISSION SCHEDULE

VIII. PLANNER'S REPORT

IX. ADJOURN

After discussion and upon the motion of Commissioner Dumas duly seconded by Commissioner Verdell, the motion to approve the official agenda of the Planning and Zoning Commission for December 12, 2017 received unanimous approval.

CONDSIDERATION FOR APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 14, 2017

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to approve the Minutes as amended of the November 14, 2017 Planning and Zoning Commission received unanimous approval.

CONDSIDERATION FOR APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 16, 2017

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Camp, the motion to approve the Minutes as amended of the November 16, 2017 Planning and Zoning Commission received unanimous approval.

CITIZEN COMMENTS

The Chair opened up the meeting for Citizen Comments. Seeing there were none, the Commission moved to New Business.

NEW BUSINESS

A. CONSIDERATION OF PP 17-11 REQUEST FOR PRELIMINARY PLAT APPROVAL FOR SUBDIVIDING 348.81 PARCEL INTO 3 LOTS FOR A PROPOSED INDUSTRIAL PARK. THE PROPERTY IS LOCATED AT 1629 HWY 389 IN A M-1 ZONE WITH THE PARCEL NUMBER 115-21-007.01, 115-21-007.00, AND 115-21-010.02

City Planner Daniel Havelin presented the request by OCEDA for a Preliminary Plat for subdividing 348.81-acre parcel into 3 lots for a proposed industrial park. The property is located at 1629 HWY 389 in a M-1 zone. The proposed subdivision is named "Starkville/Oktibbeha Industrial Park". This request is part of a proposed industrial park.

The applicant went to the Board of Adjustments and Appeals on November 30, 2017 to request two variances: a reduction in street width from 31' to 24' and the removal of the curb and gutter requirement. The BOAA recommended approval of the street width reduction but denied the removal of curb and gutter. The applicant's request for Variance and Preliminary Plat if approved will be heard at the Board of Alderman on December 19, 2017. There are 10 recommended conditions.

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Saunders Ramsey came forward to speak in favor of his request.
Leah Ellis came forward to speak against the request.
Margaret Copeland came forward to speak against the request.

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Verdell, the motion to approve PP 17-11 was unanimously approved with the following 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 M-1 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.
10. Typical road way section shown on plat will be modified if necessary based on the decision of the Board of Aldermen for variance request VA 17-17.

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B. DISCUSSION AND CONSIDERATION OF THE 2018 PLANNING AND ZONING COMMISSION MEETING AND SUBMISSION SCHEDULE

After discussion and upon the motion of Commissioner Verdell, duly seconded by Commissioner McReynolds, the motion to approve the 2018 Planning and Zoning Commission Meeting and Submission Schedule received unanimous approval.

VIII. PLANNER'S REPORT

IX. ADJOURN

ADJOURN

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on January 09, 2018, in the second-floor conference room 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 09, 2017, in second-floor conference room located at 110 West Main Street, Starkville MS, was unanimously approved.

_____

Mike Brooks, Commission Chair

_____

Daniel Havelin, City Planner

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December 8, 2017

Board of Aldermen
City of Starkville
% Mayor Lynn Spruill
110 West Main Street
Starkville, MS 39759

Re: Architectural Review

Dear Starkville Elected Officials:

The Starkville Historic Preservation Commission (SHPC) and Planning and Zoning Commission (P&Z) is aware that the City of Starkville is preparing a Unified Development Code and that a component of this code will be some form of architectural-design review for proposed projects. The SHPC wishes to strongly support this initiative and urges the City to make this review as informed, substantive, and enforceable as possible.

As one of the city's commissions concerned with the preservation and rehabilitation of the built environment, the SHPC is charged with carrying out surveys in order to identify local historic-architecture resources, establishing local historic districts in which properties are protected from inappropriate actions, and acting on requests for the approval of certificates of appropriateness, which assure that any changes to properties are consistent with the "Standards for Starkville's Historic Districts." Most recently, aided by a Certified Local Government grant from the Mississippi Department of Archives and History, the commission worked with the city to have the Oktibbeha Gardens Historic District surveyed and eventually listed on the National Register of Historic Places and is now working to place an appropriate historic marker in the neighborhood.

The Planning and Zoning Commission has worked long and hard to ensure that Starkville develops in an intelligent way and that new construction improves the quality of life for all of the city's residents. New and re-development will have profound effects on the Starkville landscape during ensuing decades, and often there is only one chance to see that what is constructed is attractive and conforms to the City's high standards. As a university town, Starkville has become a leader in implementing best-development practices, practices which then serve as a model for those in other Mississippi communities. Consequently, members of the Planning and Zoning Commission strongly believe that a process for architectural-design review should be included in the new Unified Development Code.

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The City of Starkville is currently a desirable place to live. Its economy is strong, its downtown is healthy, and its older residential neighborhoods are largely intact. However, various economic forces, including the growth of Mississippi State University, make Starkville a desirable place for development, frequently by outside interests. While such development can be healthy, it must be properly managed, and developmental pressures, both desirable and undesirable, are likely to increase in the future.

Negative effects can be avoided, but only if mechanisms are put in place to insure responsible and informed growth beneficial to all local citizens. The recently approved Comprehensive Plan is an important step in this regard as can be the proposed Unified Development Code. Mechanisms such as design review with adequate enforcement powers must be a part of this code so that appropriate planning intentions can become a reality and inappropriate construction can be avoided.

Sincerely,

Michael Fazio, Ph.D.
Starkville Historic Preservation Commission

Michael Brooks
Starkville Planning and Zoning Commission

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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 18-01 Request for Final Plat approval for subdividing +- 7.58-acre parcel into 2 lots. Hwy 12 and Market Street in a C-2 Zone with the parcel number 117F-00-008.08
Date:	January 09, 2017

The purpose of this report is to provide information regarding the request by Carlson Consulting Engineers, Inc. on behalf of Development Enterprises of Starkville, Inc. for Final Plat approval for subdividing a +- 7.58-acre parcel into 2 lots. The proposed subdivision is named "Wal-Mart Commercial Subdivision". The proposed subdivision is located in an C-2 Zone. The proposed subdivision is located at Hwy 12 and Market Street with the parcel number 117F-00-008.08. The site plan was approved by the Development Review Committee on November 17, 2015. A modification to the site plan was approved by the Development Review Committee in May of 2017. The preliminary plat was approved by the Board of Aldermen on November 11, 2015. The preliminary plat was renewed by the Board of Aldermen on December 20, 2016. A sign variance for an increase in the size of the wall signs was approved by the Board of Alderman on June 6, 2017. Please see attachments 1-5.

Below is information pertaining to C-2 Zoning:

Sec. L. - C-2 business (general business) zoning district regulations.

These [C-2 general business] districts are intended to be composed of the wide range of commercial goods and services to support community needs. Under special conditions some light industrial and distribution uses are also permitted. Usually located along arterial streets or near the intersection of two or more arterials, these districts are usually large and within convenient driving distance of the entire community. The district regulations provide for certain minimum yard and area standards to be met to assure adequate open space and compatibility with surrounding districts. [The following regulations apply in the C-2 districts:]

1. *See chart for uses permitted.*
2. *See chart for uses which may be permitted as an exception.*
3. *Minimum lot size: It is the intent of this ordinance that lots of sufficient size be used for any business or service use and to provide adequate parking and loading space in addition to the space required for the other normal operations of the business or service.*
4. *Minimum yard size: Front, 20 feet; rear, 20 feet; side, a total of 20 feet, but one side shall be sufficient in width to provide vehicular access to the rear. On any lot [in] which the side lot line adjoins a residential district, the side yard on that side shall not be less than required by the residential district.*
5. *Maximum height of building or structures: 45 feet.*
6. *Off-street parking: One space for each 200 square feet of retail or office building area. See article VIII of this ordinance for requirements for other uses.*

7. Off-street loading and unloading: The required rear or side yard may be used for loading and unloading.

8. All building facades that are visible from public right-of-way or adjacent property zoned residential shall meet these requirements.

a) The following materials are allowed for use on a building façade: brick, wood, fiber cement siding, stucco, natural stone, and split faced concrete masonry units that are tinted and textured. Architectural metal panels may be used as long as the panels make up less than 40 percent of an individual façade.

b) The following materials are not allowed for use on a building facade: smooth faced concrete masonry units, vinyl siding, tilt-up concrete panels, non-architectural steel panels (R Panels), and EIFS (exterior insulation and finish systems). EIFS is permitted to be used for trim and architectural accents.

c) The primary facade colors shall be low reflectance, subtle, neutral or earth tones. The use of high intensity, metallic flake, or fluorescent colors is prohibited.

9. All parking lots adjacent to public right-of-way shall be paved either entirely or with a combination of the following: asphalt, concrete, porous pavement, concrete pavers, or brick pavers. Gravel can be used temporarily as a parking surface for a period on no longer than 12 months upon the approval of the community development director. All temporary gravel lots must provide ADA accessible parking and access ways in accordance with the ADA guidelines.

PLAT PROPOSAL:

General Information

The subdivision has a gross acreage of +/- 7.58 acres with a total of 2 lots.

Easements and Dedications

All easements and dedications are provided on the final plat. The roadways will be dedicated to the City. The County has reviewed and approved of the proposed road name. Electrical service is provided by Starkville Utilities and has been placed underground. Potable water and sanitary sewer utility services will be provided by the City. Street numbers have been assigned for construction permitting and utility assignments.

Findings and Comments

The final plat is a Class “A” 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. This subdivision is not part of any previously platted subdivision, therefore no adversely effected parties.

REQESTED 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 final plat shall meet the minimum requirements for C-2 dimensions.
3. All public utilities are currently in place and meet requirements as verified by the owner and engineer of record.
4. Erosion control vegetation shall be established on all disturbed areas.

5. Sidewalk construction shall conform to the City's Sidewalk Ordinance and ADA standards.
6. The applicant shall provide adequate and satisfactory test reports for roadways, curbs and all drainage structures and facilities.
7. The covenants shall include provisions for the maintenance of common areas/stormwater management and the City Attorney's standard hold-harmless indemnification clause.
8. A bond or surety in the amount of 150% of the current cost of the proposed sidewalk and any other infrastructure improvements shall be provided prior to approval by the Mayor and Board of Aldermen.
9. Financial assurance for the cost of the final layer of asphalt shall be determined by and provided to the City Engineer prior to approval by the Mayor and Board of Aldermen.
10. The roadways shall not be accepted by the City until at least 85% of all lots located on have been developed and received Certificates of Occupancy. The performance agreement shall remain in effect until such time.
11. The applicant shall execute the standard performance agreement ("developer contract") for the financial guarantee of the completion of the final requirements for acceptance of the streets and utilities and the Board of Aldermen shall authorize the Mayor to execute same.
12. The applicant shall provide two paper copies of the recorded plat to the City, along with a digital copy in "AutoCAD" format in standard state plane coordinates.
13. 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 design professional, guaranteeing accuracy.
14. 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.

Attachment 1

FP 18-01 Aerial

Legend

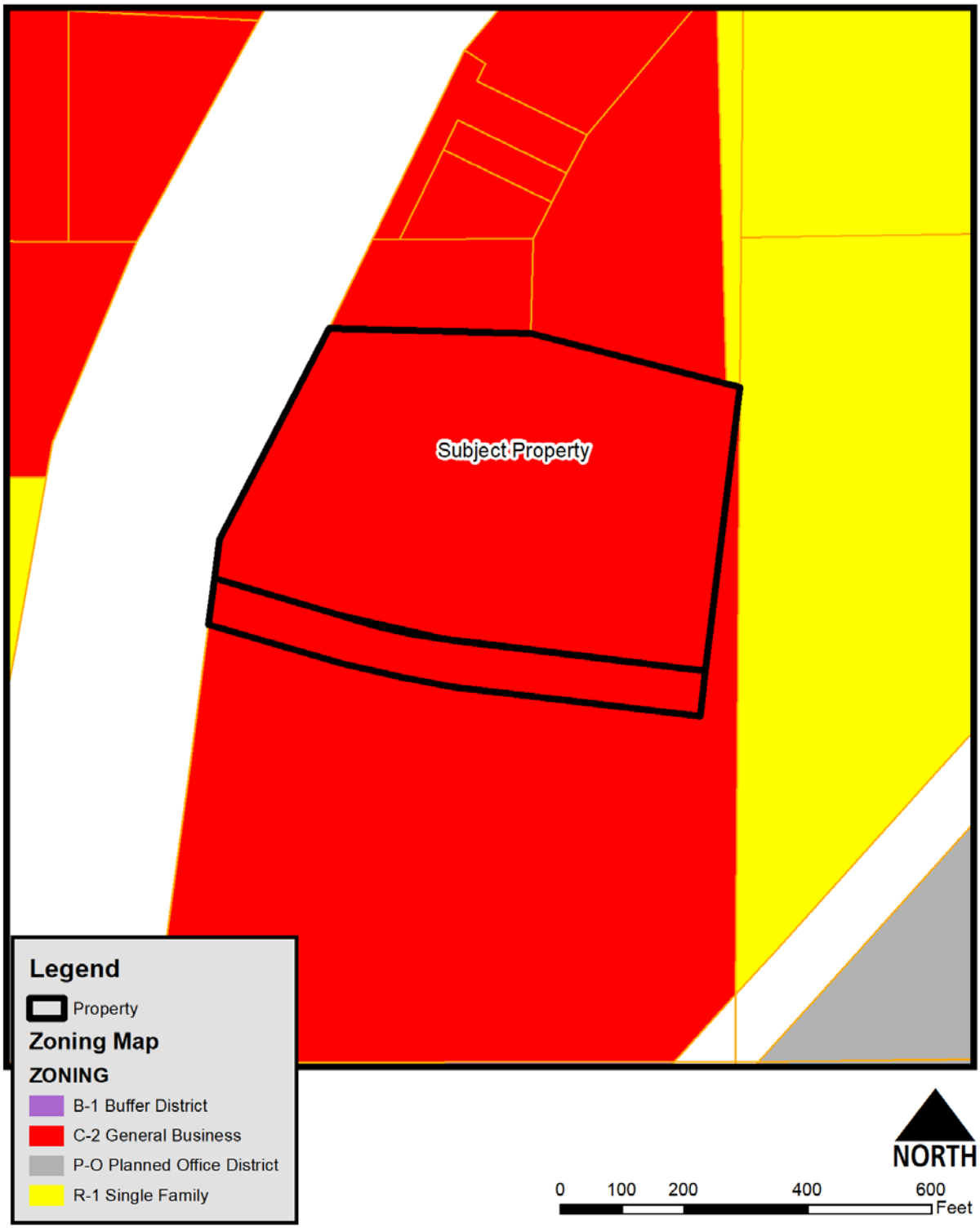
Property

NORTH

0 100 200 400 600 Feet

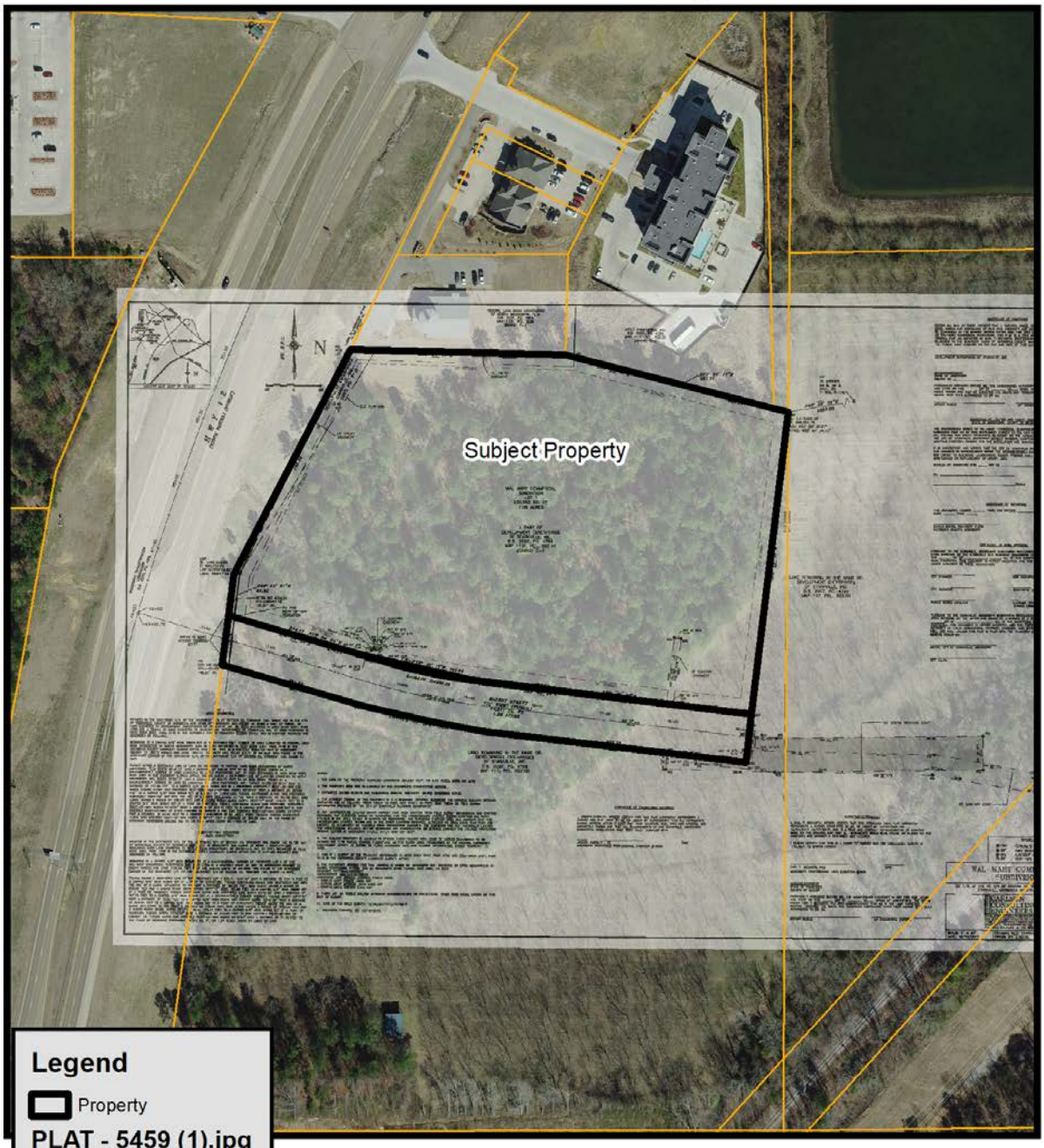
Attachment 2

FP 18-01 Zoning

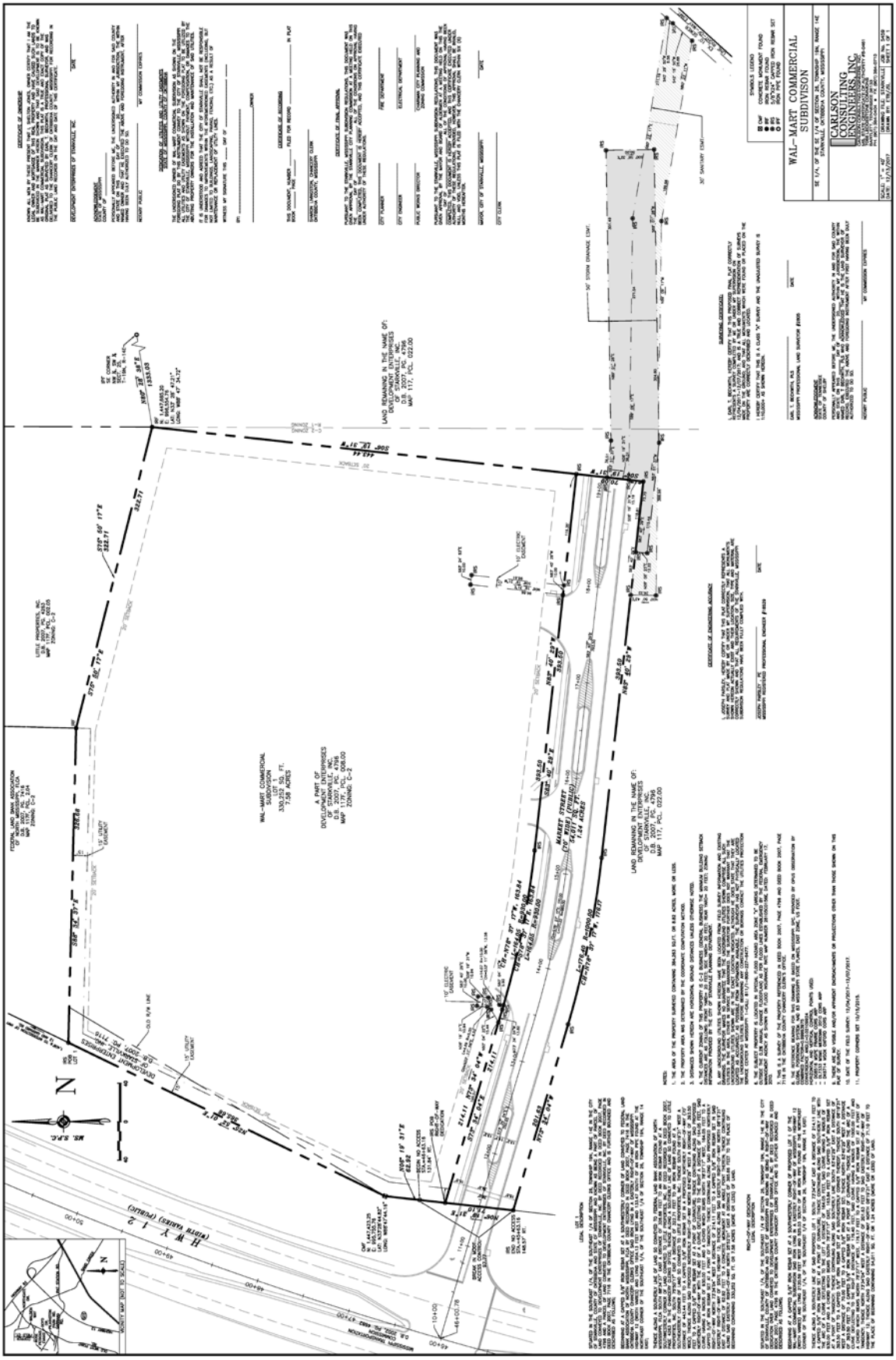


Attachment 3

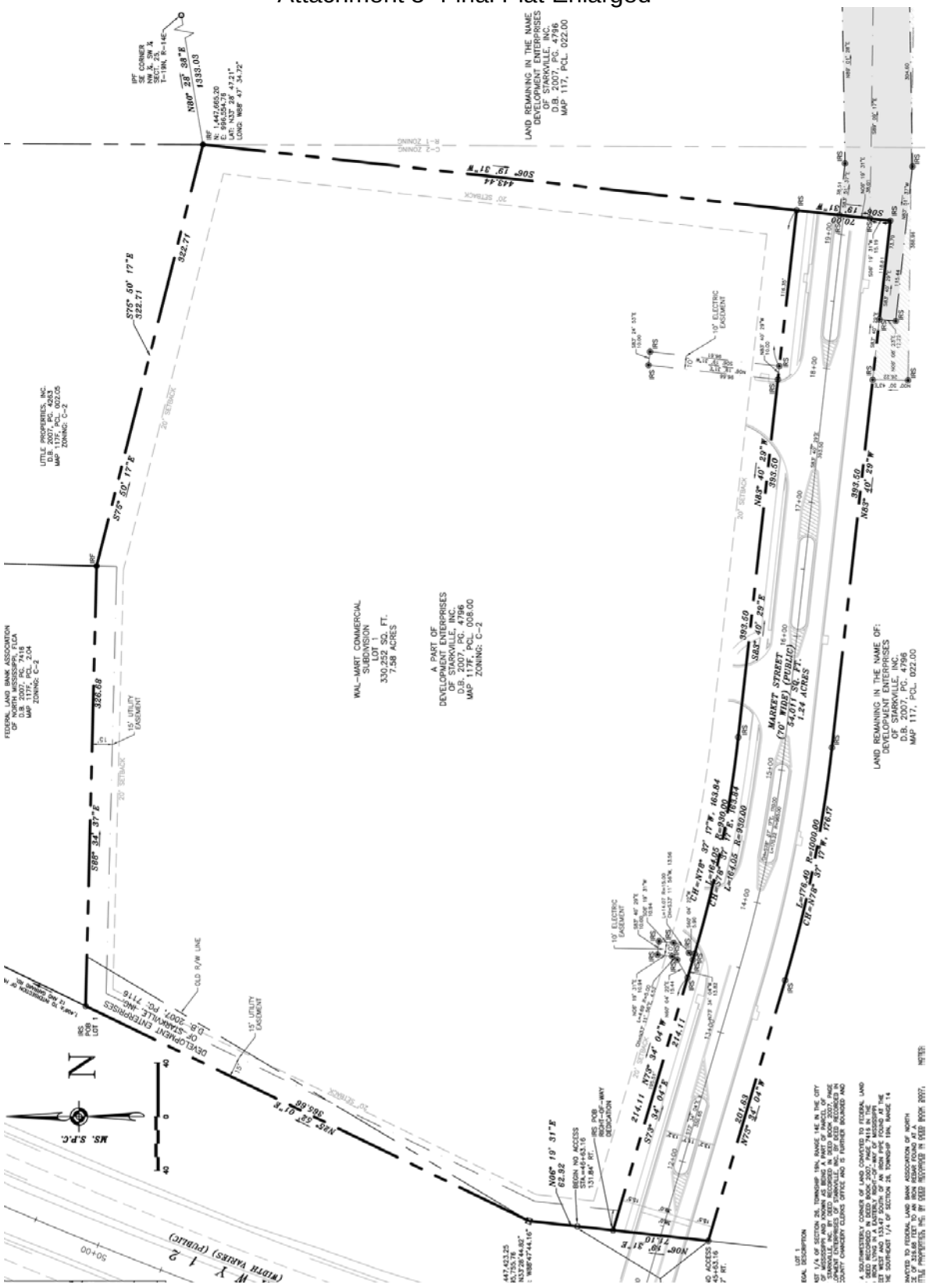
FP 18-01 Plat Overlay



Attachment 4- Final Plat



Attachment 5- Final Plat Enlarged



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: CU 18-01 Request for Conditional Use to allow for an accessory dwelling unit at 1700 S. Montgomery in an R-1 zone with the parcel number 106-23-003.01

Date: JANUARY 9, 2018

The purpose of this report is to provide information regarding Conditional Use Request by Kane Overstreet to allow for an accessory dwelling unit located at 1700 S. Montgomery in an R-1 zoning district with the property #106-23-003.01. Please see attachments 1- 4

BACKGROUND INFORMATION
The applicant is seeking a Conditional Use to allow an accessory dwelling unit to be used in rear yard of a lot located at 1700 S. Montgomery. The property is zoned R-1 zone and in order to construct a "Accessory dwelling unit", a Conditional Use is required per the City of Starkville's Permitted and Conditional Use Chart. The applicant has already completed the construction of the accessory dwelling without the knowledge or approval of the Planning Department. The structure was labeled garage on the original building plans (attachment 4). At the time of the request for Certificate of Occupancy, the Building Department made the applicant aware of the issue.

Scale and intensity of use.
The structure appears to be proportionate to the area.

On- or off-site improvement needs.
There are no off-site improvements being proposed.

On-site amenities proposed to enhance the site.
There are no amenities being proposed.

Site issues.
There are no known site issues regarding the intended use of the site.

The table below provides the zoning and land uses adjacent to the subject property:

Direction	Zoning	Current Use
North	R-4	Residential
East	R-1	Residential
South	R-1	Residential
West	R-4/B-1	Retirement Center

ALLOWED USES UNDER THE PERMITTED (PU) AND CONDITIONAL USE(CU) CHART

R-1
The following uses are permitted by right in the R-1 zoning district:

1. Dwelling, live/work
2. Dwelling, single family, detached
3. Parks & Recreation, Passive

The following uses are allowed by conditional use in the R-1 zoning district:

1. Accessory Dwelling unit
2. Bed & Breakfast Inn
3. Community Services
4. Family Child Care
5. Education Facilities
6. Government Facilities
7. Parks & Recreation, Active
8. Places of Worship
9. Public Spaces

NOTIFICATION
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 December 18, 2017 and a placard was posted on the property concurrent with publication of the notice. The placard was reposted on January 3, 2018 after it was apparently removed from the site. As of this date, the Planning Office has received no phone calls against the request.

ANALYSIS
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 an Accessory dwelling unit could be considered a compatible use with adjacent properties. The property is currently zoned R-1 single family. The 2016 Comprehensive plan has the areas placetype listed as Suburban Single Family.

2. **Sufficient site size and adequate site specifications to accommodate the proposed use.** The site is adequately sized to accommodate the proposed use.

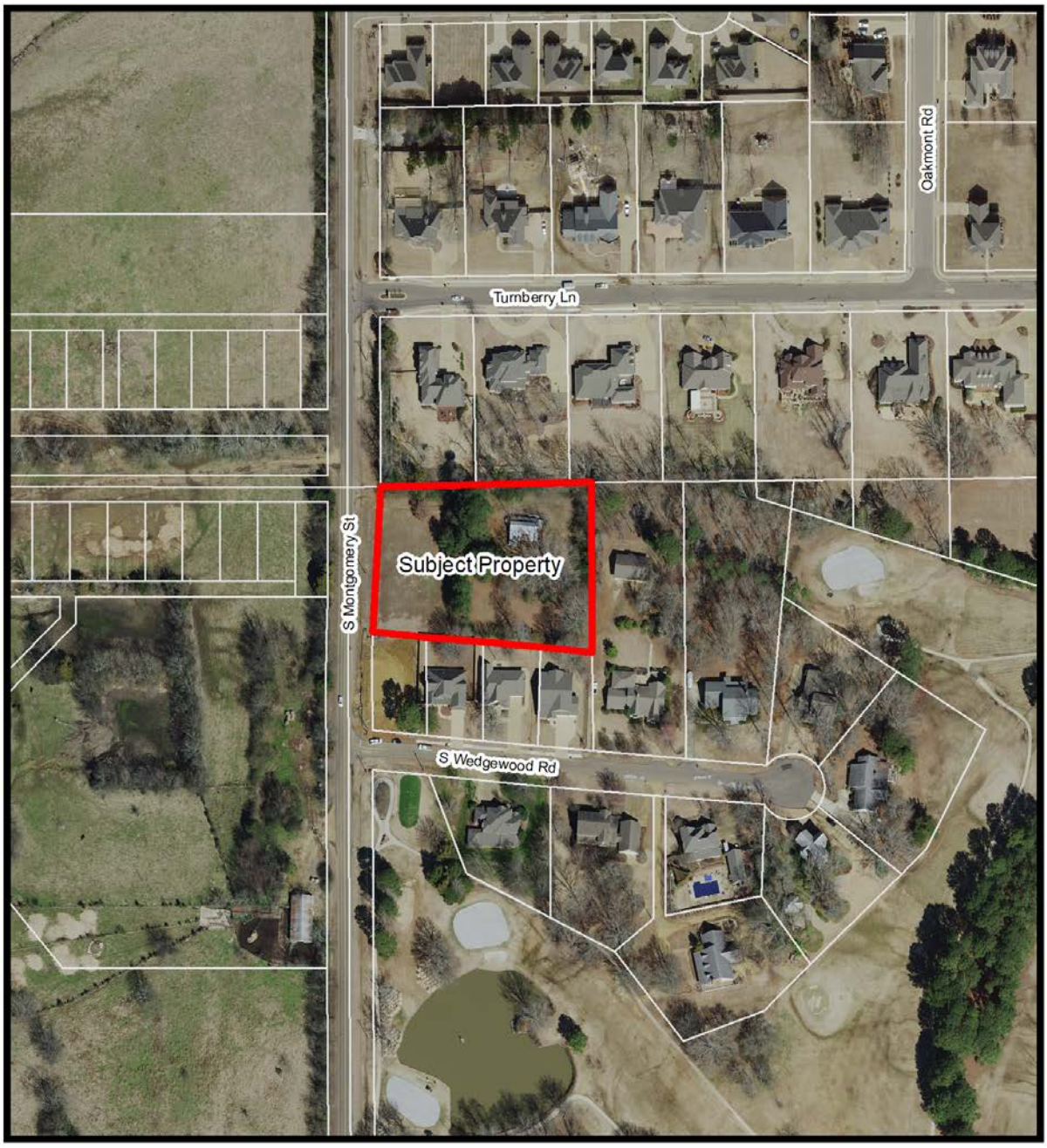
3. **Proper use of mitigative techniques.** None proposed

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 did not receive a Conditional Use approval prior to construction. If Conditional Use approval is granted, the applicant would be in compliance.

Attachment 1

CU 18-01 Aerial



Legend

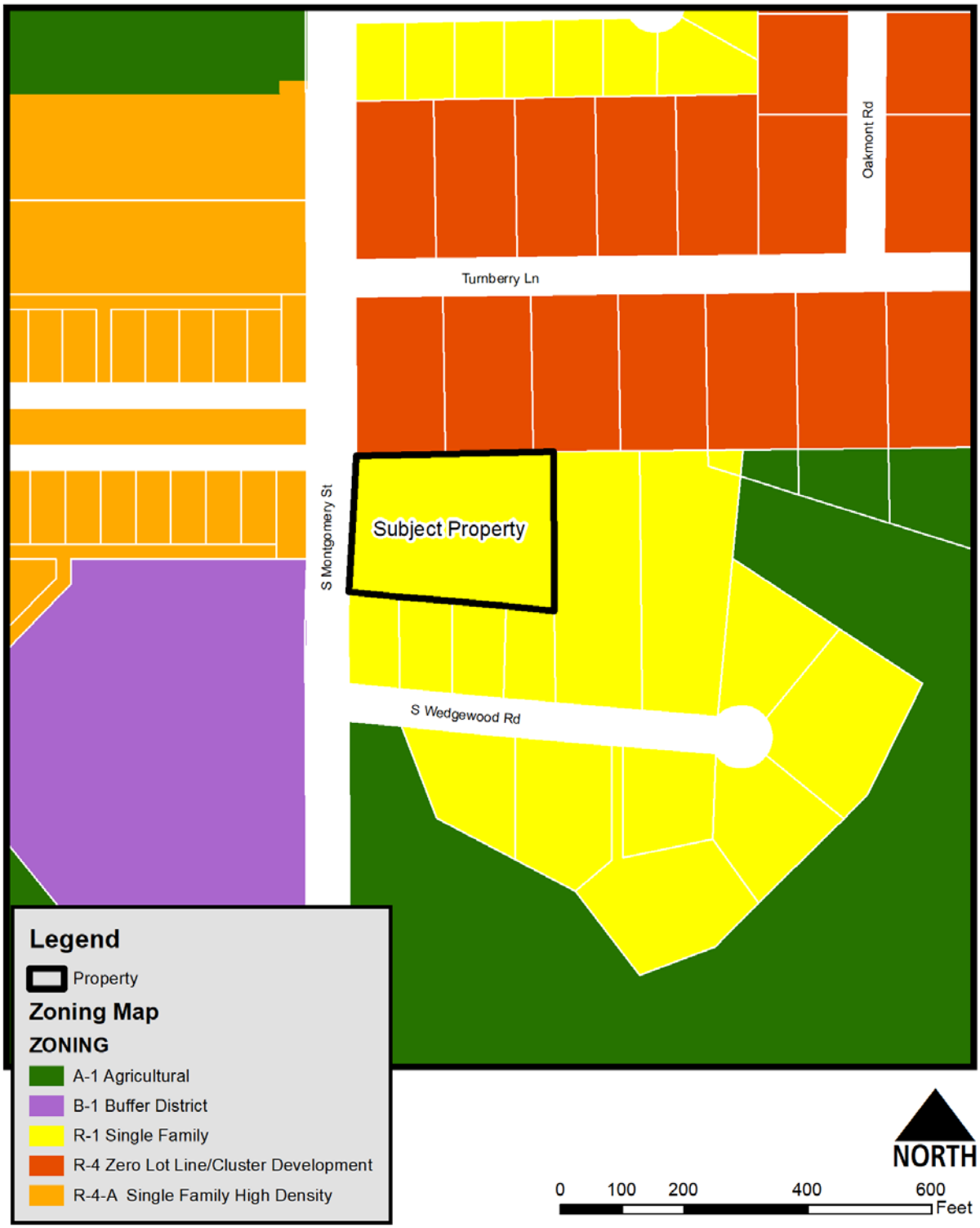
Property

NORTH

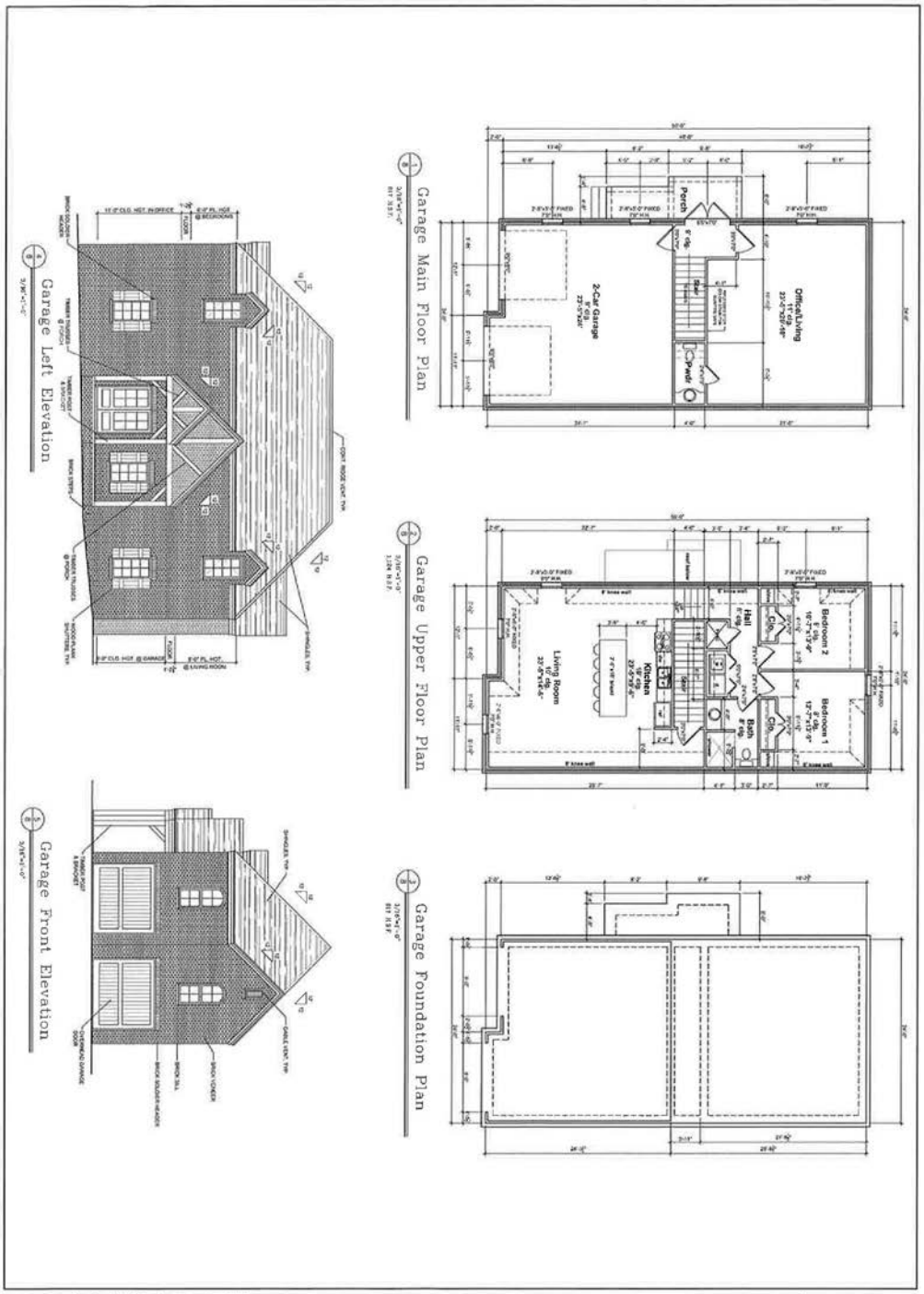
0 100 200 400 600 Feet

Attachment 2

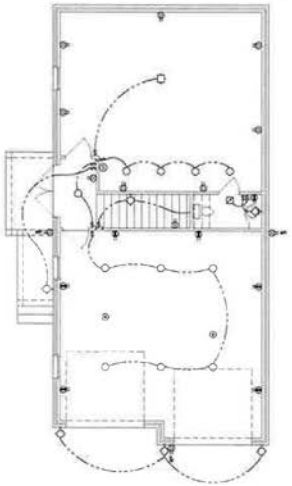
CU 18-01 Zoning



Attachment 3- Plan submitted for Conditional Use request

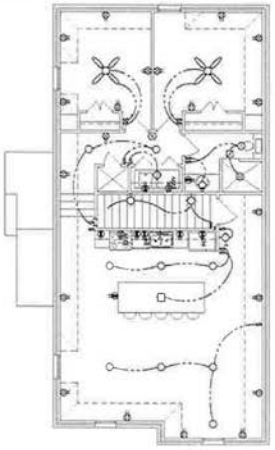


8		A New Residence For The **The Overstreet Family** Starkville, Mississippi	**Residential Designs** great2bkin@yahoo.com



Garage Main Electrical Plan

3/16"=1'-0"

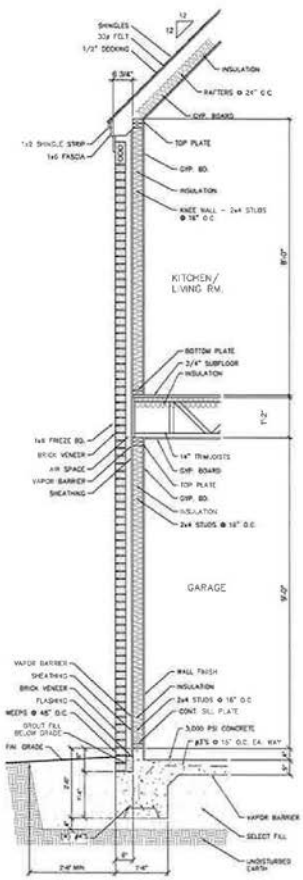


Garage Upper Electrical Plan

3/16"=1'-0"

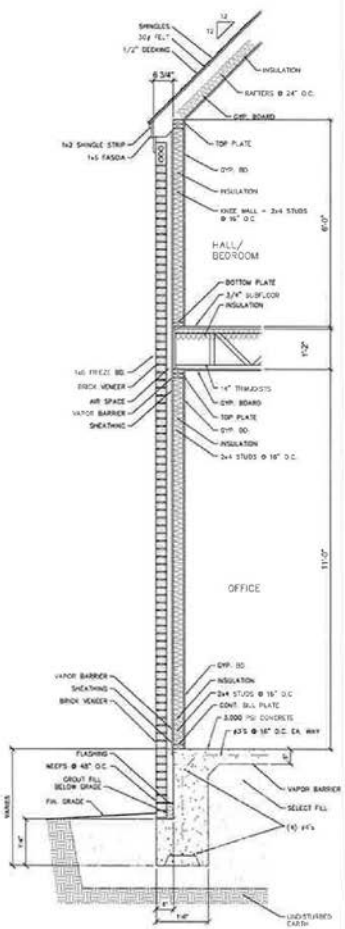
Key			
Symbol	Description	Symbol	Description
	Recessed Can Light		Duplex Outlet
	Wall Mounted Fixture		Duplex Outlet With Ground Fault Interrupter
	Ceiling Mounted Fixture		Duplex Waterproof Outlet
	Ceiling Fan		220 Volt Outlet
			Ceiling Outlet
	Hanging Chandelier Light		Switch
	Undercabinet LED Light Fixture		Three-Way Switch
	Ceiling Mounted Directional Light		Four-Way Switch
	Exterior Flood Light		Smoke Detector
	Ceiling-Mounted Exhaust Fan		Garbage Disposal

Notes:
1. Owner to locate all Telephone and Cable Television Jacks
2. Verify all electrical outlets with owner prior to pulling wire
3. Plugs marked above counters are to be mixed to allow one Vertical and backsplash
4. Contractor is responsible for making necessary changes to electrical plans to meet local building codes.



Wall Section @ Garage

3/4" = 1'-0"



Wall Section @ Office

3/4" = 1'-0"

Residential Designs
great2bkin@yahoo.com

A New Residence For The

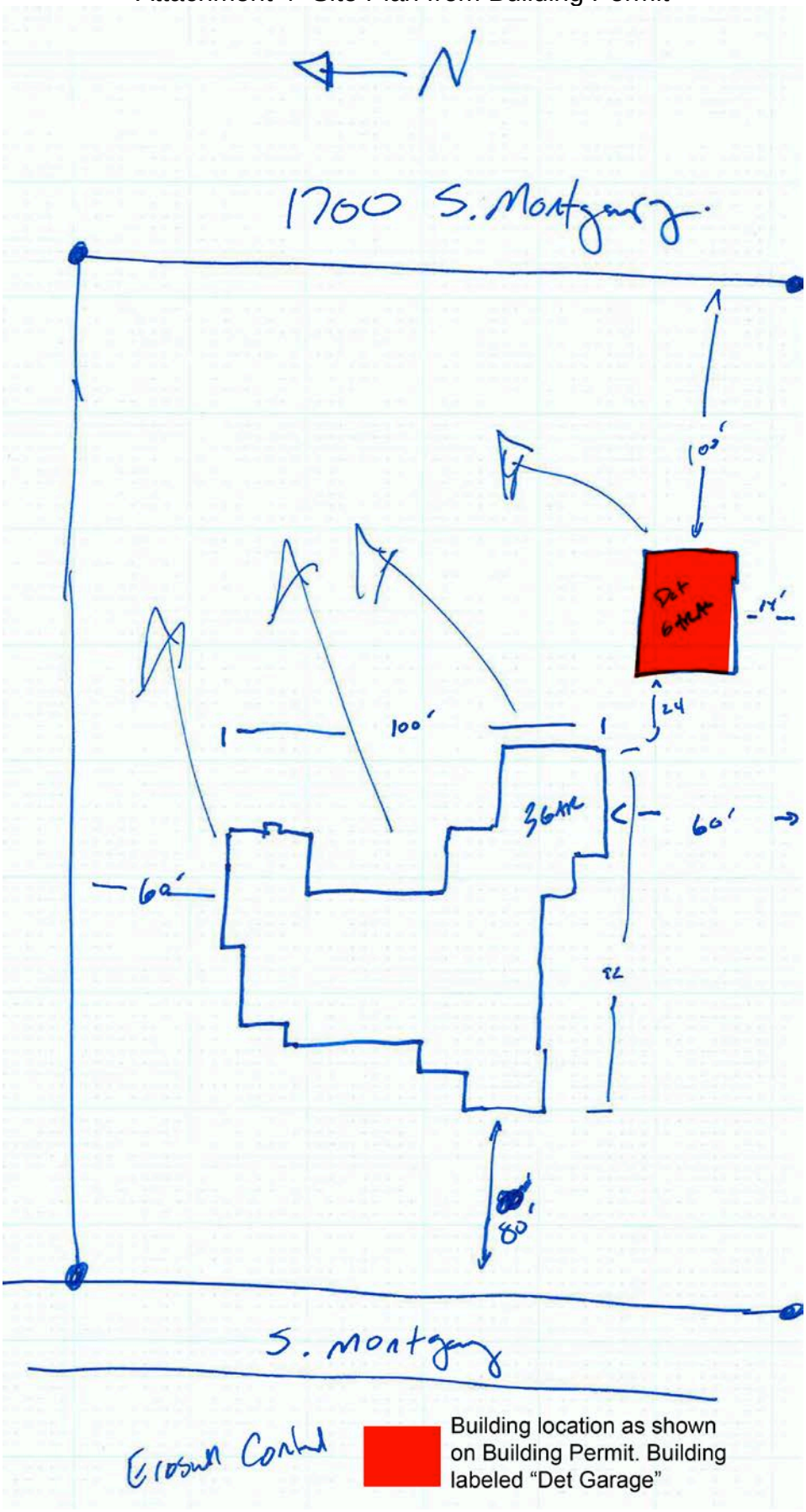
The Overstreet Family

Starkville, Mississippi

These plans are for limited use only and property of the designer. Owner gives reasons to publish for and changes or modifications made to these plans by others without written consent is void. Plans were designed to meet minimum wind and seismic requirements. Variations may be required to detail. Builder is responsible for obtaining engineering for any site specific conditions affecting the necessary provisions to ensure structural integrity and code compliance.

Contractor to verify all dimensions and conditions on the job before construction.

PROJECT: Overstreet 3

DATE: October 2016

Attachment 4- Site Plan from Building Permit