



OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY SEPTEMBER 13, 2022
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 AUGUST 9, 2022
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. DISCUSSION AND CONSIDERATION OF FP 22-01 A REQUEST FOR FINAL PLAT APPROVAL FOR “COUNTRY CLUB ESTATES PH 3E” LOCATED ON NORTH EASTERN SIDE OF THE COUNTRY CLUB ESTATES SUBDIVISION IN A SD-2 ZONING DISTRICT WITH PARCEL NUMBER #106 -14-013.00
- VIII. ADJOURN

**APPROVED MINUTES OF THE MEETING OF
THE PLANNING AND ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI AUGUST 9, 2022**

Be it remembered that the members of the Planning and Zoning Commission of the City of Starkville held a meeting on August 9, 2022 at 5:30 p.m. in the Courtroom of City Hall, located at 110 West Main Street, Starkville, MS.

There being physically present at the meeting were Chairman Jeremiah Dumas, Ward 6, Carl Smith, Ward 4, Alexis Gregory Ward 5, and Tommy Verdell Jr., Ward 7. Absent from the meeting were Kim Mooreland, Ward 1, Vicki West, Ward 2, and Kelly Prather, Ward 3. Physically present attending the Commissioners were City Planner Daniel Havelin and Assistant City Attorney Jason Sharp. With the minimum quorum of four commissioners in attendance, Chairman Dumas participated in all votes.

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

IV. 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 July 12, 2022 as presented.

**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY AUGUST 9, 2022
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 12, 2022
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. DISCUSSION AND CONSIDERATION OF PP 22-01 A REQUEST FOR PRELIMINARY PLAT APPROVAL FOR "THE OAKS SUBDIVISION" AT NORTHWEST CORNER OF THE INTERSECTION OF SCALES STREET AND LOUISVILLE STREET IN A TN-E ZONING DISTRICT WITH PARCEL NUMBERS 102B-00-052.00 AND 102B-00-051.00
- VIII. ADJOURN

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Smith, the motion to approve the official agenda of the Planning and Zoning Commission for August 9, 2022 received unanimous approval.

V. CONSIDERATION FOR THE APPROVAL OF MINUTES

A. CONSIDERATION OF THE UNAPPROVED MINUTES OF JUNE 14, 2022

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Smith, the motion to approve the revised minutes of the Planning and Zoning Commission for July 12, 2022 received unanimous approval.

VI. CITIZEN COMMENTS

The Chair opened up the meeting for citizen comments.

Calling for and receiving no comments, the Commission moved to New Business.

VII. NEW BUSINESS

A. DISCUSSION AND CONSIDERATION OF PP 22-01 A REQUEST FOR PRELIMINARY PLAT APPROVAL FOR "THE OAKS SUBDIVISION" AT NORTHWEST CORNER OF THE INTERSECTION OF SCALES STREET AND LOUISVILLE STREET IN A TN-E ZONING DISTRICT WITH PARCEL NUMBERS 102B-00-052.00 AND 102B-00-051.00

City Planner Daniel Havelin presented the request by the Jay Fowler for preliminary plat approval for The Oaks Subdivision. The property is located on the northwest corner of intersection of Scales Street and Louisville Street in a TN-E zoning district. This is the second preliminary plat request for this property. The previous preliminary plat was approved under the previous code and has since expired. This preliminary plat request is to subdivide 0.98 acres into 4 lots. The plat was reviewed by the Development Review Committee on June 30, 2022 and the plat has been revised. If approved, the applicant can begin the process of infrastructure review.

Chairman Dumas opened the meeting to comments from the applicant.

Jay Fowler came forward to speak in favor of the request.

Project engineer, Jason Wooten, joined the meeting via Google Meets virtual platform to answer question from the commission.

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to approve request PP 22-01 for preliminary plat for The Oaks Subdivision received unanimous approval.

VIII. ADJOURN

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on September 13, 2022, in the Courtroom of City Hall located at 110 West Main Street, Starkville MS.

After discussion and upon the motion to adjourn until 5:30 p.m. on September 13, 2022 in the Courtroom located at 110 West Main Street, Starkville MS by Commissioner Smith, duly seconded by Commissioner Gregory, the motion was unanimously approved.

Jeremiah Dumas, 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)
Subject: Discussion and consideration of FP 22-01 a request for Final Plat approval for "Country Club Estates PH 3E" located on north eastern side of the Country Club Estates subdivision in a SD-2 zoning district with parcel number #106 -14-013.00
Date: September 13, 2022

The purpose of this report is to provide information regarding Final Plat request by Willis Owens of Pritchard Engineering on behalf of Frank Jones Construction for the "Country Club PH 3E" subdivision. Please see attachments 1- 4.

BACKGROUND INFORMATION

- The Preliminary Plat was originally approved by the Board of Aldermen on May 20, 2014. The Preliminary Plat was reapproved on June 16, 2015 with conditions and on September 6, 2016 with conditions. The final reapproval of the preliminary plat by the Board of Aldermen occurred on August 15, 2017 with conditions. The following conditions were attached to the preliminary plat:
 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-4 zone 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 & 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. Covenants restricting the placement of any fence within drainage Easements.
 11. Drainage swales/linear basins to be designed to the satisfaction of the City Engineer and approval of the Board of Aldermen.
 12. Document outlining ownership and maintenance responsibilities of storm drainage system to the satisfaction of the City Attorney, City Engineer and Community Development Director.
 13. The name Augusta Lane must be changed to something that can be accepted by E-911.
- The Development Review Committee reviewed the Final Plat on February 3, 2022 and comments were issued in MyGov permitting software.

GENERAL INFORMATION

- The proposed subdivision phase is located at north eastern side of the Country Club Estates subdivision in a SD-2 zoning district. The zoning district at the time of application for Preliminary Plat was R-4. The zoning designation was changed with the adoption of the Unified Development Code and Official Zoning Map in December of 2019.
- The gross acreage of this phase is +/- 10.65 with a total of 19 lots. The proposed gross density is 1.78 lots per acre.
- 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.
- 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 Starkville Utilities.
- Electrical service is provided by 4 County Electric.
- Staff has reviewed the proposed covenants and they include sections for common area and storm water facilities maintenance, as well as the City's standard hold-harmless indemnification clause required by the City Attorney.
- 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

The current zoning is SD-2. Below is information pertaining to a SD-2 zoning district:

Detached and Attached Duplex Dwelling	
A. Lot Dimensions	SD-2
A1 Lot size per unit in sq. ft (min.)	17500
A2 Lot width (min.)	100'
A3 Lot width at corner (min.)	100'
B. Principal Building Setbacks	
B1 Front setback	30' or infill standards
B. Principal Building Setbacks (cont.)	
B2 Side setback (min.)	10' or infill standards
B3 Side setback corner lot (min.)	30'
B4 Rear setback (min.)	25'
B5 Rear setback adjacent to street or alley (min.)	30'
C. Accessory Dwelling Unit/Structure Setbacks	
C1 Front setback	Behind rear wall of principal building
C2 Side setback	5' min
C3 Side setback corner lot (min.)	30'
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	
D1 From primary street	See infill standards
E. Height	
E1 Principal building(s) (max)	35', 2.5 story

E2 Accessory Dwelling Unit(s)/Structure(s) (max)	Less than principal building
E3 Accessory structure agricultural use	15'

F. Pedestrian Access

F1 Street-facing primary entrance along street	yes
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The zoning at the time the Preliminary Plat was approved was R-4. Below is information pertaining to a R-4 zoning district:

Sec. F. - R-4 residential zoning regulations.

These [R-4 residential] districts are intended to be composed mainly of zero lot line and cluster development type single-family dwellings, with duplex and three- and four-family dwellings also permitted. Mobile home parks and mobile home subdivisions are also permitted under certain special conditions. Appropriate residential support facilities are provided for along with certain yard and area standards to protect the open character of the district. [The following regulations apply to R-4 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: 3,200 square feet.
 - b) Minimum lot width at building line: 34 feet.
 - c) Minimum depth of front yard: 25 feet.
 - d) Minimum width of side yard (only one required): Ten feet.
 - e) Minimum depth of rear yard: 20 feet.
 - f) Maximum height of structure: 45 feet.
 - g) Minimum distance between buildings: Ten feet.
4. Off-street parking requirements: See article VIII of this ordinance for requirements for other uses.

ANALYSIS

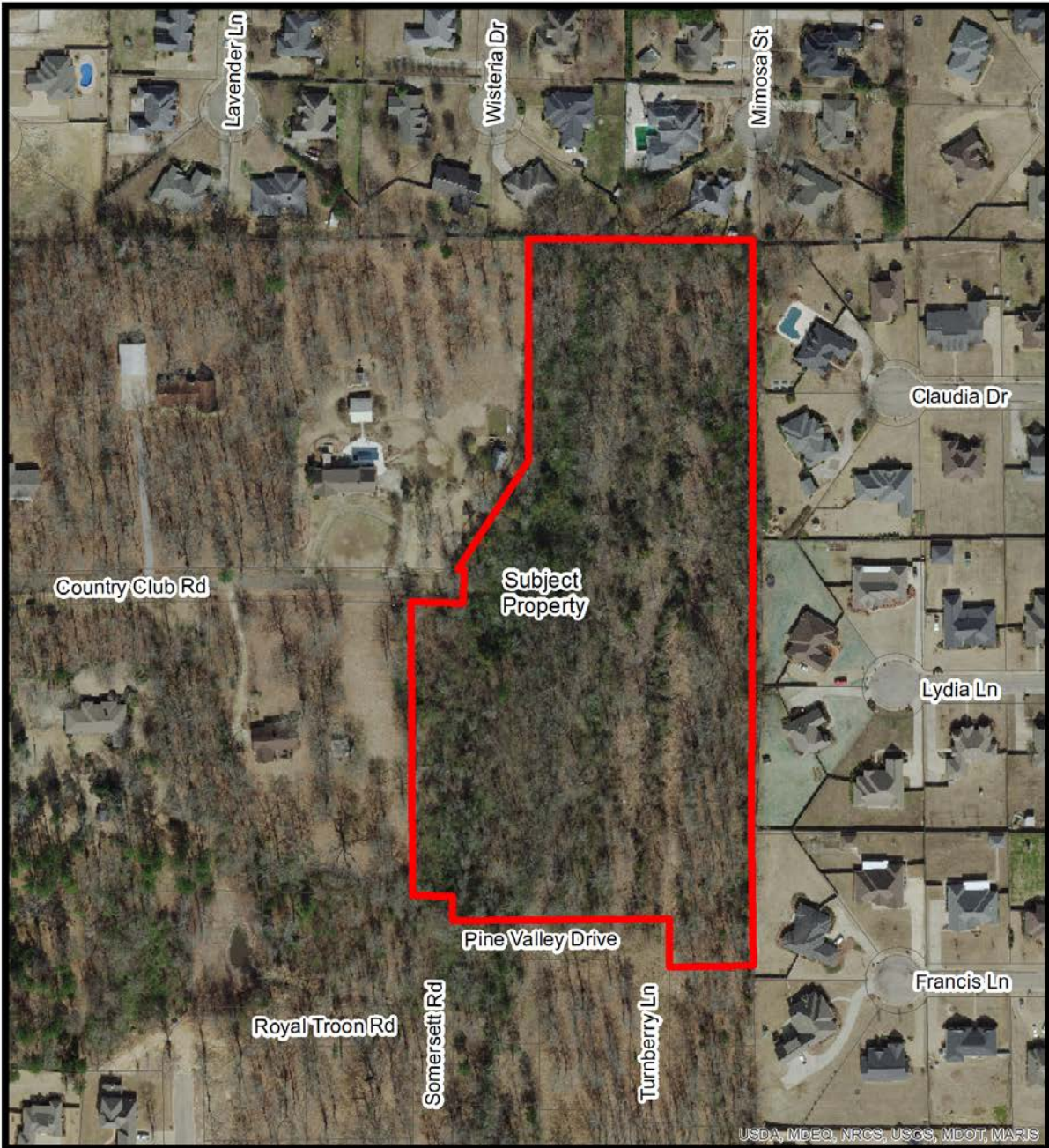
In the opinion of the City Staff the proposed Final Plat request could meet the requirements of Section 3.12 of the Unified Development Code.

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. The minimum finished floor elevations on all lots that abut or border the storm water management areas shall be required to have finished floor elevations a minimum of one (1) foot above the maximum elevation of the street(s) adjacent to said lot.

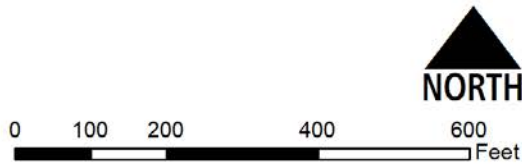
Attachment 1
FP 22-01 Aerial



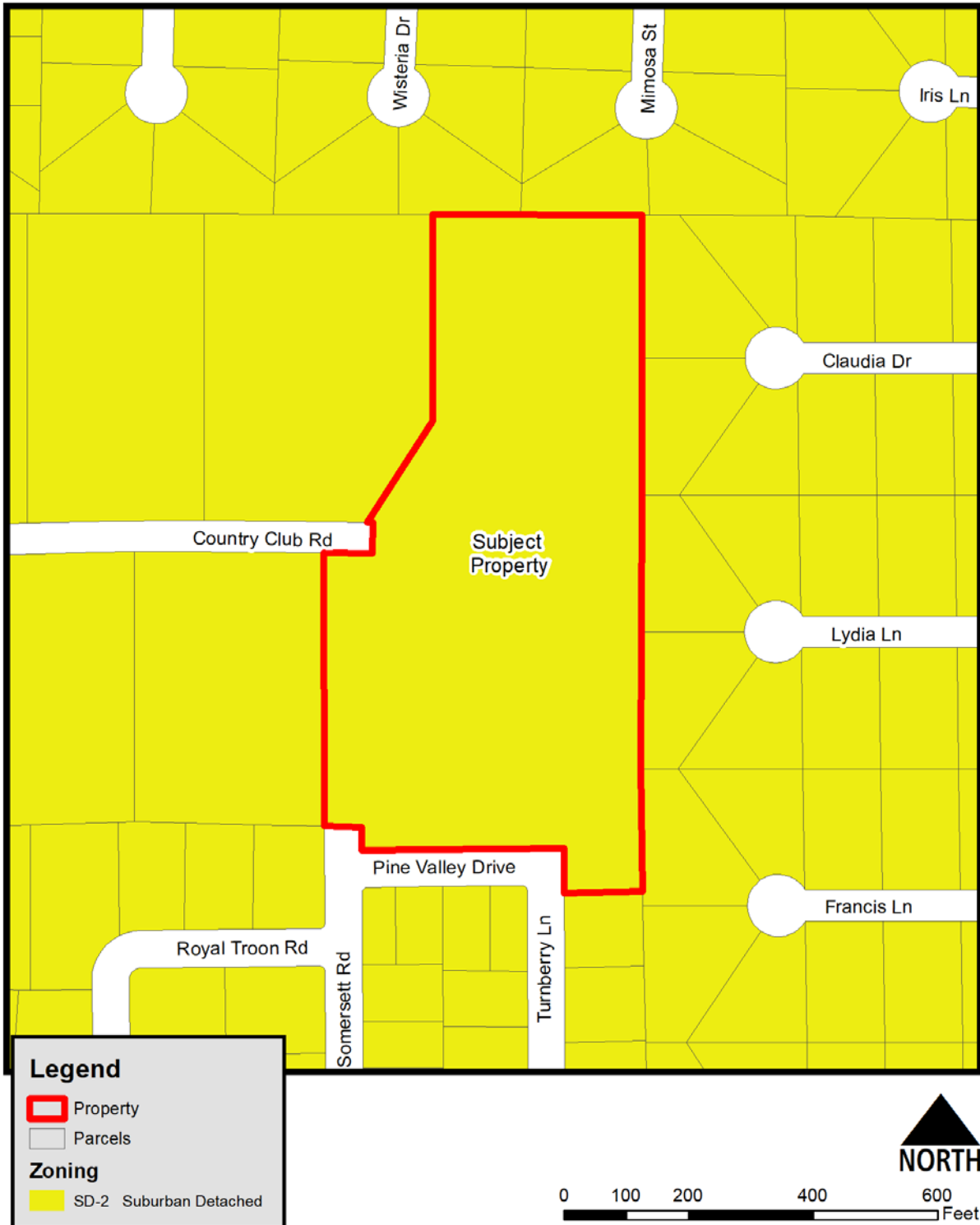
Legend

 Property

 Parcels



Attachment 2
FP 22-01 Zoning



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