



**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY JUNE 13, 2023
1ST FLOOR CITY HALL – COURTROOM
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 MAY 9, 2023
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. PUBLIC HEARING AND CONSIDERATION OF SE 23-03 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR THE CONSTRUCTION OF TOWNHOUSES ON GUEST DRIVE A C ZONING DISTRICT.
 - B. PUBLIC HEARING AND CONSIDERATION OF SE 23-04 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR AN ACCESSORY DWELLING UNIT AT 306 SOUTH JACKSON STREET IN A TN-E ZONING DISTRICT.
- VIII. PLANNER'S REPORT
 - A. DISCUSSION OF UPCOMING ELECTION OF CHAIR AND VICE CHAIR
- IX. ADJOURN

**APPROVED MINUTES OF THE MEETING OF
THE PLANNING AND ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI MAY 9, 2023**

Be it remembered that the Planning and Zoning Commission members of the City of Starkville held a meeting on May 9, 2023, 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, Kim Moreland, Ward 1, Vicki West, Ward 2, Alexis Gregory, Ward 5, and Tommy Verdell Jr., Ward 7. Joining virtually VIA the Google Meets platform was Kelly Prather, Ward 3. Absent from the meeting was Carl Smith, Ward 4. Physically present attending the Commissioners were City Planner Daniel Havelin, Assistant City Planner Lyle McCaskey, and Assistant City Attorney Jason Sharp.

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 May 9, 2023, as presented.

**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY MAY 9, 2023
1ST FLOOR CITY HALL – COURTROOM
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 MARCH 14, 2023
 - B. CONSIDERATION OF THE UNAPPROVED MINUTES OF MARCH 29, 2023
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. PUBLIC HEARING AND CONSIDERATION OF SE 23-02 A REQUEST FOR A SPECIAL EXCEPTION TO ALLOW FOR A “DWELLING, ACCESSORY UNIT” AT 1 COURTLAND STREET SD-2 ZONING DISTRICT
- VIII. PLANNER’S REPORT
 - A. DISCUSSION OF EXPIRING COMMISSION TERMS
- IX. ADJOURN

After discussion and upon the motion of Commissioner Smith, duly seconded by Commissioner Gregory, the motion to approve the official agenda of the Planning and Zoning Commission for May 9, 2023, received unanimous approval.

V. CONSIDERATION FOR THE APPROVAL OF MINUTES

A. CONSIDERATION OF THE UNAPPROVED MINUTES OF MARCH 14, 2023

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to approve the minutes of the Planning and Zoning Commission for March 14, 2023, received unanimous approval.

B. CONSIDERATION OF THE UNAPPROVED MINUTES OF MARCH 29, 2023

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to approve the minutes of the Special Call meeting of the Planning and Zoning Commission for March 29, 2023, 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. PUBLIC HEARING AND CONSIDERATION OF SE 23-02 A REQUEST FOR A SPECIAL EXCEPTION TO ALLOW FOR A "DWELLING, ACCESSORY UNIT" AT 1 COURTLAND STREET SD-2 ZONING DISTRICT

Assistant City Planner Lyle McCaskey presented the request by John and Susan Turner regarding a Special Exception to allow for a "Dwelling, Accessory Unit" at 1 Courtland Street SD-2 zoning district. The applicant is proposing to remodel an existing barn to be used as a pool house. The structure will include a kitchen area, full bathroom, electricity, and will be heated or cooled. Therefore, the structure is classified as an Accessory Dwelling Unit. City Planner Daniel Havelin provided the commission with additional information about the location of the property.

The request was noticed in accordance with Section 3.4.3.E of the Unified Development Code. 2 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 April 23, 2023. A sign was posted on the property in a conspicuous location. As of this date, the Planning Office has received no response to the notifications.

Chairman Dumas opened the public hearing.

Susan Turner came forward to speak in favor of the request.

Chairman Dumas closed the public hearing.

After a discussion and upon the motion of Commissioner Prather, duly seconded by Commissioner West, the motion to approve SE 23-02 received unanimous approval.

VIII. PLANNER'S REPORT

B. DISCUSSION OF EXPIRING COMMISSION TERMS

City Planner Daniel Havelin presented the commission with information regarding expiring terms and the process for reappointment.

VIII. ADJOURN

There came for consideration the matter of the approval of the motion to adjourn until 5:30 p.m. on June 13, 2023, 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 June 13, 2023, in the Courtroom located at 110 West Main Street, Starkville MS by Commissioner Gregory, duly seconded by Commissioner Verdell, 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)
Lyle McCaskey, Assistant City Planner (662-323-2525 ext. 3130)
Subject: Public Hearing and consideration of SE 23-03 a request for Special Exception to allow for the construction of Townhouses on Guest Drive a C zoning district.
Date: June 13, 2023

The purpose of this report is to provide information regarding a Special Exception request by Willis Owens with Pritchard Engineering on behalf of Charlie Morgan to allow for the construction of townhouses located on Guest Drive in a Commercial (C) zoning district with the property #103A-00-001.41. Please see attachments 1-3.

BACKGROUND INFORMATION

The applicant is seeking a Special Exception to building townhouses in a commercial zoning district. This is the fourth phase of the Augusta Place development. The previous phases received special exception approval. The Use Chart in Section 13.3 of the Unified Development Code requires a Special Exception for "Dwelling, Townhouse/ Rowhouse" in a commercial zoning district. Section 13.3.4 of Unified Development Code also requires that the Special Exception meet the additional standards for that use.

CRITERIA FOR SPECIAL EXCEPTION REVIEW AND APPROVAL (Section 3.41)

- A. **Site suitability.** The proposed location of the structure and use has adequate space for development, adequate access to the site, fits contextually with the surrounding area, and has been properly designed for any environmental constraints.
- B. **Traffic.** There is no undue nuisance or serious hazard to pedestrian or vehicular traffic in the surrounding area by the proposed structure and use.
- C. **Immediate neighborhood impact.** The proposed structure and use is not detrimental, injurious, obnoxious, or offensive to other properties in the neighborhood. Negative impacts can include excessive trip generation, noise, vibration, dust, glare, heat, smoke, fumes, gas, odors, and inappropriate hours of operation.
- D. **Availability of public services.** The proposed structure and use is adequately served by sewer, water, electricity, fire protection, police protection, and provides for any stormwater requirements.
- E. **Site Plan.** A site plan shall be reviewed by the Development Review Committee prior to review by the Planning and Zoning Commission. This review

shall be to determine if elements have been adequately provided on the plan. These elements can include, but are not limited to: parking areas, loading areas, buffers, screening, landscaping, and signage. Additional approval by the Development Review Committee may be required for site plan approval after approval of a special exception.

- F. **Impact on property values.** The proposed location of the structure and use will not cause or contribute to a decline in property values of surrounding properties.
- G. **Consistency with Comprehensive Plan.** The proposed special exception is consistent with the goals, objectives, and policies of the Comprehensive Plan.
- H. **Additional Standards.** All associated additional standards for the proposed building, sign, accessory structure, or site associated with the use have been adequately provided for on the site plan.

ADDITIONAL CRITERIA FOR SPECIAL EXCEPTION REVIEW AND APPROVAL IN FORM-BASED DISTRICTS (Section 3.4.2)

- A. The special exception request shall be consistent with the intent of the form-based districts

ABANDONMENT OR DISCONTINUANCE (Section 3.4.3.K)

Any built structure or site associated with an approved special exception may continue with the associated use unless the use is made a nonconformity by any subsequent zoning ordinance and/or action by the Board of Aldermen. All nonconformities shall be regulated in accordance with section 3.17. If a specific time is not set as part of the approval of a special exception, the special exception shall expire within 18 months if no building permit has been issued and/or construction activities have ceased on the site. A special exception for any sign type shall expire upon the abandonment or discontinuance of the use or business. Reapplication for a special exception for sign will be required.

NOTIFICATION

The request was noticed in accordance with Section 3.4.3.E of the Unified Development Code.

1. 19 property owners of record within 160 feet of the subject property were notified directly by mail of the request.
2. A legal ad was published in the Starkville Daily News on May 28, 2023.
3. A sign was posted on the property in a conspicuous location.

As of this date, the Planning Office has received no response to the notifications.

CONDITIONS OF APPROVAL

Any condition attached to the approval of a special exception 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 use of the building, sign, accessory structure, or site (Section 3.4.3.J).

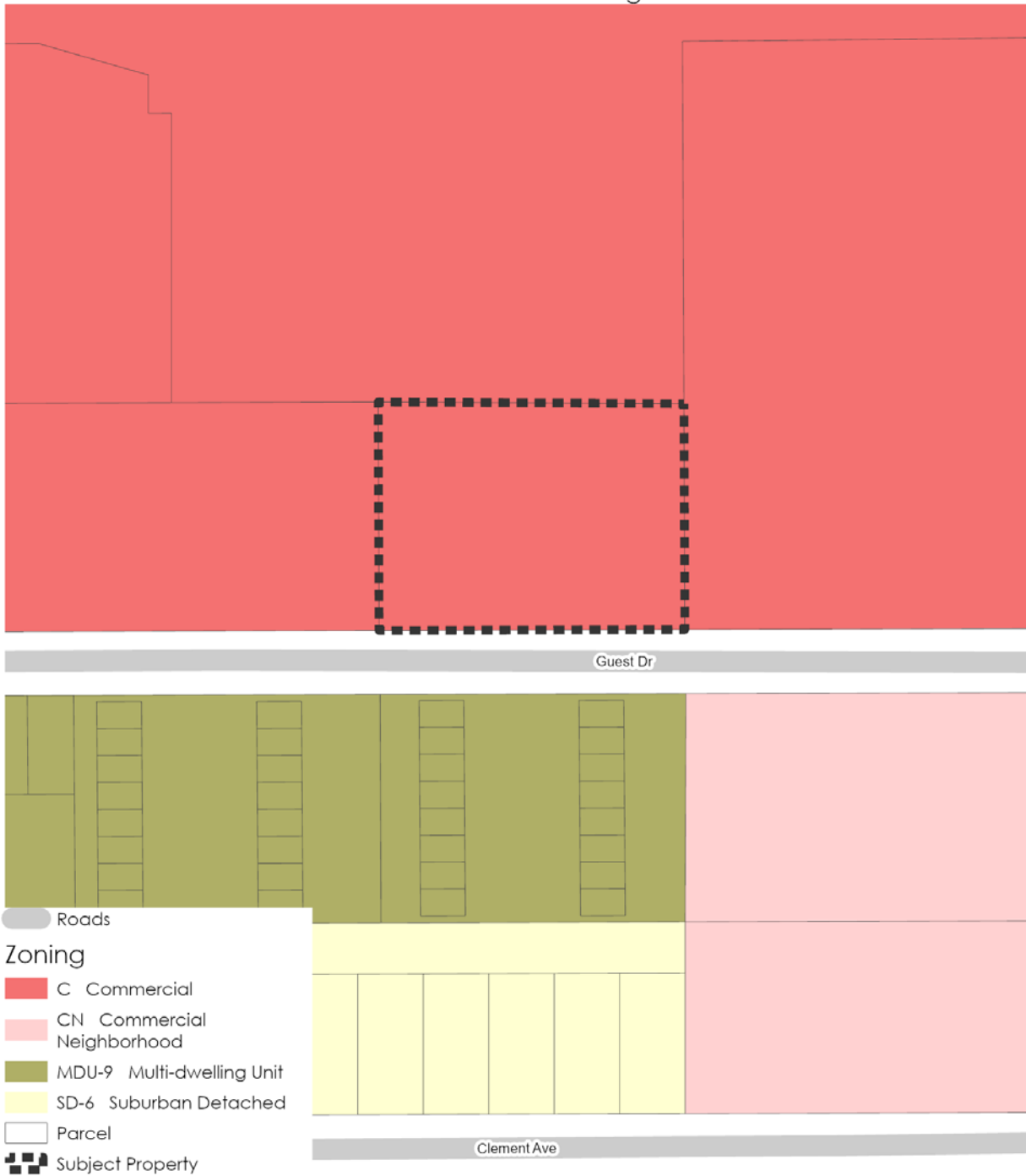
Attachment #1
SE 23-03 Zoning



0 120 240 480 Feet



Attachment 2
SE 23-03 Zoning



0 120 240 480 Feet



[illegible]



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)
Lyle McCaskey, Assistant City Planner (662-323-2525 ext. 3130)
Subject: Public Hearing and consideration of SE 23-04 a request for Special Exception to allow for an accessory dwelling unit at 306 South Jackson Street in a TN-E zoning district.
Date: June 13, 2023

The purpose of this report is to provide information regarding a Special Exception request by Briar Jones with Thomas Shelton Jones and Associates PLLC on behalf of Caitlin and Andrew Telle to allow for an accessory dwelling unit to be located at 306 South Jackson Street in a Traditional Neighborhood-Existing (TN-E) zoning district with the property #102A-00-104.00. Please see attachments 1-4.

BACKGROUND INFORMATION

The applicant is seeking a Special Exception to allow for the modification and renovation of an existing 1,160 square foot outbuilding into a two-bedroom, two-bathroom guest house. The applicant has recently purchased the home and has plans for remodeling the house and guest house. The plans for the guest house include a kitchen area, full bathroom, electricity, and is heated or cooled. Therefore, the use is classified as an accessory dwelling unit. The Use Chart in Section 13.3 of the Unified Development Code requires a Special Exception for "Dwelling, Accessory Unit" in a Traditional Neighborhood-Existing zoning district. Section 13.3.4 of Unified Development Code also requires that the Special Exception meet the additional standards for that use. The existing structure is approximately 1,160 square feet. This proposal does not increase the size of the structure. Therefore, the additional standard requirement of less than 600 square feet needs to be removed as part of this request in accordance with Section 3.4.

CRITERIA FOR SPECIAL EXCEPTION REVIEW AND APPROVAL (Section 3.41)

- A. **Site suitability.** The proposed location of the structure and use has adequate space for development, adequate access to the site, fits contextually with the surrounding area, and has been properly designed for any environmental constraints.
- B. **Traffic.** There is no undue nuisance or serious hazard to pedestrian or vehicular traffic in the surrounding area by the proposed structure and use.
- C. **Immediate neighborhood impact.** The proposed structure and use is not detrimental, injurious, obnoxious, or offensive to other properties in the

neighborhood. Negative impacts can include excessive trip generation, noise, vibration, dust, glare, heat, smoke, fumes, gas, odors, and inappropriate hours of operation.

- D. **Availability of public services.** The proposed structure and use is adequately served by sewer, water, electricity, fire protection, police protection, and provides for any stormwater requirements.
- E. **Site Plan.** A site plan shall be reviewed by the Development Review Committee prior to review by the Planning and Zoning Commission. This review shall be to determine if elements have been adequately provided on the plan. These elements can include, but are not limited to: parking areas, loading areas, buffers, screening, landscaping, and signage. Additional approval by the Development Review Committee may be required for site plan approval after approval of a special exception.
- F. **Impact on property values.** The proposed location of the structure and use will not cause or contribute to a decline in property values of surrounding properties.
- G. **Consistency with Comprehensive Plan.** The proposed special exception is consistent with the goals, objectives, and policies of the Comprehensive Plan.
- H. **Additional Standards.** All associated additional standards for the proposed building, sign, accessory structure, or site associated with the use have been adequately provided for on the site plan.

ADDITIONAL CRITERIA FOR SPECIAL EXCEPTION REVIEW AND APPROVAL IN FORM-BASED DISTRICTS (Section 3.4.2)

- A. The special exception request shall be consistent with the intent of the form-based districts

ABANDONMENT OR DISCONTINUANCE (Section 3.4.3.K)

Any built structure or site associated with an approved special exception may continue with the associated use unless the use is made a nonconformity by any subsequent zoning ordinance and/or action by the Board of Aldermen. All nonconformities shall be regulated in accordance with section 3.17. If a specific time is not set as part of the approval of a special exception, the special exception shall expire within 18 months if no building permit has been issued and/or construction activities have ceased on the site. A special exception for any sign type shall expire upon the abandonment or discontinuance of the use or business. Reapplication for a special exception for sign will be required.

NOTIFICATION

The request was noticed in accordance with Section 3.4.3.E of the Unified Development Code.

1. 22 property owners of record within 160 feet of the subject property were notified directly by mail of the request.

2. A legal ad was published in the Starkville Daily News on May 28, 2023.
3. A sign was posted on the property in a conspicuous location.

As of this date, the Planning Office has received no response to the notification.

CONDITIONS OF APPROVAL

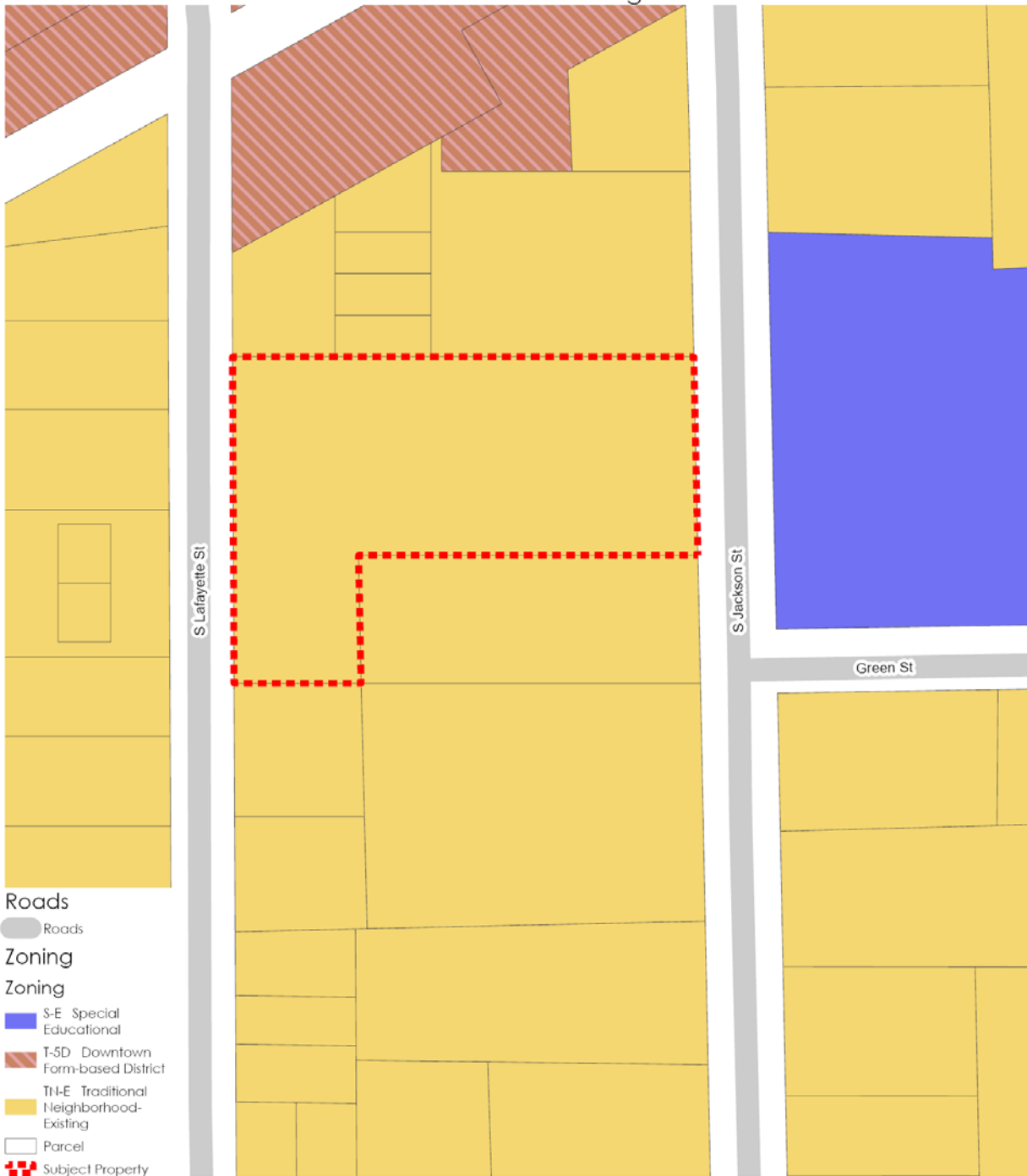
Any condition attached to the approval of a special exception by the Mayor and Board of Aldermen shall run with the land and shall be binding upon the applicants, their heirs, successors, and assigns for the duration of the use of the building, sign, accessory structure, or site (Section 3.4.3.J). The following condition of approval is recommended by the Planning Department:

1. The additional standard of 600 square feet or less for accessory dwelling unit shall not apply to this structure as proposed.

Attachment 1
SE 23-04 Aerial



Attachment 2 SE 23-04 Zoning



Roads

Roads

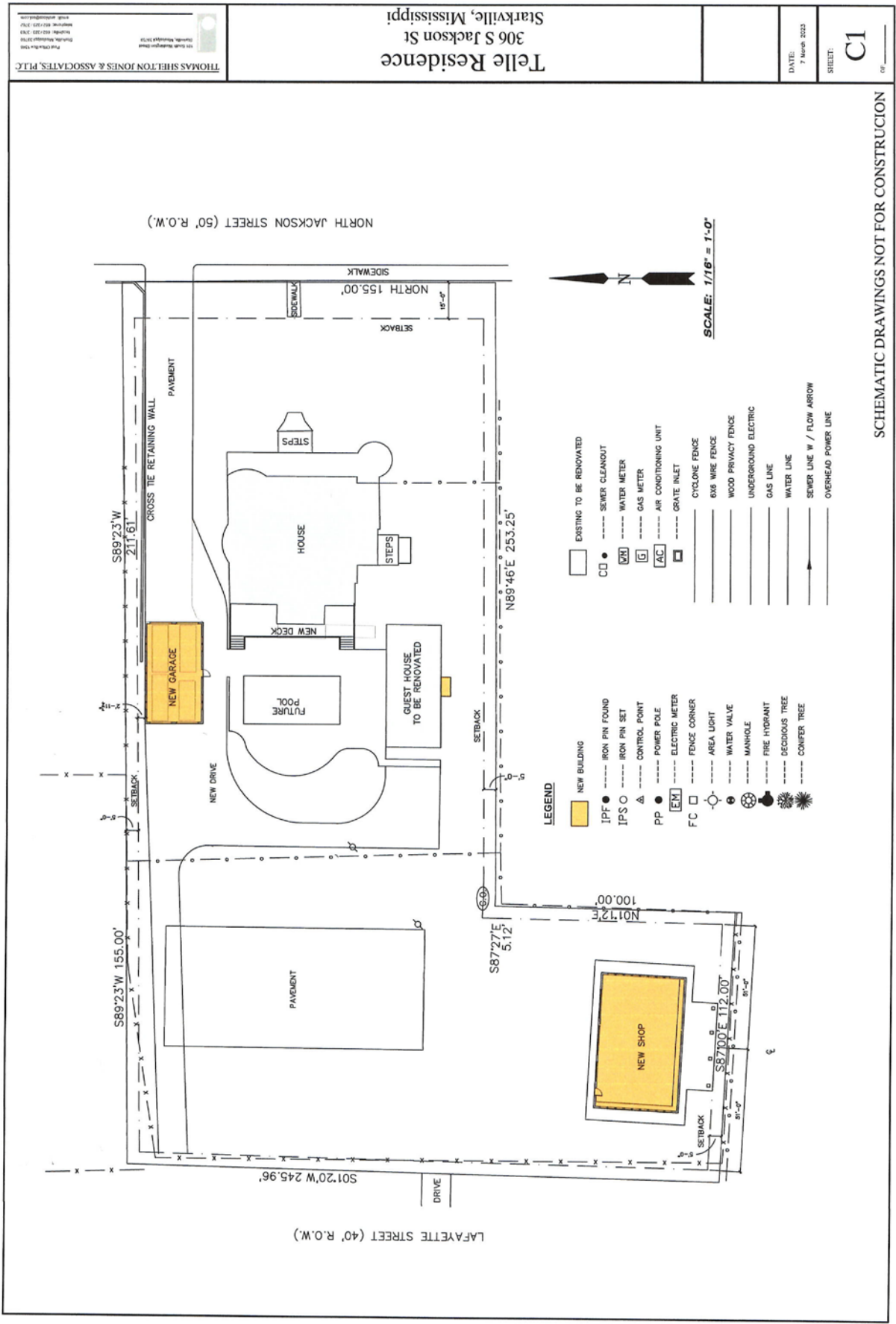
Zoning

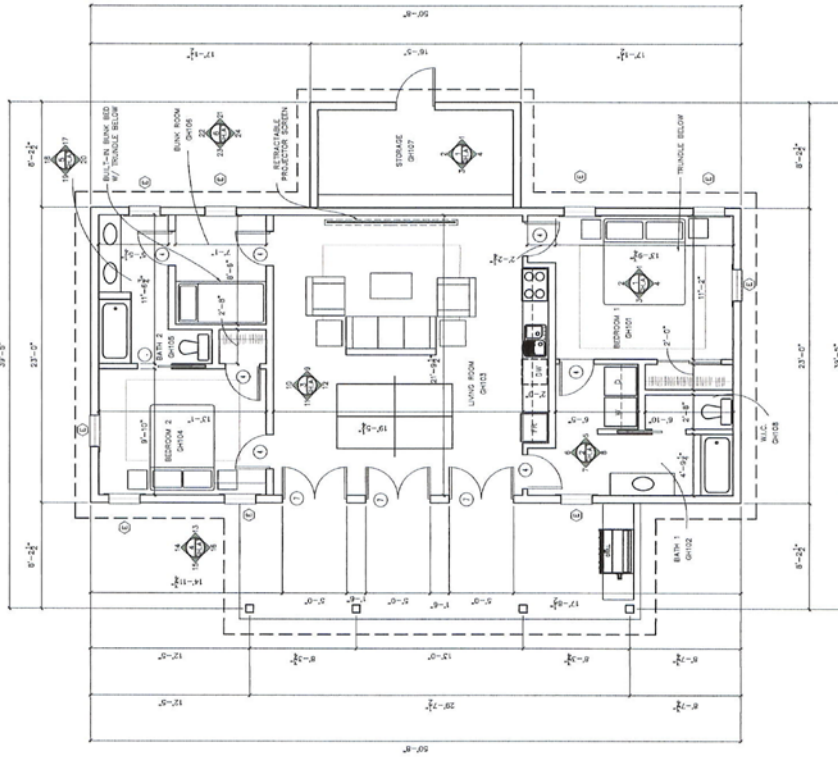
Zoning

- S-E Special Educational
- T-SD Downtown Form-based District
- TN-E Traditional Neighborhood-Existing
- Parcel
- Subject Property

0 100 200 400 Feet







TELLE RESIDENCE FINISH SCHEDULE										
NO.	DESCRIPTION	FLOOR CARPET	WALLS		CEILING		REMARKS			
			BASE WALL	TOP WALL	MATERIAL BASE	THICK TOP		MATERIAL CEILING	THICK CEILING	
SH-01	REAR ROOM 1	CARPET	NO	---	---	---	ADDITION			
SH-02	BATH 1	TILE	NO	---	---	---	ADDITION			
SH-03	KITCH	TILE	NO	---	---	---	ADDITION			
SH-04	LIVING ROOM	WOOD	NO	---	---	---	ADDITION			
SH-05	REAR ROOM 2	CARPET	NO	---	---	---	ADDITION			
SH-06	BATH 2	TILE	NO	---	---	---	ADDITION			
SH-07	HALL ROOM	CARPET	NO	---	---	---	ADDITION			

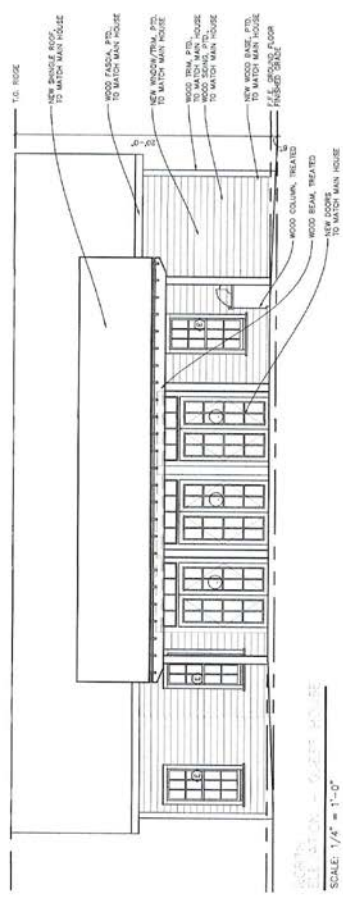
UP = LIVERY UNIT TILE
VOT = VANK COMPRESSION TILE
ABBREVIATIONS
P.E. = PORTLAND TILE
ACT = ACCORDING CEILING TILE
C.T. = MARBLE TILE

ABBREVIATIONS

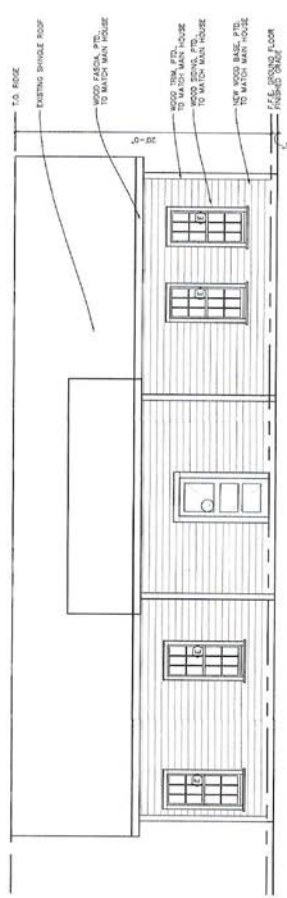
P.T. = PORCELAIN TILE A.C.T. = ACOUSTICAL CEILING TILE C.T. = CERAMIC TILE

SCALE: 1/4" = 1'-0"

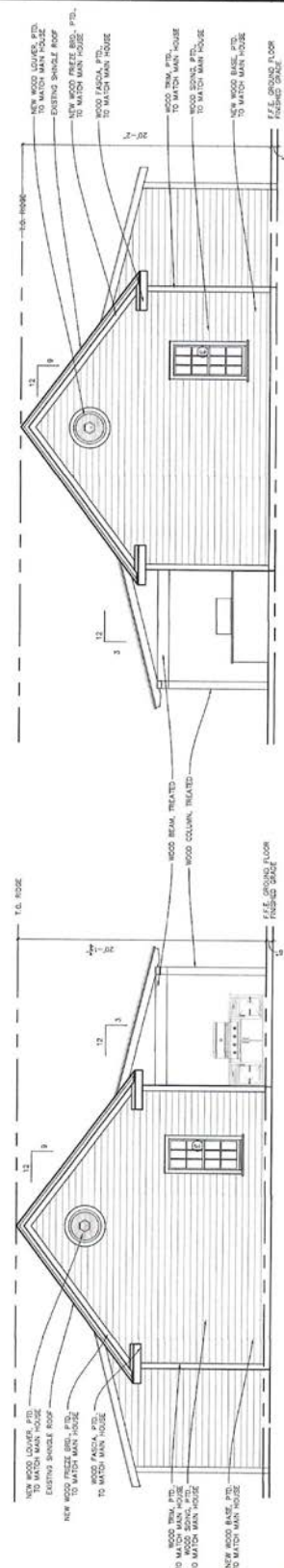
	WALL		NEW 2X4 STUD WALL
	WALL TO BE ADDED		NEW 2X4 STUD WALL w/ 2" SOUND BLANKET
	RESPOND TO ROOM MARK AND NUMBER		NEW 2X4 STUD WALL w/ 2" SOUND BLANKET
	DOOR NUMBER		DOOR TO BE ADDED
	INTERIOR ELEVATION MARKER		EXISTING DOOR
	WALL SECTION		COLUMN IDENTIFICATION NUMBER OF LETTER
	BUILDING SECTION		WINDOW



SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"

SCHEMATIC DRAWINGS NOT FOR CONSTRUCTION

Attachment 4- Enlarged Floor Plan

