



**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, APRIL 9, 2024
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 12, 2024
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. PUBLIC HEARING AND CONSIDERATION OF RZ 24-01 A REQUEST TO REZONE THE FORMER BUS DEPOT LOCATED AT 220 WEST GILLESPIE STREET FROM S-E TO TN-E ZONING DISTRICT.
 - B. DISCUSSION AND CONSIDERATION OF FP 24-03 A REQUEST FOR FINAL PLAT APPROVAL FOR "CLARK GROVE SUBDIVISION PHASE 2" LOCATED ON THE EAST SIDE OF REED ROAD +/- 930 FEET NORTH OF WESTSIDE DRIVE IN A TN-N ZONING DISTRICT.
- VIII. ADJOURN

**APPROVED MINUTES OF THE MEETING OF
THE PLANNING AND ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI MARCH 12, 2024**

Be it remembered that the Planning and Zoning Commission members of the City of Starkville held a meeting on March 12, 2024, 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; Alexis Gregory, Ward 5, and Tommy Verdell, Ward 7. Joining virtually VIA the Google Meets platform was Carl Smith, Ward 4 and Kelly Prather, Ward 2. Absent from the meeting was Vickie West, Ward 2. At the time of the meeting, there was no Ward 1 commissioner. Physically present 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 March 12, 2024, as presented.

**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, MARCH 12, 2024
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 JANUARY 9, 2024
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. PUBLIC HEARING AND CONSIDERATION OF SE 24-01 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR A DETACHED DWELLING TO BE PLACED AT 122 YELLOW JACKET DRIVE IN A C ZONING DISTRICT.
 - B. PUBLIC HEARING AND CONSIDERATION OF UE 24-01 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR A MONUMENT SIGN TO BE PLACED AT THE HUB BUILDING LOCATED AT 301 UNIVERSITY DRIVE IN A T-5D ZONING DISTRICT
- VIII. ADJOURN

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to approve the official agenda of the Planning and Zoning Commission for March 12, 2024, received unanimous approval.

V. CONSIDERATION FOR THE APPROVAL OF MINUTES

A. CONSIDERATION OF THE UNAPPROVED MINUTES OF JANUARY 9, 2024

After discussion and upon the motion of Commissioner Verdell, duly seconded by Commissioner Gregory, the motion to approve the minutes of the Planning and Zoning Commission for January 9, 2024, 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 24-01 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR A DETACHED DWELLING TO BE PLACED AT 122 YELLOW JACKET DRIVE IN A C ZONING DISTRICT.

City Planner Daniel Havelin presented Sarah Tadlock's request for a Special Exception to allow a detached dwelling to be placed at 122 Yellow Jacket Drive in a C zoning district. The criteria for review and approval were presented to the Commission.

The request was noticed per Section 3.4.3.E of the Unified Development Code. 22 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 February 23, 2024. 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.

A man only identifying himself as James came forward asking for clarification of the meaning of a Detached Dwelling.

Calling for and receiving no comments, Chairman Dumas closed the public hearing.

After a discussion and upon the motion of Commissioner Verdell, duly seconded by Commissioner Smith, the motion to approve SE 24-01 received unanimous approval.

B. PUBLIC HEARING AND CONSIDERATION OF UE 24-01 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR A MONUMENT SIGN TO BE PLACED AT THE HUB BUILDING LOCATED AT 301 UNIVERSITY DRIVE IN A T-5D ZONING DISTRICT

City Planner Daniel Havelin presented the request by Matthew Pea with CPLA, on behalf of Mississippi State University to allow for a monument sign to be placed at The Hub building located at 301 University Drive in a T-5D zoning district. The criteria for review and approval were presented to the Commission.

The request was noticed per Section 3.4.3.E of the Unified Development Code. 14 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 February 21, 2024. 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.

Calling for and receiving no comments, Chairman Dumas closed the public hearing.

After a discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to approve UE 24-01 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 March 12, 2024, 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 April 9, 2024, in the Courtroom located at 110 West Main Street, Starkville, MS, by Commissioner Gregory, duly seconded by Commissioner Smith, 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 RZ 24-01 a request to Rezone the former Bus Depot located at 220 West Gillespie Street from S-E to TN-E zoning district
Date: April 9, 2024

The purpose of this report is to provide information regarding a rezoning request by Hagan Walker on behalf of Starkville Oktibbeha Consolidated School District to rezone the former Bus Depot located at 220 West Gillespie Street from S-E to TN-E zoning district with property #102B-00-042.00. Please see attachments 1- 4.

REASON FOR AMENDMENT

The Official Zoning District Map may be amended only when one or more of the following conditions prevail:

- A. Error. There is an error in the Code and a need to correct the error.
- B. Change in conditions. A change in the neighborhood has occurred to such an extent as to justify the proposed rezoning and there is a public need for the proposed rezoning.

The request to rezone is based on a change in condition. Starkville Oktibbeha Consolidated School District is actively marketing the property for sale. The current zoning designation of S-E (Special Educational) is primarily only for educational uses. Those uses include any public or private institution providing educational services to grades PK-12, higher education, specialized professional, or vocational training. With the sale on the property, the educational use ceases to be the primary use. Thus, a change in condition will occur with the property and within the neighborhood. The applicant is in the process of purchasing the property to convert the existing structure into a residence. The surrounding properties are zoned TN-E (Traditional Neighborhood Existing) and consist of single-dwelling residential uses. The proposed zoning is the same as the surrounding property. Therefore, assuring that any future use is compatible. Thus, there is a public need to rezone the property to increase the amount of residential property in the area and prevent any incompatible uses.

ZONING DISTRICT COMPARISON

The primary differences between the existing and proposed zoning districts are their allowed uses and base dimensional standards. Attachment 3 compares the allowed uses, and Attachment 4 compares the base dimensional standards of the zoning districts.

NOTIFICATION

The request was noticed in accordance with Section 3.1.3.G of the Unified Development Code.

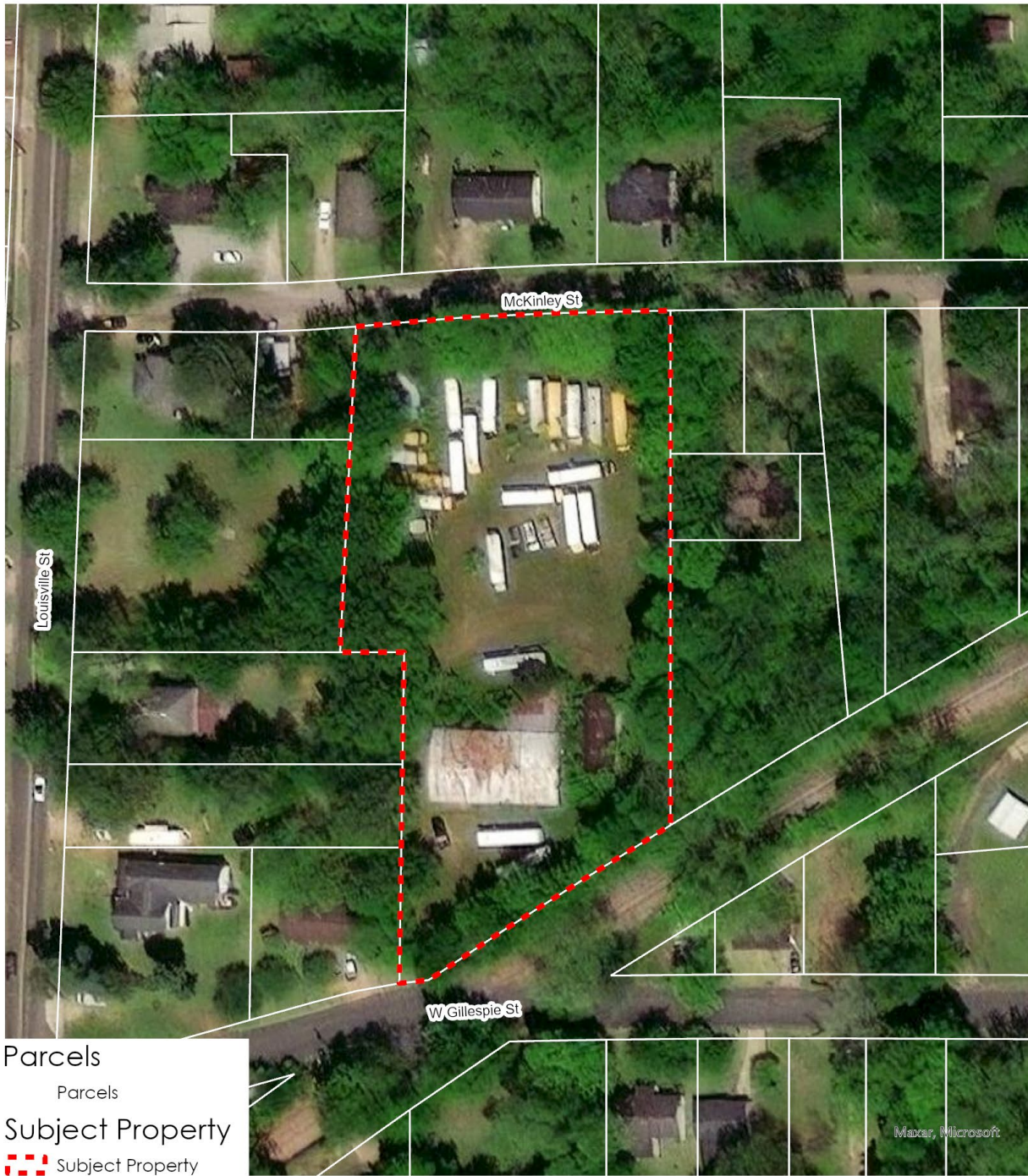
1. 29 property owners of record within 160 feet of the subject property were notified directly by mail of the request.
2. A legal ad was published in the Starkville Daily News on March 19, 2024.
3. A sign was posted on the property in a conspicuous location.

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

CONDITIONS OF APPROVAL

The Mayor and Board of Aldermen may attach conditions in accordance with the approval. Conditions attached to the approval of a Rezoning shall run with the land and shall be binding upon the applicants, their heirs, and/or successors. (Section 3.1.3.M).

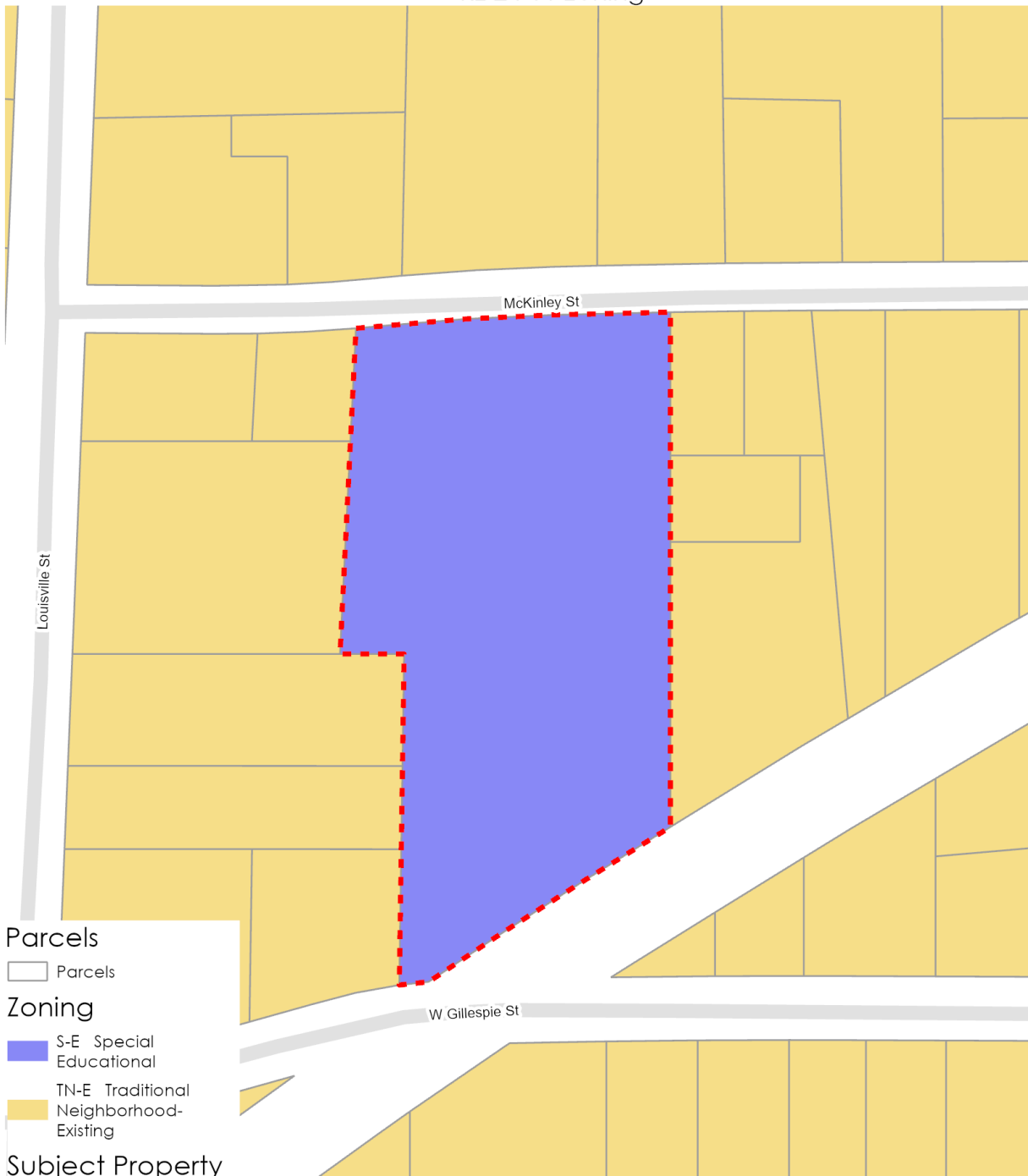
Attachment 1
RZ 24-01 Aerial



0 100 200 400 Feet



Attachment 2
RZ 24-01 Zoning



0 100 200 400 Feet



HISTORIC
STARKVILLE
MISSISSIPPI'S COLLEGE TOWN

Attachment 3- Comparison between the allowed uses

Residential	TN-E	S-E	Commercial-conf.	TN-E	S-E
Dwelling, Detached	P	--	Micro-Breweries and Small Batch Distilleries	--	--
Dwelling, Accessory Unit	SE	--	Mini-Storage	--	--
Dwelling, Attached Duplex	SE	--	Mortuaries & Funeral Homes	--	--
Dwelling, Attached Triplex	--	--	Offices- Medical	--	--
Dwelling, Townhouse/ Rowhouse	SE	--	Offices- Professional	UE SE	--
Dwelling, Multiplex	--	--	Recreational and Entertainment:	--	--
Dwelling, Apartment	--	--	Indoors-Commercial		
Dwelling, Manufactured and Modular Home	--	--	Recreational and Entertainment: Outdoors-Commercial	--	--
Home Occupations	A	--	Private Recreational Clubs or Facility	--	--
Mixed-Use Building	SE	--	Recreational Vehicle Park	--	--
Residential First Floor	P	--	Retail Sales and Services- Inside Only	UE SE	--
Institutional	TN-E	S-E	Retail Sales and Services- with Outside Displays	--	--
Assisted Living Facility	--	--	Studios - Art, Craft, Music,	UE SE	--
Care Centers	--	--	Dance, and Fitness	SE	
Care Home	A	--	Theaters	--	--
Cemetery	--	--	Vehicle Repair and Maintenance	--	--
Community and Civic Associations	--	P	Industrial	TN-E	S-E
Convalescent, Rest, and Nursing Homes	--	--	Airport	--	--
Educational Facilities	--	P	Heliport	--	A
Fraternity and Sorority House	--	--	Borrow Pit, Soil Fill Site, and Soil Storage Site	--	--
Group Care Home or Facility	--	--	Landfill	--	--
Hospital	--	--	Manufacturing and Industrial Heavy	--	--
Life Care Communities	--	--	Manufacturing and Industrial Light	--	--
Municipal Buildings and Facilities	UE SE	P	Mining and Quarrying	--	--
Parks, Open Space, and Greenways	P	P	Outdoor Storage	--	--
Places of Worship	UE SE	UE SE	Research and Development Facilities	--	--
Public Buildings and Facilities	UE SE	UE SE	Salvage Yard	--	--
Commercial	TN-E	S-E	Trades and Skilled Services	--	--
Adult Oriented Business	--	--	Warehousing, Distribution, & Wholesale Services	--	--
Animal Boarding Facilities	--	--	Other	TN-E	S-E
Animal Hospital, Clinic, or Grooming Facility	SE	--	Accessory Use or Structures (excluding dwellings)	A	A
Banks and Financial Institutions	--	--	Agriculture and Forestry	A	A
Bed and Breakfast Establishments	UE SE	--	Firing Range	--	--
Car Title Loan, Payday Advance, or Loan Business	--	--	Parking Lots and Garages	--	SE
Conference and Convention Center	--	--	Telecommunication Facilities	SE	SE
Convenience Store and Gas Station	--	--	Temporary Uses	A	A
Convenience Store and Truck Stop	--	--	Portable Telecommunication Facilities	A	A
Eating & Drinking Establishments	UE	--	Special Event Facility	SE	--
Food Truck	UE	--	Small Cell Telecommunication Facilities	P	P
Hotels, Motels, or Inns	--	--			
P = Permitted Use A= Permitted Use with Additional Standards UE = Use Exception SE = Special Exception -- =Not Permitted					

Attachment 4- Comparison between the base dimension standards

Base Dimensional Standards Comparison			
Special Use Educational		Detached and Attached Duplex Dwelling	
A. Lot Dimensions	S-E	A. Lot Dimensions	TN-E
A1 Lot size (min)	*	A1. Lot size per unit in sq. ft (min.)	5500
A2 Lot width (min)	*	A2. Lot width (min.)	45'
		A3. Lot width at corner (min.)	55'
B. Building/Structure Setbacks	S-E	B. Principal Building Setbacks	TN-E
B1 Front setback min	25' or infill standards	B1. Front setback	15' or infill standards
B2 Side setback	10'	B2. Side setback (min.)	5' or infill standards
B3 Side setback adjacent to detached residential	50'	B3. Side setback corner lot (min.)	15' or see infill
B4 Side setback adjacent to street	20' or infill standards	B4. Rear setback (min.)	15'
B5 Rear setback	20'	B5. Rear setback adjacent to street or alley (min.)	15'
B6 Rear setback adjacent to detached residential	50'		
C. Accessory Structure Setbacks	S-E	C. Accessory Dwelling Unit/Structure Setbacks	TN-E
C1 Front setback	20'	C1. Front setback	Behind rear wall of principal building
C2 Side setback	10'	C2. Side setback	5' min
C3 Side setback adjacent to street	20'	C3. Side setback corner lot (min.)	10'
C4 Rear setback	10'	C4. Rear setback	5', minimum of 10' from any structure
		C5. Rear setback adjacent to alley for garages (min.)	15'
		C6. Structures housing livestock (min.)	N/A
D. Parking Setbacks	S-E	D. Parking Setbacks	TN-E
D1 From primary and adjacent streets	5' **	D1. From primary street	See infill standards
D2 From adjacent residential	20' **		
E. Height	S-E	E. Height	TN-E
E1 Principal building(s) (max)	**	E1. Principal building(s) (max)	30', 2 story
E2 Accessory structure(s) (max)	15', 1 story	E2. Accessory Dwelling Unit(s)/Structure(s) (max)	Less than principal building
		E3. Accessory structure agricultural use	15'
F. Pedestrian Access	S-E	F. Pedestrian Access	TN-E
F1 Street-facing primary entrance along street	yes	F1. Street-facing primary entrance along street	yes
lots must be of a sufficient size to accommodate the		() For lots existing prior to establishment of current zoning,	
**see additional development standards for proposed use			



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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: Discussion and consideration of FP 24-03 a request for Final Plat approval for "Clark Grove Subdivision Phase 2" located on the east side of Reed Road +/- 930 feet north of Westside Drive in a TN-N zoning district.
Date: April 9, 2024

The purpose of this report is to provide information regarding a Final Plat request by Jay Bryan of McCarty Architects on behalf of Rosedale Limited, LLC for the "Clark Grove Subdivision Phase 2" subdivision. Please see attachments 1- 4.

BACKGROUND INFORMATION

- The Preliminary Plat was approved by the Board of Aldermen on March 21, 2023.
- The infrastructure plan (IP 23-02 Camden Green- Clark Grove Phase II) was approved by the Development Review Committee on December 5, 2023.
- The Development Review Committee reviewed the final plat on March 14, 2024.

GENERAL INFORMATION

- The proposed subdivision is located on the east side of Reed Road +/- 930 feet north of Westside Drive in a TN-N zoning district.
- The gross acreage is +/- 10.41 with a total of 32 lots. The proposed gross density is 3.07 units per acre.
- All easements and dedications are provided on the final plat.
- Street numbers will be assigned for construction permitting and utility assignments.
- Electrical service, 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 affected 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:
 - An executed development agreement for any outstanding improvements between the subdivider and the city to install the required improvements.
 - 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

Detached and Attached Duplex Dwelling	
A. Lot Dimensions	TN-N
A1. Lot size per unit in sq. ft (min.)	5500
A2. Lot width (min.)	45'
A3. Lot width at corner (min.)	55'
B. Principal Building Setbacks	TN-N
B1. Front setback	10' min 15' max
B2. Side setback (min.)	5' or infill standards
B3. Side setback corner lot (min.)	10' min 15' max
B4. Rear setback (min.)	5'
B5. Rear setback adjacent to street or alley (min.)	7' without parking, 18' with parking

C. Accessory Dwelling Unit/Structure Setbacks	TN-N
C1. Front setback	Behind rear wall of principal building
C2. Side setback	5' min
C3. Side setback corner lot (min.)	10'
C4. Rear setback	5', minimum of 10' from any structure
C5. Rear setback adjacent to alley for garages (min.)	7' without parking, 18' with parking
C6. Structures housing livestock (min.)	N/A
D. Parking Setbacks	TN-N
D1. From primary street	Behind front wall of principal building
E. Height	TN-N
E1. Principal building(s) (max)	30', 2 story
E2. Accessory Dwelling Unit(s)/Structure(s) (max)	Less than principal building
E3. Accessory structure agricultural use	15'
F. Pedestrian Access	TN-N
F1. Street-facing primary entrance along street	yes

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 of approval are recommended by the Staff:

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 include all water infrastructure included in the IP 23-02 Camden Green, Clark Grove Phase 2 Infrastructure Plans.

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 include all sewer infrastructure included in IP 23-02 Camden Green, Clark Grove Phase 2 Infrastructure Plans.
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 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 23-02 Camden Green, Clark Grove Phase 2" has been fully completed, inspected, tested, and approved by the City of Starkville Community Development Department, Engineering Department, and Starkville Utilities.
 - d. Revise the final plat as necessary to adjust easements, public rights-of-way, lots, and/or any other items based on the final as-built infrastructure construction.

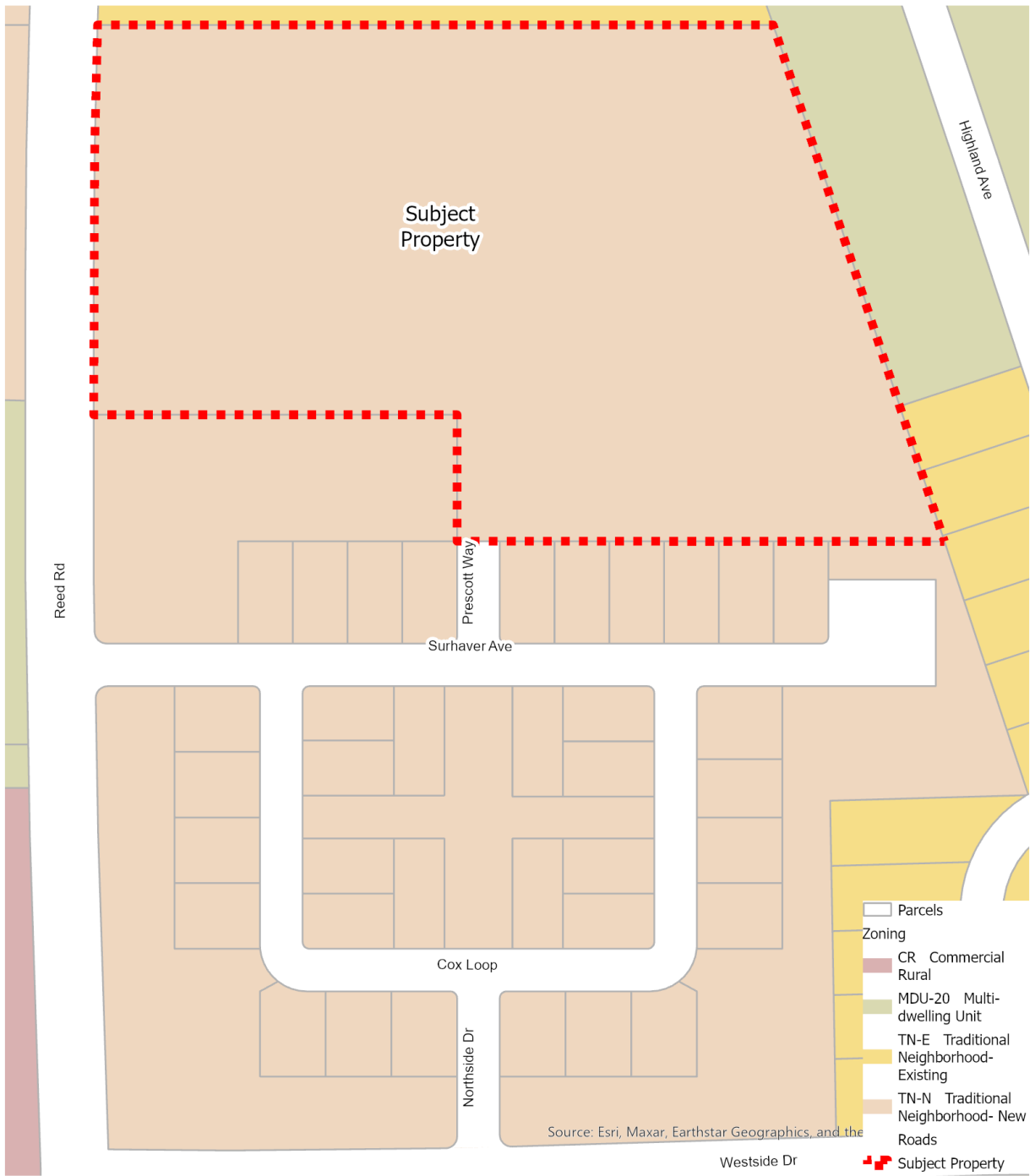
Attachment 1
FP 24-03 Aerial



0 150 300 600 Feet



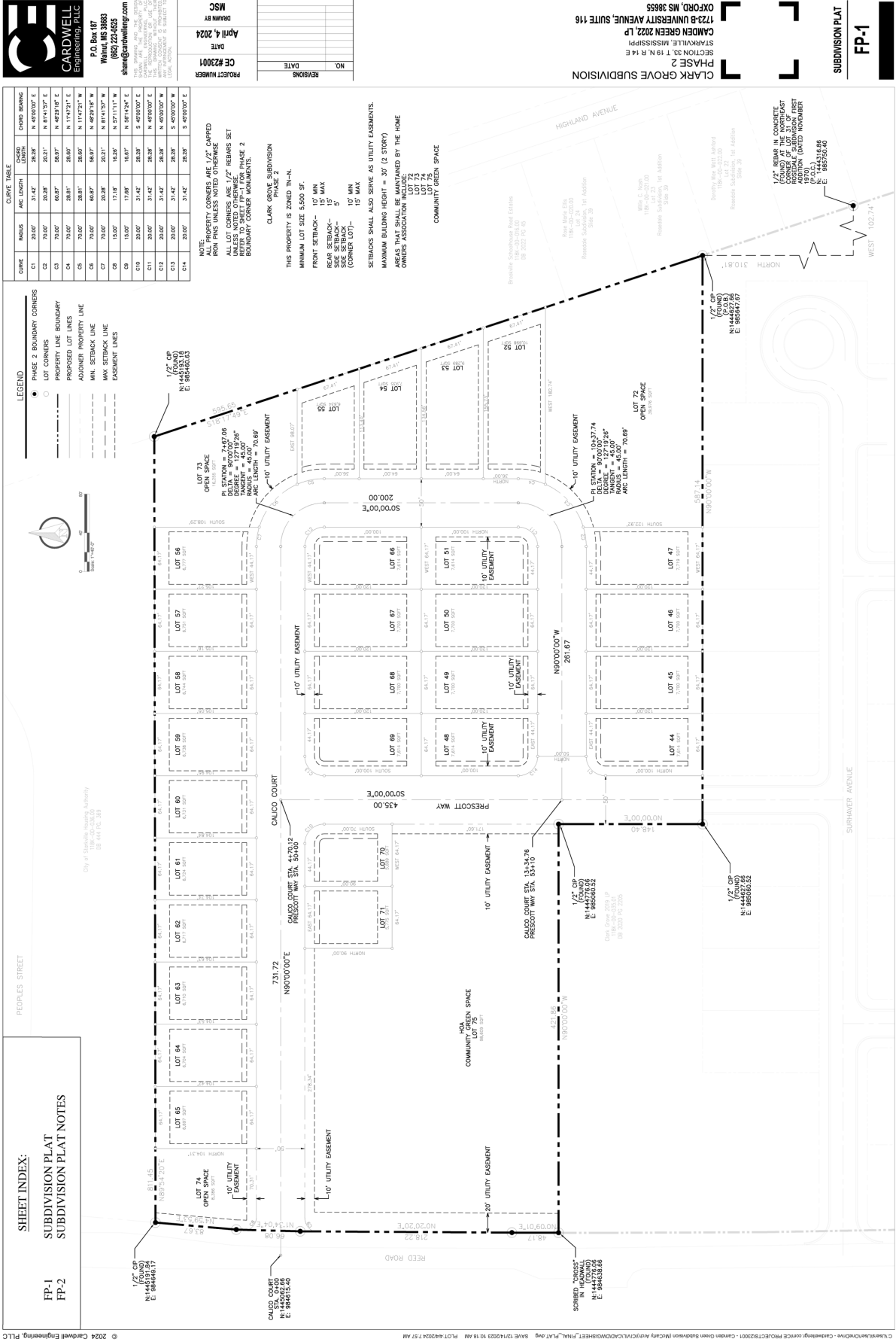
Attachment 2
FP 24-03 Zoning



0 150 300 600 Feet



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Attachment 4- Enlarged Plat

