



**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, FEBRUARY 11, 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 JANUARY 14, 2020
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. EX 20-01 REQUEST FOR AN EXCEPTION TO ALLOW FOR SITE SIGNAGE AT 511 UNIVERSITY DRIVE IN A T-5 ZONE WITH THE PROPERTY #117M-00-195.03.
- VIII. ADJOURN

**UNAPPROVED MINUTES OF THE REGULAR MEETING OF
THE PLANNING AND ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI JANUARY 14, 2020**

Be it remembered that the members of the Planning and Zoning Commission of the City of Starkville met at their regularly scheduled meeting on January 14, 2020 at 5:30 p.m. in the Courtroom of City Hall, located at 110 West Main Street, Starkville, MS.

There being present were Kim Moreland, Ward 1, Lee Harris, Ward 3, Michael Brooks, Chairman, Ward 4, and Alexis Gregory, Ward 5, Jeremiah Dumas, Ward 6, and Tommy Verdell Jr., Ward 7. Absent from the meeting was Vicki West, Ward 2. Attending the Commissioners were City Planner Daniel Havelin, Assistant City Planner Emily Corban, and City Attorney Chris Latimer.

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 motion to approve the Official Agenda of the Planning and Zoning Commission of January 14, 2020 as presented.

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- 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 DECEMBER 10, 2019
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. PP 20-02 REQUEST FOR PRELIMINARY PLAT APPROVAL FOR SUBDIVIDING AND RECONFIGURING TWO LOTS INTO TWO LOTS LOCATED AT 400 HWY 389 IN AN R-3 ZONE WITH THE PARCEL NUMBERS 118I-00-103.00 AND 118I-00-104.00.
 - B. CONSIDERATION AND APPROVAL OF THE 2020 PLANNING AND ZONING COMMISSION MEETING SCHEDULE

- C. CONSIDERATION OF ELECTING A VICE-CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION
- VIII. PLANNER'S REPORT
 - A. DISCUSSION ON NEW PROCESS AND PROCEDURES IN THE UNIFIED DEVELOPMENT CODE
- IX. ADJOURN

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Gregory, the motion to approve the official agenda of the Planning and Zoning Commission for January 14, 2020 received unanimous approval.

**CONSIDERATION FOR APPROVAL OF THE MINUTES OF THE MEETING OF
DECEMBER 10, 2019**

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Gregory, the motion to approve the minutes as amended of the Planning and Zoning Commission for December 10, 2019 received unanimous approval.

CITIZEN COMMENTS

The Chair opened up the meeting for Citizen Comments. Calling for and receiving no other comments, the Commission moved to New Business.

NEW BUSINESS

- A. **PP 20-02 REQUEST FOR PRELIMINARY PLAT APPROVAL FOR SUBDIVIDING AND RECONFIGURING TWO LOTS INTO TWO LOTS LOCATED AT 400 HWY 389 IN AN R-3 ZONE WITH THE PARCEL NUMBERS 1181-00-103.00 AND 1181-00-104.00.**

City Planner Daniel Havelin introduced the request by Double B Properties for Preliminary Plat approval for subdividing a +/- 0.68-acre parcel into 2 lots. The proposed subdivision is named "Double B Properties" and is located in an R-3 zoning district at 400 Hwy 389. The plat proposal has been reviewed by the Development Review Committee and requested changes were made to the plat.

The proposed development has a gross density of 2.90 units per acre. The infrastructure plans have been submitted for review by the Development Review Committee and will be reviewed on January 26th if approved by the Board of Aldermen. An ingress/egress easement is provided on the plat. Additional easements for sidewalks and utilities may be required for final plat. Electrical service, water and sanitary sewer are provided by Starkville Utilities

There are 9 recommended conditions

The Chairman asked the applicant to come forward:

Josh Davis, representing the applicant, came forward to speak in favor of the request.

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Verdell, the motion to approve PP 20-02 was approved with the following recommended 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 R-3 zoning 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 for final plat approval.
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.

B. CONSIDERATION AND APPROVAL OF THE 2020 PLANNING AND ZONING COMMISSION MEETING SCHEDULE

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Verdell, the motion to approve the 2020 Planning and Zoning Commission Meeting Schedule was approved unanimously.

Chairman Brooks entertained a motion to add to the agenda the consideration of electing a vice-chairman for the Planning and Zoning Commission.

After Discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to add the agenda the consideration of electing a vice-chairman for the Planning and Zoning Commission was approved 4 to 1 with Commissioner Dumas being the sole dissenting vote.

C. CONSIDERATION OF ELECTING A VICE-CHAIRMAN FOR THE PLANNING AND ZONING COMMISSION

After Discussion and upon the motion of Commissioner Verdell, duly seconded by Commissioner Gregory, the motion to elect Commissioner Dumas as vice-chairman for the Planning and Zoning Commission was approved 4 to 0 with Commissioner Dumas abstaining from the vote.

PLANNER'S REPORT

City Planner Daniel Havelin briefed the Commission on new procedures and processes that the Planning and Zoning Commission will be reviewing under the new Unified Development Code.

ADJOURN

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on February 11, 2020, in the Courtroom of City Hall located at 110 West Main Street, Starkville MS.

After discussion, and upon the motion of Commissioner Dumas, duly seconded by Commissioner Harris, the motion to adjourn until 5:30 p.m. on February 11, 2020 in in the Courtroom located at 110 West Main Street, Starkville MS, was unanimously approved.

Mike 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: EX 20-01 Request for an exception to allow for site signage at 511 University Drive in a T-5 zone with the property #117M-00-195.03.
Date: February 11, 2020

The purpose of this report is to provide information regarding the request by Jonathan Thames for an Exception to allow for site signage at 511 University Drive. Please see attachments 1- 4.

BACKGROUND INFORMATION:

The applicant is seeking an exception to allow for site signage at 511 University Drive. The subject property is currently under renovation for a new restaurant. As part of the renovation, the applicant would like to place signage on a free-standing masonry seat wall in the front of the building adjacent to University Drive. The property was zoned T-5 at the time of the request. T-5 zoning districts do not allow site signage by right.

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 on January 22, 2020 and a placard was posted on the property concurrent with publication of the notice. As of this date, the Planning Office has received two phone calls requesting information about the request.

EXCEPTION REQUEST REQUIREMENTS:

APPENDIX A – ZONING, ARTICLE VII. – DISTRICT REGULATIONS, Sec. T. – Transect districts

1.5 EXCEPTION AND VARIANCE

- (a) There are two types of permitted deviations from the requirements of this Section:*
 - i. Exception*
 - a. Requests for Exception shall only be permitted as specifically indicated in this Section.*
 - b. To apply for an Exception, the applicant shall provide the following:*
 - i. The specific Exception(s) requested including citation from this Section and why the Exception is being sought.*
 - ii. Maps, text, drawings and/or statistical data related to the requested Exception(s).*
 - c. No Exception shall be approved unless the Planning and Zoning Commission finds the approval would:*
 - i. Be consistent with § 1.2 Intent and 1.3 Transect Districts of this Section,*
 - ii. and be consistent with the goals, objectives and policies of the City of Starkville's Comprehensive Plan.*

- d. Any decision regarding an approval or denial of an Exception shall state, in writing, the reasons for the approval or denial.
- e. If the Planning and Zoning Commission denies any requested Exception, the applicant may appeal the decision to the Mayor and Board of Aldermen. The Mayor and Board of Aldermen shall review the application de novo.
- ii. Dimensional Variance
 - a. A Dimensional Variance shall be processed pursuant to Chapter 2 - Administration, Article VI - Board of Adjustments & Appeals, Section 2 - 176 Variances and the Board of Adjustments & Appeals of the City of Starkville's Code of Ordinances.
- (b) Exceptions shall be advertised and noticed in the same fashion as conditional uses in the City's Code of Ordinances in accordance with Appendix A, Article VI, Section 1.

APPENDIX A – ZONING, ARTICLE VII. – DISTRICT REGULATIONS, Sec. T. – Transect districts

1.2 INTENT

- (a) Regulations on buildings equitably balance the rights of individual property owners and the interests of the community as a whole.
- (b) Infrastructure, landscape and buildings shape the public realm, the spatial definition of which can be understood as a continuum from weak to strong.
- (c) Transect Districts organize the individual characteristics of infrastructure, landscape and buildings into distinct physical environments, with the overall character of each differing from one another.
- (d) Distinct physical environments provide a choice in living arrangement for citizens with differing physical, social, and emotional needs.
- (e) Mixed Uses within Transect Districts and individual buildings provides access to daily needs within close proximity to dwellings so that residents may choose to work, recreate, and shop within walking distance to their home.

1.3 TRANSECT DISTRICTS

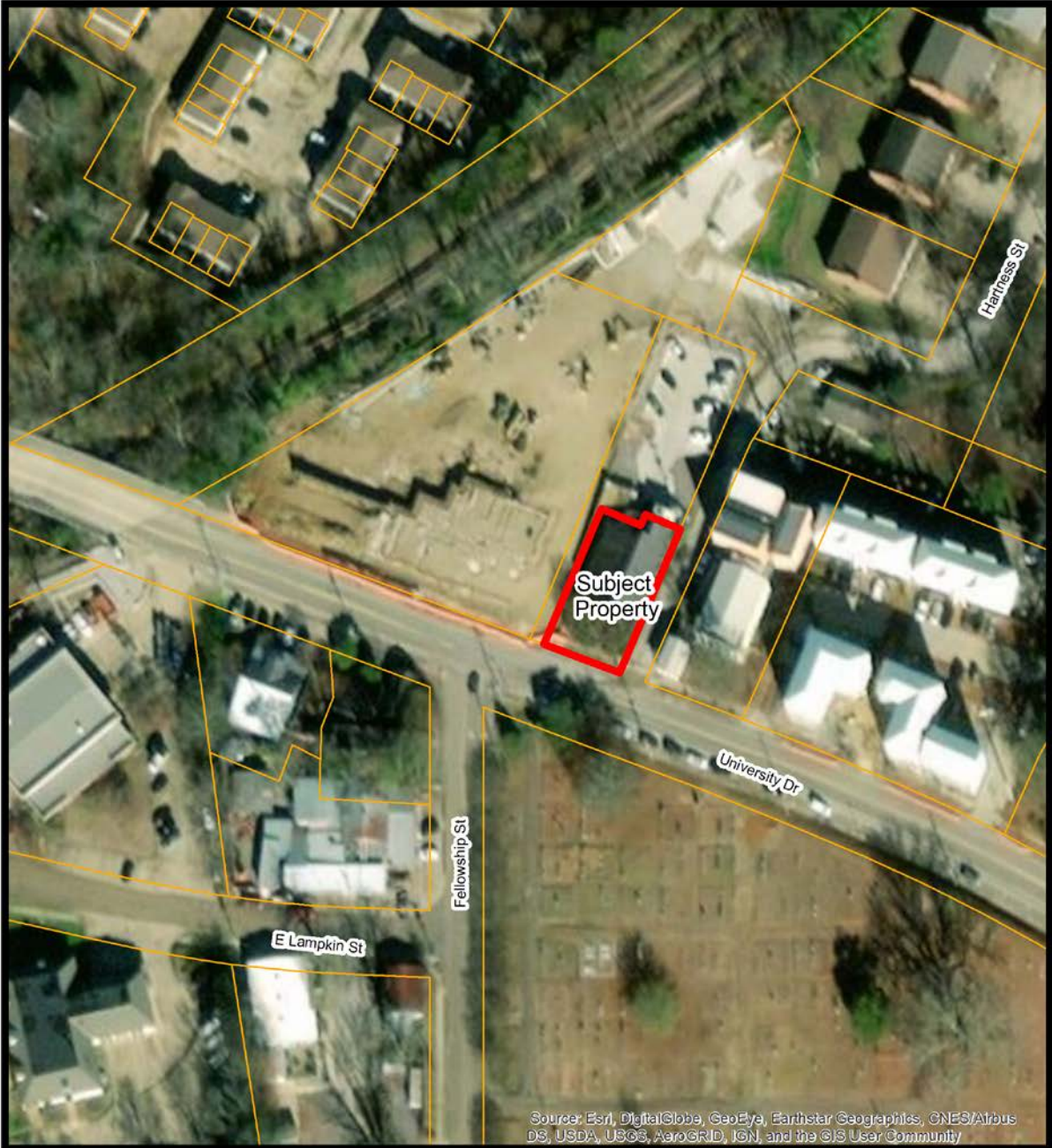
- (a) The following Transect Districts are established under the provisions of this Section and are illustrated on Table 1:
 - i) T₁ District - Reserved for Future
 - ii) T₂ District - Reserved for Future
 - iii) T₃ District - Reserved for Future
 - iv) T₄ District
 - v) T₅ District
 - vi) T₆ District
 - vii) Civic District
- (b) The T₁ District consists of land approximating a wilderness condition, including land unsuitable for development due to topography, hydrology, or vegetation.
- (c) The T₂ District consists of sparsely settled lands in open or cultivated states with little spatial definition, if any.
- (d) The T₃ District consists of lightly settled lands and is primarily residential in character, where deep setbacks and limited Lot coverage creates only a minimal level of spatial definition of outdoor spaces.
- (e) The T₄ District consists of moderately settled lands, is primarily residential in character, but permits an appropriate level of Mixed Use. Moderate setbacks and Lot coverage by buildings creates an increased sense of spatial definition.

- (f) *The T5 District consists of heavily settled lands and is primarily Mixed-Use in character. Shallow setbacks, high Lot coverage, and multi-level buildings creates strong spatial definition of outdoor spaces.*
- (g) *The T6 District consists of the most intensely settled lands and is mixed-use in character. Multi-storied buildings positioned at the front Lot Line, no Setbacks, and maximum Lot coverage by buildings creates the strongest definition of outdoor space of all Districts.*
- (h) *The Civic District consists of open spaces and public buildings dedicated to arts, culture, education, recreation, local government, and/or municipal parking Uses that serve as necessary components of any community.*

CONSISTENCY WITH COMPREHENSIVE PLAN:


The 2016 Comprehensive Plan list the property's placetype as Urban Corridor. The Comprehensive Plan does not specifically address signage.

Attachment 1
EX 20-01 Aerial



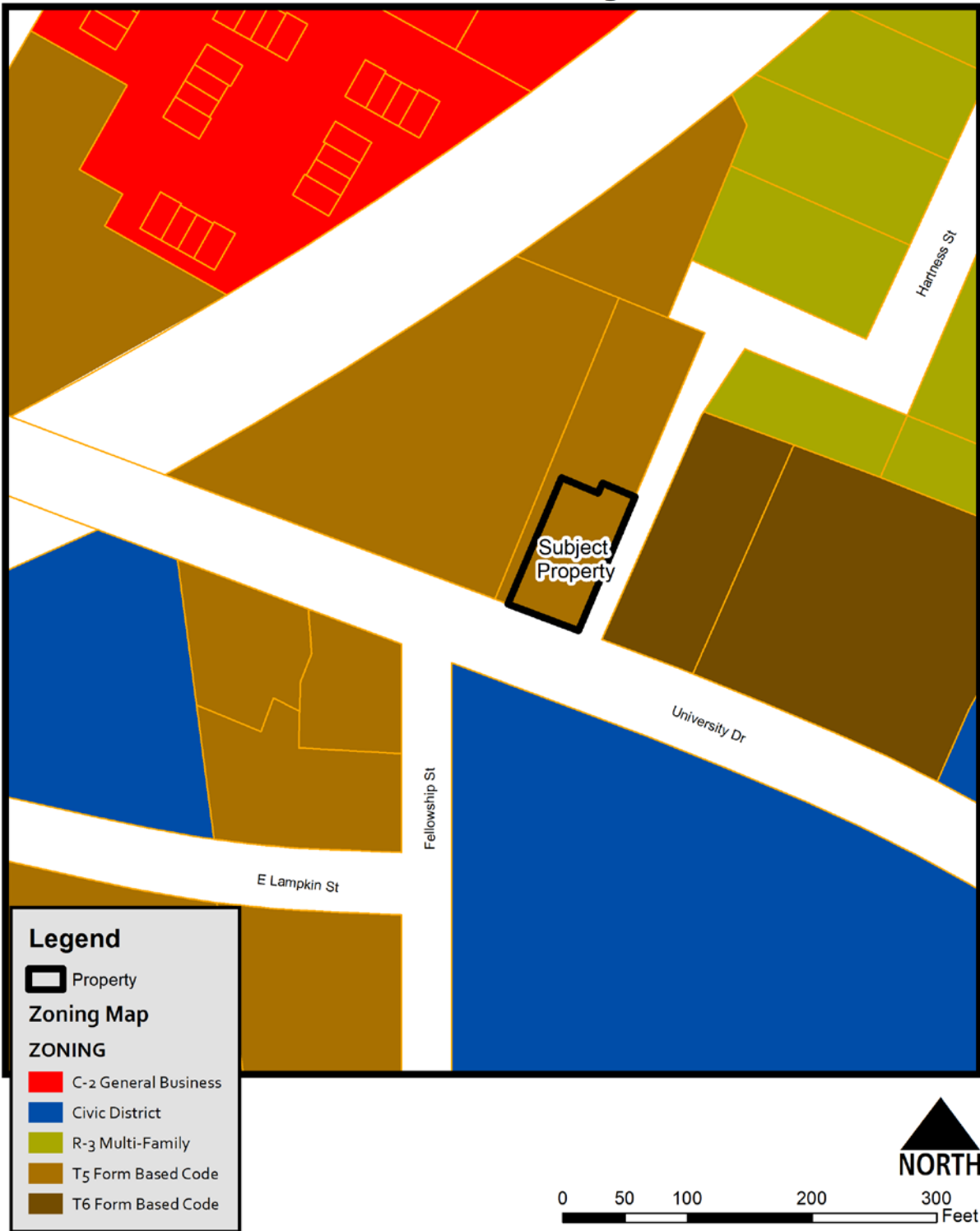
Legend

 Property


NORTH

0 50 100 200 300
Feet

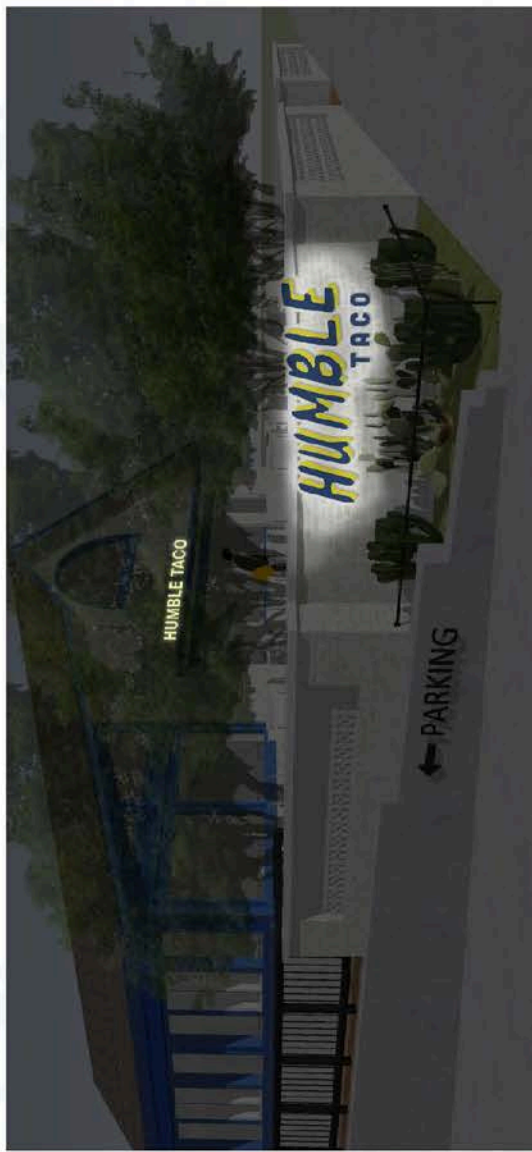
Attachment 2
EX 20-01 Zoning



Attachment 3-Proposed Site Signage

Humble Taco Signage

- 1) Main Sign on brick fenceline. "Humble" in channel letters, with approx. 2" returns, faces painted blue and returns painted yellow to match customer specs. Backlit with LED's to give "halo" effect (see photos at end of document for examples). "Taco" in flat cut acrylic letters, painted blue to match customer specs, and stud mounted with spacers to brick wall. Entire sign lit with landscape lighting from ground. Landscape lighting provided by customer. Hardwiring for backlit sign provided by customer.
- 2) Parking sign on existing retaining wall. "Parking" and arrow in flat cut aluminum, painted to customer specs with a high gloss finish. No lighting needed.
- 3) "Humble Taco" awning sign in back-ground. (See next page for details).



Attachment 4-Enlarged View of Proposed Site Signage

