



**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

**APPROVED MINUTES OF THE MEETING OF
THE PLANNING AND ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI MARCH 14, 2023**

Be it remembered that the Planning and Zoning Commission members of the City of Starkville held a meeting on March 14, 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 Kim Moreland, Ward 1, Carl Smith, Ward 4, and Alexis Gregory, Ward 5. Joining virtually VIA the Google Meets platform were Chairman Jeremiah Dumas, Ward 6, Kelly Prather, Ward 3, and Vicki West, Ward 2. Absent from the meeting was Tommy Verdell Jr., Ward 7. Physically present attending the Commissioners were City Planner Daniel Havelin, Assistant City Planner Lyle McCaskey, and City Attorney Berk Huskison.

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 14, 2023, as presented.

**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY MARCH 14, 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 FEBRUARY 14, 2023
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. DISCUSSION AND CONSIDERATION OF CMP 23-01 A REQUEST FOR A RENEWAL OF A CONCEPTUAL MASTER PLAN TO DETERMINE USE DESIGNATIONS FOR TWO PARCELS ZONED OPTIONAL DISTRICT LOCATED ON HIGHWAY 25 WITH THE PARCEL NUMBERS 119 -29-006.02 AND 119 -32-002.01.
 - B. DISCUSSION AND CONSIDERATION OF FP 23-03 A REQUEST FOR FINAL PLAT APPROVAL FOR "ENCORE SUBDIVISION" LOCATED ON THE NORTH SIDE OF ACADEMY ROAD AND THE SOUTH SIDE OF LYNN LANE DIRECTLY EAST OF

STARKVILLE ACADEMY IN A C ZONING DISTRICT WITH THE PARCEL NUMBER 102I-00-013.06.

- C. DISCUSSION AND CONSIDERATION OF PP 23-01 A REQUEST FOR PRELIMINARY PLAT APPROVAL FOR "CAMDEN GREEN SUBDIVISION" LOCATED ON THE EAST SIDE OF REED ROAD +/- 930 FEET NORTH OF WESTSIDE DRIVE IN A TN-N ZONING DISTRICT WITH PARCEL NUMBER 118K-00-035.00

VIII. 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 March 14, 2023, received unanimous approval.

V. CONSIDERATION FOR THE APPROVAL OF MINUTES

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

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Smith, the motion to approve the minutes of the Planning and Zoning Commission for February 14, 2023, with revisions 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 CMP 23-01 A REQUEST FOR A RENEWAL OF A CONCEPTUAL MASTER PLAN TO DETERMINE USE DESIGNATIONS FOR TWO PARCELS ZONED OPTIONAL DISTRICT LOCATED ON HIGHWAY 25 WITH THE PARCEL NUMBERS 119 -29-006.02 AND 119 -32-002.01.**

City Planner Daniel Havelin presented the request by David Josey on behalf of 4/J I LP for a renewal of a Conceptual Master Plan for two parcels zoned Optional District. The property is located on the east side of Highway 25 +/- 1,100 feet south of Garrard Road. The request is to designate the use of portions of the two parcels as Optional Conservation Development (O-CD) and Optional Commercial (O-C). The Conceptual Master Plan was originally approved by the Board of Aldermen on April 6, 2021. A Conceptual Master Plan expires after two years unless an approved and active site plan for the property has been issued or a final plat has been approved.

The request was noticed in accordance with Section 3.3.2.A of the Unified Development Code.

1 property owner of record of adjacent property zoned as Optional District was notified directly by mail of the request. As of this date, the Planning Office has received one phone call from the adjacent property owner. They had no issue with the request.

David Josey came forward to speak in favor of the request VIA the Google Meets platform.

Chairman Dumas opened the item for discussion amongst the Commission.

After a discussion and upon the motion of Commissioner Prather, duly seconded by Commissioner Smith, the motion to approve request CMP 23-01 received unanimous approval.

B. DISCUSSION AND CONSIDERATION OF FP 23-03 A REQUEST FOR FINAL PLAT APPROVAL FOR "ENCORE SUBDIVISION" LOCATED ON THE NORTH SIDE OF ACADEMY ROAD AND THE SOUTH SIDE OF LYNN LANE DIRECTLY EAST OF STARKVILLE ACADEMY IN A C ZONING DISTRICT WITH THE PARCEL NUMBER 102I-00-013.06.

City Planner Daniel Havelin presented the request by Encore Development, LLC for final plat approval for subdividing a +/-24.15-acre parcel into 4 lots. The proposed subdivision is named "Encore Subdivision". The Board of Aldermen approved the preliminary plat on August 17, 2021. 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 the proposed road name and has no issues. Utilities will be provided by the City. The applicant has indicated that this subdivision is not part of any previously platted subdivision, therefore no adversely affected parties. There are 7 conditions recommended by Engineering Department.

1. Prior to the execution of the Final Plat by City Staff, an acceptable surety shall be provided for all items that have not been completed. The surety shall be based on a signed and sealed engineering cost estimate and shall be accompanied by a fully executed Performance Agreement. 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 determined by the City Engineer and determined to be acceptable based on the provided cost estimate.

2. The Phase 1 connector road from Lot #1 to the Oakvale Subdivision shall be constructed, inspected, and approved with all testing and as-builts provided and approved by the City of Starkville within one-year of Board of Aldermen acceptance of City maintenance of the Phase 1 Roadway. The roadway design and alignment of the new public road will comply with the Unified Development Code and City of Starkville Standards of Specifications and Design. Any extension to the one-year requirement shall only be granted by the Board of Aldermen.
3. If any public utility including water, sewer, or electrical lines, any stormwater related conveyance systems or structures, or any other infrastructure related items are found during the as-built review to be installed in a location other than what is depicted on the approved infrastructure plans and is located in such a way that the necessary easement or right-of-way is not provided to maintain said improvement, the item shall be either relocated to an appropriate location or, if acceptable as installed, easements shall be provided to the satisfaction of the City Staff which may include a revision of the final plat.
4. 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 and/or provided to City Staff:
 - i. As-built drawings signed and sealed by a licensed Professional Engineer meeting City of Starkville requirements and any requested supporting information.
 - ii. All required test and material reports as outlined in the Subdivision Testing requirements and Processes and the Subdivision Testing Schedule provided at the pre-construction meeting.
 - iii. All infrastructure, less that aforementioned in Condition 2 provided the appropriate surety is in place, as illustrated in the approved infrastructure plans has been fully completed, inspected, tested, and approved by the City of Starkville Community Development Department, Engineering Department, and Starkville Utilities Department.
5. A warranty surety shall be provided in accordance with the Unified Development code with an effective date set at the time of installation, inspection, testing, and City Staff approval of the top layer of asphalt. If the roadways are not constructed concurrently, additional warranties shall be required as each section of roadway is completed. The Warranty shall be provided for all public infrastructure.
6. At the time of any future plat for Lot #4, a public roadway connecting from the Encore Subdivision to Lynn Lane shall be provided and shall be subject to all requirements of the Unified Development Code and the City of Starkville Standards of Design and Specifications.
7. Prior to the execution of the Final Plat by City Staff, the plat shall be revised to include the following: "The City shall only be responsible for maintenance of the stormwater conveyance channel traversing Lot #2. All other

maintenance, including landscaping, shall be maintained in perpetuity by the owner of Lot #1 or future H.O.A."

Chairman Dumas opened the item for discussion amongst the Commission.

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

C. DISCUSSION AND CONSIDERATION OF PP 23-01 A REQUEST FOR PRELIMINARY PLAT APPROVAL FOR "CAMDEN GREEN SUBDIVISION" LOCATED ON THE EAST SIDE OF REED ROAD +/- 930 FEET NORTH OF WESTSIDE DRIVE IN A TN-N ZONING DISTRICT WITH PARCEL NUMBER 118K-00-035.00.

City Planner Daniel Havelin presented the request by Rosedale Limited, LLC for preliminary plat approval for subdividing a +/-10.41-acre parcel into 32 lots. The proposed subdivision is named "Camden Green Subdivision". The subdivision has a proposed gross density of 3.07 units per acre. All easements are provided on the Preliminary Plat. All proposed roadway dedications are shown on the plat. Golden Triangle Planning and Development will be provided with the proposed road name for review. Utilities will be provided by the City. The applicant has not identified any adversely affected parties to the subdivision.

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

Chairman Dumas opened the item for discussion amongst the Commission.

After a discussion and upon the motion of Commissioner Smith, duly seconded by Commissioner Gregory, the motion to approve request PP 23-01 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 April 11, 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 April 11, 2023, 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

DRAFT

**APPROVED MINUTES OF THE MEETING OF
THE PLANNING AND ZONING COMMISSION
SPECIAL CALL MEETING
CITY OF STARKVILLE, MISSISSIPPI MARCH 29, 2023**

Be it remembered that the Planning and Zoning Commission members of the City of Starkville held a Special Call meeting on March 29, 2023, at 5:30 p.m. in the conference room on the 2nd floor 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, Carl Smith, Ward 4, Alexis Gregory, Ward 5, and Tommy Verdell Jr., Ward 7. Joining virtually VIA the Google Meets platform was Kelly Prather, Ward 3. Arriving after the approval of the agenda was Vicki West, Ward 2. Physically present attending the Commissioners were City Planner Daniel Havelin, Assistant City Planner Lyle McCaskey, and City Attorney Berk Huskison.

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 29, 2023, as presented.

**OFFICIAL AGENDA
PLANNING & ZONING COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
SPECIAL CALL MEETING OF WEDNESDAY MARCH 29, 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. NEW BUSINESS
 - A. PUBLIC HEARING AND CONSIDERATION OF SE 23-01 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR A DEVIATION FROM PARKING REQUIREMENTS AT BROOKVILLE GARDENS LOCATED AT 305 EVERGLADE AVENUE IN AN MDU-20 ZONING DISTRICT.
- VI. ADJOURN

After discussion and upon the motion of Commissioner Smith, duly seconded by Commissioner Verdell, the motion to approve the official agenda of the Planning and Zoning Commission for March 29, 2023, received unanimous approval.

Commissioner West entered the meeting after the vote.

V. NEW BUSINESS

A. PUBLIC HEARING AND CONSIDERATION OF SE 23-01 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR A DEVIATION FROM PARKING REQUIREMENTS AT BROOKVILLE GARDENS LOCATED AT 305 EVERGLADE AVENUE IN AN MDU-20 ZONING DISTRICT

City Planner Daniel Havelin presented the request by Springer Engineering, Inc on behalf of Triangle Development to allow for a reduction in the amount of required parking located in Brookville Gardens at 305 Everglade Avenue in an MDU-20 zoning district. The applicant is requesting relief from Section 13.5.6.B.1 which requires 1.25 spaces per bedroom. The applicant is currently proposing to remodel the existing buildings. The proposed remodel includes repairs to the existing parking lot, but does not add additional parking. The existing and proposed number of bedrooms in the development is (332). Under the current code, (415) parking spaces would be required. The number of current and proposed parking spaces that are existing is (191). Nine (9) of the spaces would be ADA compliant spaces. Therefore, a special exception is required for any deviation from any use standards that is non-dimensional in nature.

The request was noticed in accordance with Section 3.4.3.E of the Unified Development Code. 19 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 March 12, 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.

Scott King came forward in favor of the request and to answer questions from the Commission

Willy Nash came forward in favor of the request.

Calling for and receiving no additional comments, Chairman Dumas closed the public hearing and opened the item up for discussion.

After a discussion and upon the motion of Commissioner Moreland, duly seconded by Commissioner West, the motion to approve request SE 23-01 received unanimous approval.

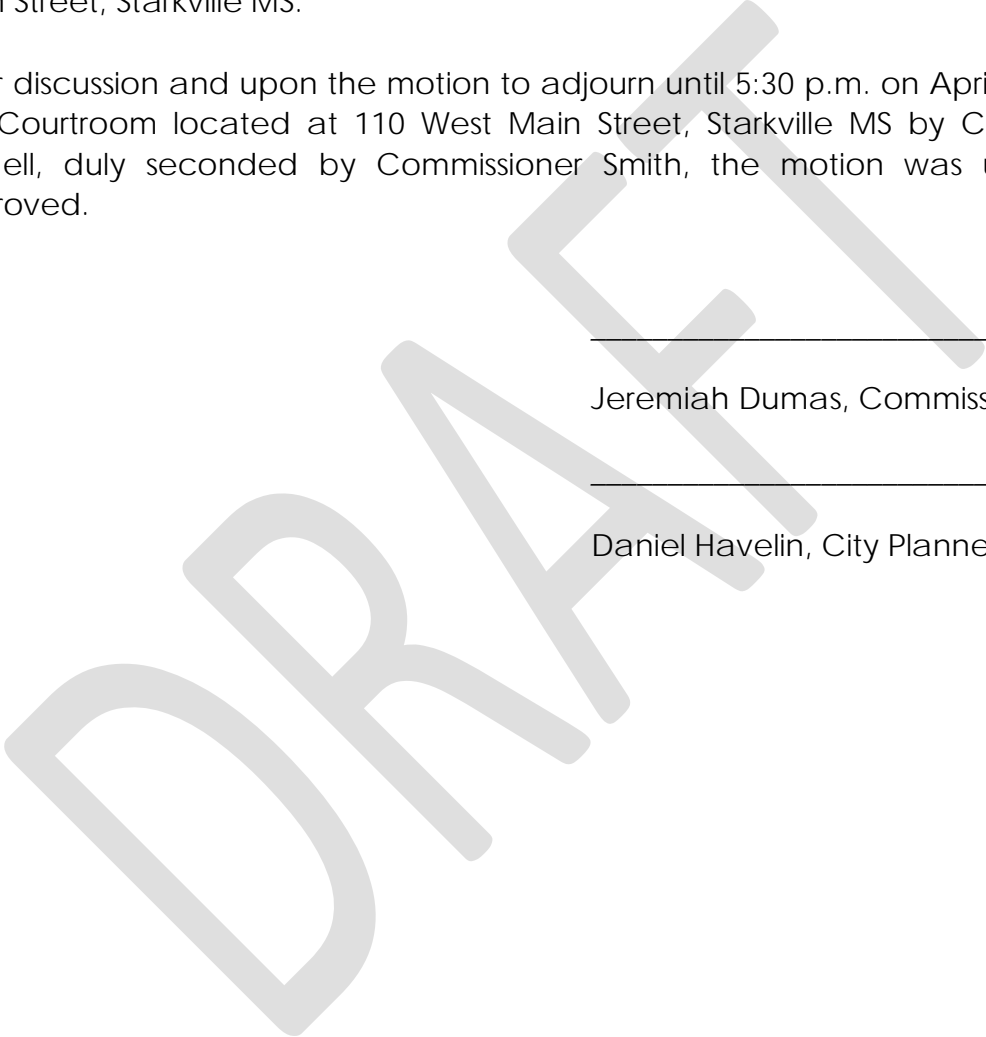
VI. ADJOURN

There came for consideration the matter of the approval of the motion to adjourn until 5:30 p.m. on April 11, 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 April 11, 2023, in the Courtroom located at 110 West Main Street, Starkville MS by Commissioner Verdell, duly seconded by Commissioner Smith, the motion was unanimously approved.

Jeremiah Dumas, Commission Chair

Daniel Havelin, City Planner





STAFF REPORT

To: Members of the Planning & Zoning Commission
From: Daniel Havelin, City Planner (662-323-2525 ext. 3136)
Lyle MeCaskey, Assistant City Planner (662-323-2525 ext. 3130)
Subject: 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
Date: May 9, 2023

The purpose of this report is to provide information regarding a Special Exception to allow for a " Dwelling, Accessory Unit" at 1 Courtland Street SD-2 zoning district with property # 101M-00-020.00. Please see attachments 1- 4.

BACKGROUND INFORMATION

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, and electricity, and will be heated or cooled. Therefore, the structure is classified as an accessory dwelling. At The Use Chart in Section 13.3.6 of the Unified Development Code requires a Special Exception for the use of a " Dwelling, Accessory Unit" in an SD-2 zoning district.

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.

NOTIFICATION

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

- 1. 2 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 April 23, 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 request.

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 23-02 Aerial



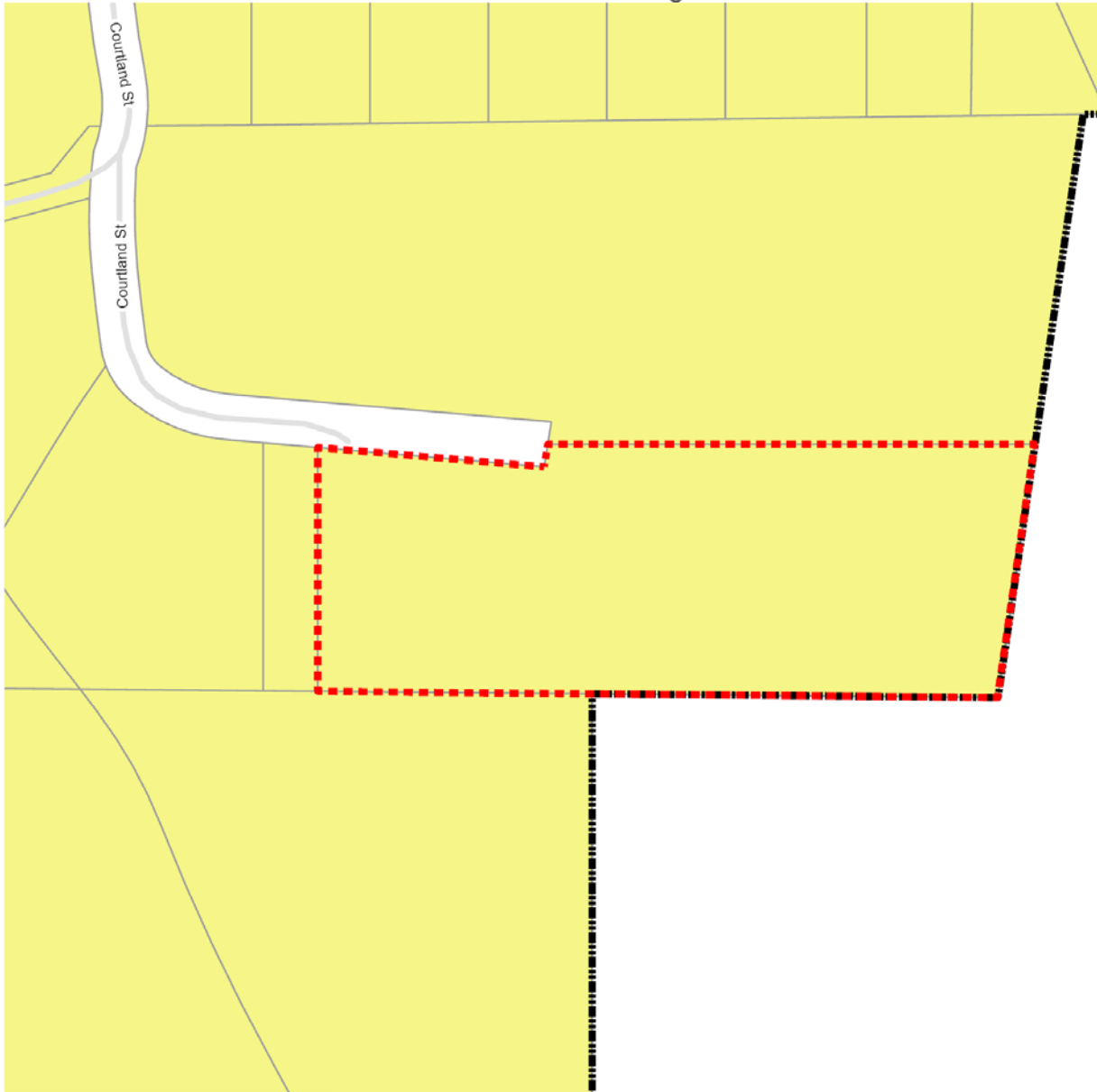
Legend

-  Parcels
-  City Limits
-  Roads
-  Subject Property






0 180 360 720 Feet

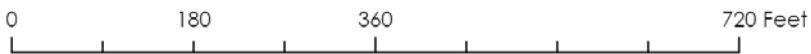


Attachment 2
SE 23-02 Zoning

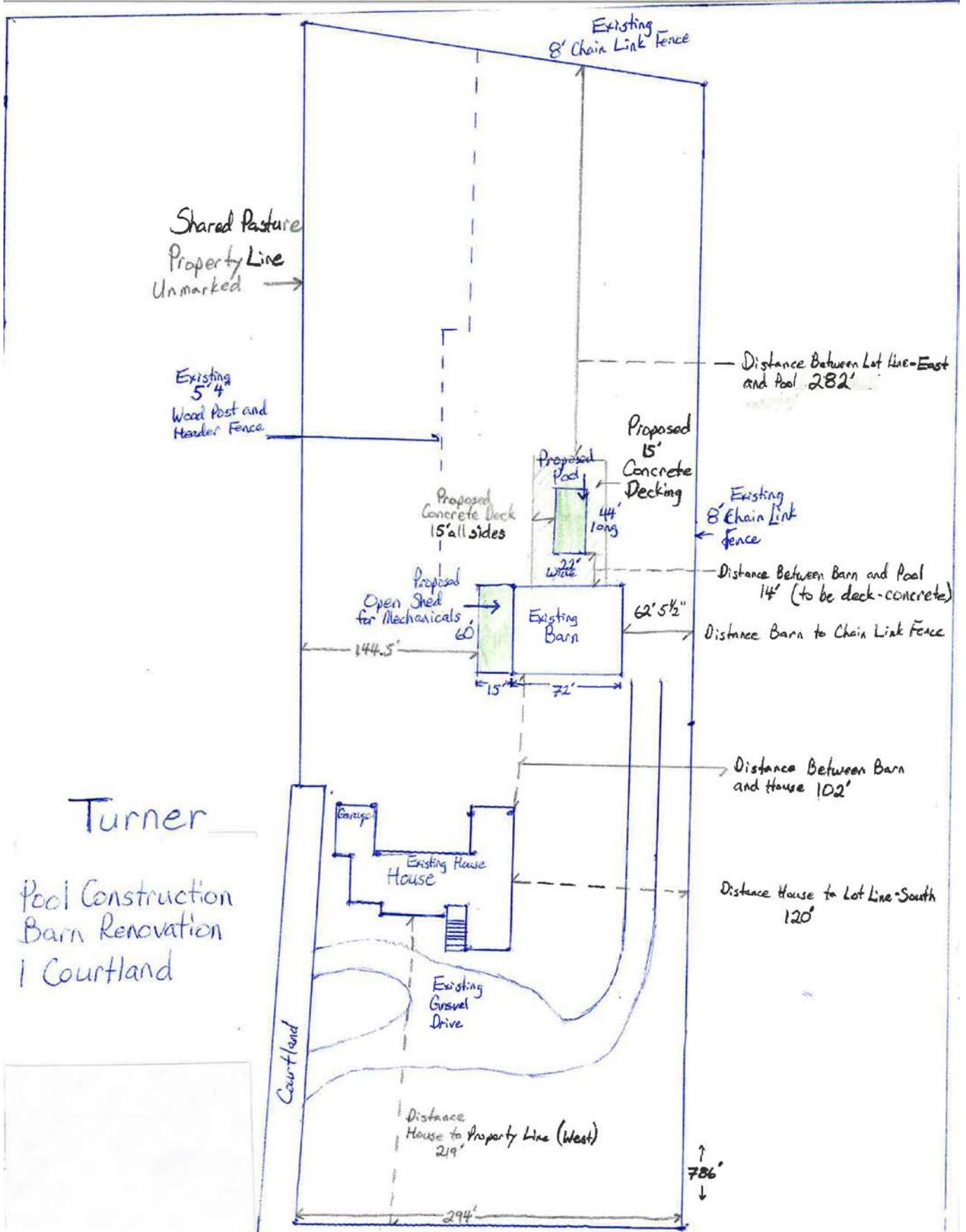


Legend

-  Parcels
-  City Limits
-  SD-2 Suburban Detached
-  Roads
-  Subject Property



Attachment 4- Site Plan Sketch



Turner
 Pool Construction
 Barn Renovation
 1 Courtyard



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: Discussion of expiring commission terms
Date: May 9, 2023

Name	Ward	Term Expires
Kim Moreland	Ward I	June 30, 2027
Vicki West	Ward II	June 30, 2026
Kelly Prather	Ward III	June 30, 2025
Carl Smith	Ward IV	June 30, 2027
Alexis Gregory	Ward V	June 30, 2023
Jeremiah Dumas	Ward VI	June 30, 2023
Tommy Verdell, Jr.	Ward VII	June 30, 2023

SECTION 2.2 PLANNING AND ZONING COMMISSION

2.2.1 Composition

The Planning and Zoning Commission shall consist of seven (7) members with one (1) member representing each political ward appointed by the Board of Aldermen. Each member of the Commission shall be a qualified elector and resident of the City and reside in the ward they represent at the time of appointment and during incumbency. Appointments to all vacancies occurring during a term shall be for the balance of that term.

2.2.2 Appointment

The members of the Planning and Zoning Commission shall be appointed by a simple majority of the Board of Aldermen.

2.2.3 Terms Of Office

The members of the Planning and Zoning Commission shall be appointed for a term of six (6) years, with re-appointment possible after a period of two (2) years absence. The two (2) year absence period shall be waived if no other qualified applicants for the seat are received during the advertising period. Members appointed to fill a vacated unexpired term shall be eligible to be re-appointed for one (1) full term without an absence.

2.2.4 Removal Of Members

The Mayor and Board of Aldermen, by a two-thirds (2/3) super majority vote, shall have the authority to remove any member of the Planning and Zoning Commission whenever, in the

opinion of the Board of Aldermen, the best interest of the City shall be served thereby. Any member of the Commission who is absent from four (4) of the regular meetings of the Commission in any fiscal year (October 1 through September 30) for any reason other than illness, shall automatically vacate his or her seat on the Commission. Additionally, any member of the Commission who moves away from the ward that he or she was appointed to represent, automatically vacates their seat and membership on the Commission.

2.2.5 Vacancies And Compensation

Vacancies occurring in the membership of the Planning and Zoning Commission shall be filled as soon as possible. The City shall publish at least one (1) notice in a newspaper in its jurisdiction to solicit responses from citizens who are professionals and are interested in serving on the Commission. The City may contact known professionals and interested laypersons and invite submission of their qualifications in written resume form. The City shall establish a date for receipt that is a minimum of a two (2) week or fourteen (14) calendar day period for the receipt of applications and nominations, with said date for receipt included in the advertisement and authorization by the Mayor and Board of Aldermen. If applications or nominations are not received during the specified two (2) week period, then the position will remain open until filled. Respondents shall submit, in written resume form, information concerning their demonstrated interest, competence, knowledge, or expertise. Such information should include, but is not limited to, educational and professional background, membership in professional organizations, subscriptions to relevant professional publications, volunteer work, attendance at workshops and seminars, and other relevant experience. The members of the Commission shall serve without compensation.

2.2.6 Officers

In July of odd numbered years, members of the Planning and Zoning Commission shall meet in a regular session and organize by electing from their members a Chairman and a Vice-Chairman. The Chairman and Vice-Chairman shall be chosen by a simple majority of the Commission. The Chairman shall be non-voting member of the Commission unless need to break a tie vote or needed to create a quorum. All officers shall serve two (2)-year terms. If neither the Chairman nor the Vice-chairman is present, the City Planner shall act as Procedural Chair to initiate the meeting. Upon a motion from a present member, the remaining members shall select an Acting Chairman from the members in attendance at such meeting. The Commission shall have the authority to elect other officers or to organize in any other manner deemed necessary and appropriate to fulfill its duties.

2.2.7 Rules And Procedures

1. The Planning and Zoning Commission shall adopt a set of rules to expedite business at its meetings and shall establish a set of procedures for handling planning and zoning matters. The rules and procedures established may be amended from time to time. An absolute majority vote of the Commission shall be required for the approval of any amendment to the established rules and procedures. All rules and procedures shall be in compliance with the requirements of MCA 1972, title 17, chapter 1, as amended.
2. The Planning Department shall keep minutes and records of all meetings and proceedings, including voting records, attendance, resolutions, findings, determinations, and decisions. All such material shall be a matter of public record.

2.2.8 Powers And Duties

The Planning and Zoning Commission shall have the following powers and duties:

1. To propose, review, and make recommendation on planning projects within the City.
2. To make recommendations of proposed changes to part or all of the Unified Development Code.
3. To make recommendations for approval or denial of requests for zoning amendments, preliminary plats, final plats, planned unit developments, use exceptions, and special exceptions.
4. To hear all requests for administrative appeals on administrative interpretations for all matters pertaining to the adopted Unified Development Code not including the technical codes.
5. Such other powers and authority as may be conferred by statute or are implied to fulfill the duties of the Commission.

2.2.9 Advisory Capacity

The powers and duties of the Commission are generally of an advisory nature and the Commission shall not have any powers or duties that conflict with or supersede the powers and duties of the Mayor and Board of Aldermen.

2.2.10 Interdepartmental Cooperation

All officers and department heads of the City shall cooperate with the Planning and Zoning Commission and render all reasonable assistance. The City Planner shall attend all meetings of the Commission for the purpose of advising and assisting the Commission. The City Attorney shall attend all meetings to provide legal counsel to the Commission.

2.2.11 Regular Meetings And Quorum

The Planning and Zoning Commission shall hold one (1) regular meeting the second (2nd) Tuesday of each month as needed and shall hold other meetings as deemed necessary and appropriate. Regular meeting dates can be altered to avoid conflict with holiday schedule as part of approval of the official meeting schedule. A Special Call meeting can be initiated by the Mayor, Board of Aldermen, or Chairman of the Planning and Zoning Commission with a minimum of a three (3) hour notice. All meetings shall be open to the public. A simple majority of the members of the Commission shall constitute a quorum for the transaction of business. However, no action shall be taken which is binding upon the Commission unless passed by a simple majority vote.