



**OFFICIAL AGENDA  
PLANNING & ZONING COMMISSION  
CITY OF STARKVILLE, MISSISSIPPI  
MEETING OF WEDNESDAY JUNE 9, 2021  
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 MAY 11, 2021
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
  - A. A VOTE TO ELECT COMMISSIONER DUMAS AS THE CHAIRMAN OF THE PLANNING AND ZONING COMMISSION
  - B. A VOTE TO ELECT COMMISSIONER GREGORY AS THE VICE CHARIMAN OF THE PALNNING AND ZONING COMMISSION
- VIII. ADJOURN

**UNAPPROVED MINUTES OF THE REGULAR MEETING OF  
THE PLANNING AND ZONING COMMISSION  
CITY OF STARKVILLE, MISSISSIPPI MAY 11, 2021**

Be it remembered that the members of the Planning and Zoning Commission of the City of Starkville held their regularly scheduled meeting on May 11, 2021 at 5:30 p.m. in the Courtroom of City Hall, located at 110 West Main Street, Starkville, MS.

There being physically present were and Michael Brooks, Chairman, Ward 4, Alexis Gregory, Ward 5, Jeremiah Dumas, Ward 6 and Tommy Verdell Jr., Ward 7. Vicki West, Ward 2 joined the meeting via the Google Meets virtual meeting platform. Absent from the meeting was Kim Moreland, Ward 1 and Kelly Prather, Ward 3. Physically present 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.

**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 11, 2021 as presented.

**OFFICIAL AGENDA  
PLANNING & ZONING COMMISSION  
CITY OF STARKVILLE, MISSISSIPPI  
MEETING OF TUESDAY, MAY 11, 2021  
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 APRIL 13, 2021
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
  - A. PUBLIC HEARING AND CONSIDERATION OF SE 21-03 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR THE CONVERSION OF A PORTION OF AN EXISTING AREA WITHIN THE HOME INTO AN ACCESSORY DWELLING UNIT AT 1203 MEADOWLARK DRIVE IN A SD-2 ZONING DISTRICT WITH THE PARCEL NUMBER 103B-00-019.00.
  - B. NOMINATION OF CHARIMAN OF PLANNING AND ZONING COMMISSION
  - C. NOMINATION OF VICE CHAIRMAN OF PLANNING AND ZONING COMMISSION
- VIII. ADJOURN

After discussion and upon the motion of Commissioner Dumas, duly seconded by Commissioner Verdell, the motion to approve the official agenda of the Planning and Zoning Commission for May 11, 2021 received unanimous approval.

## **V. CONSIDERATION FOR APPROVAL OF THE MINUTES OF THE MEETING**

### **A. CONSIDERATION FOR APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 13, 2021**

After discussion and upon the motion of Commissioner Gregory, duly seconded by Commissioner Verdell, the motion to approve the minutes as amended of the Planning and Zoning Commission for April 13, 2021 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 21-03 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR THE CONVERSION OF A PORTION OF AN EXISTING AREA WITHIN THE HOME INTO AN ACCESSORY DWELLING UNIT AT 1203 MEADOWLARK DRIVE IN A SD-2 ZONING DISTRICT WITH THE PARCEL NUMBER 103B-00-019.00.**

City Planner Daniel Havelin presented the Special Exception Request by Thomas Holley to allow for the conversion of a portion of an existing area within the home into an accessory dwelling unit. The property is located at 1203 Meadowlark Drive in a SD-2 zoning district.

The proposed remodel would add a kitchen and bathroom, and would only be accessible from the exterior of the home. Thus, the classification of the area is an "accessory dwelling unit". The Use Chart in Section 13.3 of the Unified Development Code requires a Special Exception for "accessory dwelling unit" in a SD-2 zoning district. Section 13.3.4 of Unified Development Code also requires that the Special Exception meet the additional standards for that use. Section 3.4.1 of the UDC list 8 criteria for review and approval of the Special Exceptions.

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

1. 7 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 14, 2021.
3. A sign was posted on the property in a conspicuous location.

The Planning Office has received one phone call from the next door neighbor in favor of the request.

Chairman Brooks opened the public hearing to citizen comments.

Thomas Holley came forward to speak in favor of the request.

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

After discussion and upon the motion to approve by Commissioner Dumas, duly seconded by Commissioner Verdell, the motion was unanimously approved.

#### **B. NOMINATION OF CHARIMAN OF PLANNING AND ZONING COMMISSION**

Chairman Brooks explained the eligibility requirements. After discussion and upon the motion to nominate Commissioner Dumas for Chairman by Commission Gregory, duly seconded by Commissioner Verdell, the motion was unanimously approved.

#### **C. NOMINATION OF VICE CHARIMAN OF PLANNING AND ZONING COMMISSION**

After discussion and upon the motion to nominate Commissioner Gregory for Vice Chairman by Commissioner Dumas, duly seconded by Commissioner Verdell, the motion was unanimously approved.

### **VII. ADJOURN**

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on June 9, 2021, 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 9, 2021 in the Courtroom located at 110 West Main Street, Starkville MS by Commissioner Dumas, duly seconded by Commissioner Verdell, the motion was unanimously approved.

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Michael Brooks, Commission Chair

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Daniel Havelin, City Planner