



**ZONING AND ADJUSTMENT BOARD MEETING AGENDA
CITY OF OCEAN SPRINGS - ZONING AND ADJUSTMENTS BOARD
TUESDAY, AUGUST 12, 2025 - 5:00 PM**

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - a. April 8, 2025
- 3. Old Business**
 - a. None
- 4. New Business**
 - a. Adopting Zoning and Adjustment Board By Laws
 - b. Cardiff Development Partners – East side of Church Street and North from Bienville Blvd – PIDN: 60119058.000 – A variance request for a reduction of the minimum landscape buffer requirement from 20 feet to 15 feet and a reduction in the minimum width for the proposed one-way alley from 18 feet wide to 13.5 feet wide - Tom Davies
 - c. Coast 85 Group – 1401 Government Street – PIDN: 60119426.000 – A variance request for a reduction of the minimum landscape buffer requirement from 20 feet to 16.6 feet for the construction of a parking space – Marques Thomas
- 5. Audience Request**
- 6. Adjourn**

The Minutes of the City of Ocean Springs
Zoning & Adjustment Board
Tuesday April 8, 2025

1. Call meeting to order

A meeting of the City of Ocean Springs Zoning and Adjustment Board (ZAB) was called to order by Chairman Nick Gant at 5:00 PM on Tuesday April 8, 2025. Other members present were Don Atwell, Shannon Pfeiffer, and Michael Smith. Absent was John O'Hara. Also present was Planner Elizabeth Dill, Planning Administrator Hannah Sullivan, City Attorney Will Norman and former City Planner Wade Morgan.

2. Approval of Minutes

- a. none

3. Old Business

- a) None

4. New Business

- a. 2828 Lawnwood Dr – PIDN: 61250015.000 – Kenneth Pfanders & Laura Dollinger – A variance request for a reduction of the rear setbacks from 25 feet to 20 feet. The property is zoned R-2: Low-Medium Density Residential.

A motion was made by Michael Smith, seconded by recommend approval of the variance request at 2828 Lawnwood Dr. for the reduction of the rear setbacks from 25 foot to 20 feet due the irregular lot shape and the lot size The motion carried unanimously.

5. Audience Request

- a) None

6. Adjourn

A motion was made by Don Atwell, seconded Shannon Pfeiffer by to adjourn the meeting. The motion carried unanimously.

**CITY OF OCEAN SPRINGS
ZONING AND ADJUSTMENT BOARD BY-LAWS**

**ARTICLE I
Name**

The name of this organization is the Ocean Springs Zoning and Adjustment Board (ZAB), herein referred to as "Board".

**ARTICLE II
PURPOSE**

SECTION 1. ORGANIZATION: The Board is established under the authority granted by Mississippi Code Title 17, Chapter 1 and the Ocean Springs Unified Development Code (UDC).

SECTION 2. PURPOSE: The purpose of the Board is to recommend to the Mayor and Board of Aldermen (BOA) matters related to zoning appeals, variances, and other zoning determinations as outlined in the UDC, current version.

SECTION 3. ORGANIZATION YEAR: The Board operating year will be from July 1 to June 30 of the following year.

**ARTICLE III
POWERS**

SECTION 1: APPEALS: The Board shall hear and provide recommendations on administrative appeals from any decision of the Planning Director, Public Works Official or Building Official.

SECTION 2: INTERPRETATIONS: The Board shall make recommendations to the BOA on interpretations of the terms and text of the UDC, or the municipal code related to zoning.

SECTION 3: VARIANCES: The Board shall hear and provide recommendations on applications for variances where strict application of the zoning provisions would result in practical difficulties or undue hardship.

SECTION 4: EXCEPTIONS: The Board shall hear and provide recommendations on exceptions related to zoning.

SECTION 5: OTHER: The Board shall hear and provide recommendations on other zoning-related determinations as delegated by the UDC or as requested by the BOA.

ARTICLE IV
MEMBERSHIP

SECTION 1: MEMBERSHIP QUALIFICATION: Members must be residents of the City of Ocean Springs and should, where practicable, represent diverse interests and backgrounds.

SECTION 2: APPOINTMENT: A total of five (5) members will be appointed by the Mayor and BOA. Each member shall be appointed for a term of three (3) years. To ensure continuity and experience on the Board, the terms shall be staggered so that no more than three (3) members shall have their terms expire at one time. Members shall be eligible for reappointment upon expiration of their term. The members are to be selected so that the Board consists of residents from different wards. Members shall be selected from among those ward residents who have submitted applications. Priority will be given to applicants from a ward not currently represented on the Board; however, this depends on the pool of residents that apply. Should a member move out of the ward for which he or she was selected to represent, the BOA shall replace that member with a ward resident as soon as is practicable. The ward residency requirement may be waived upon duly adopted resolution of the BOA.

SECTION 3: ATTENDANCE: A member who is absent from three (3) consecutive regular meetings or a total of five (5) per calendar year without reason deemed satisfactory to the Board, will be reported to the Mayor and BOA. Board members' terms shall be tracked by Planning Department staff.

SECTION 4: VACANCY: The Mayor and BOA will appoint a new member to fill a vacancy for the unexpired term of that vacancy. Board members' terms shall be tracked by Planning Department staff.

SECTION 5: CONFLICT OF INTEREST: When a member feels or raises a conflict of interest in a particular case before the Board, they shall state so for the record and vacate their chair. A member so vacating their chair shall not vote, nor hear or participate in discussion on that case. If the vacation of a chair due to conflict of interest will eliminate a quorum, the Board shall continue that case to the next regular meeting.

SECTION 6: TRAINING AND CONDUCT: Members shall complete a minimum annual training of 3 Hours of continuing education on zoning law, land use, ethics, and/or board training and responsibilities. The Planning Department staff will provide course offerings and annual monitoring of members CEUs. Certificates of completion shall be maintained by the members and the Planning Department for three years past the completion of the members' term. Members shall uphold principles of fairness, impartiality, and transparency in all proceedings. Members shall not engage in ex parte communication regarding pending cases.

ARTICLE V
OFFICERS

SECTION 1: OFFICERS: The officers of the Board are Chair, Vice-Chair, and Secretary.

SECTION 2: DUTIES:

A. CHAIR: The Chair shall call each meeting to order and preside over the roll call, pledge of allegiance, approval of agenda, minutes, and discussion of old and new business. The Chair shall adjourn the meeting upon conclusion of business.

B. VICE-CHAIR: The Vice-Chair shall assume the duties of the Chair in their absence.

C. SECRETARY: The Secretary shall serve in the absence of both the Chair and Vice-Chair. The Secretary shall review and verify the accuracy of draft minutes prior to approval by the Board.

SECTION 3. ELECTION OF OFFICERS: Officers shall be elected by a majority vote of the full Board at the first meeting following the annual appointments. In the event of a vacancy, a successor shall be elected at the next regular meeting to serve the remainder of the term.

ARTICLE VI
MEETINGS

SECTION 1. REGULAR MEETING: The Board shall (omit) generally meet monthly on the second Tuesday at 5:00 PM at City Hall unless no business is scheduled or the meeting is otherwise publicly scheduled.

SECTION 2. SPECIAL MEETINGS: The Board shall meet at the call of the Chair, or three (3) of its members, or the Planning Department, upon written request, with at least five (5) days' notice and comply with The Open Meetings Act, Mississippi Code of 1972, Chapter 41.

SECTION 3. QUORUM: A quorum shall consist of three (3) members. In situations where there is not a quorum, the meeting shall be adjourned and business postponed to the next scheduled meeting with public notice as required.

SECTION 4. REMOTE PARTICIPATION: Remote participation or remote call- No more than 3 remote participations.

SECTION 5. PROCEDURES: All meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order* and The Open Meetings Act, Mississippi Code of 1972 requirements. The Planning Department shall prepare a written agenda that is provided to the Board no later than 5:00 PM Thursday prior to meeting.

A. CALL TO ORDER: The Chair shall formally open the meeting at the scheduled time, confirming the presence of a quorum. A roll call may be taken and recorded.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

B. APPROVAL OF MINUTES: The Board shall review and approve minutes from the previous meeting, with any necessary corrections noted. Approved minutes become part of the official record

C. OLD BUSINESS: This section includes items previously discussed that require continued deliberation or final action, such as tabled applications or pending decisions.

D. NEW BUSINESS: New applications, appeals, or variance requests will be introduced in this section. Each item may include a staff presentation, applicant remarks, public comments, and Board discussion before action is taken.

E. AUDIENCE REQUEST: Members of the public may address the Board on zoning-related matters not included in the agenda. Speakers must provide their name and address for the record. Comments are limited to five (5) minutes unless extended by the Chair. The Board may refer matters to staff or consider them for future agendas.

F. ADJOURNMENT: Following the completion of all agenda items, the Chair shall call for a motion to adjourn. Upon majority approval, the meeting shall be formally closed.

SECTION 5. DECISIONS AND VOTING: All decisions must be supported by findings of fact based on evidence presented and shall be made part of the motion. A majority vote of members present (omit) is required to take action (omit) act. The Planning Department staff shall publish the Board's recommendations within five (5) days and forward them to the Board of Aldermen for final approval.

ARTICLE VII AMENDMENTS

SECTION 1. The Board's by-laws may be amended by a majority vote of its members. Proposed amendments will be distributed to the members for consideration thirty (30) days prior to the vote on the amendment(s) at the next regularly scheduled meeting. Any member may propose an amendment in writing to the Chair for consideration.

**CITY OF OCEAN SPRINGS
PLANNING DEPARTMENT
POST OFFICE BOX 1800
OCEAN SPRINGS, MS 39566-1800
228-875-4415**

ZONING AND ADJUSTMENT BOARD REPORT

PUBLIC MEETING DATE: August 12, 2025

APPLICANT: Tom Davies
Cardiff Development Partners

PROPERTY OWNER: Angela Taylor

REQUESTED ACTION: Variance Request

DATE OF REQUEST: July 2, 2025

LOCATION: East side of Church Street and North from Bienville Blvd

PARCEL NUMBER: 60119058.000

DESCRIPTION OF REQUEST:

A variance request for a reduction of the minimum landscape buffer requirement from 20 feet to 15 feet and a reduction in the minimum width for the proposed one-way alley from 18 feet wide to 13.5 feet wide.

ADJACENT ZONING AND LAND USE:

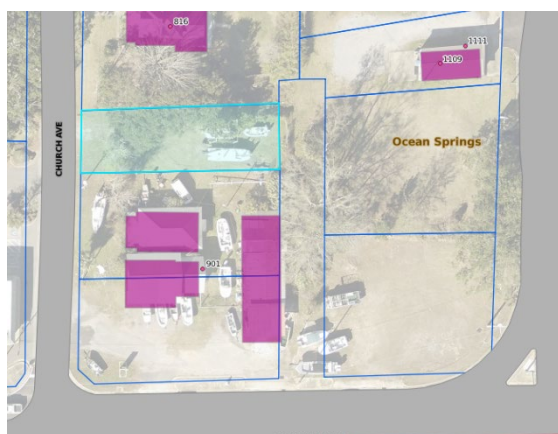
Subject Property: C-H Regional Commercial/Vacant

North: C-H Regional Commercial

South: C-H Regional Commercial

East: C-H Regional Commercial

West: C-H Regional Commercial



Bienville Blvd



Church St



FINDINGS:

- 25% Reduction Variance Request:
 - Minimum landscape buffer requirement – 20 feet
 - Request reduction from 20 feet to 15 feet
 - Minimum width for the proposed one-way alley – 18 feet wide
 - Request reduction from 18 feet wide to 13.5 feet wide
- 4.10.7 Buffer Requirements – UDC; page 220
 - Landscaped buffers and a solid wall or fence shall be required to separate property zoned for commercial or industrial use from adjacent property zoned or used for residential purposes (Single- family or Multi-family) and to separate property zoned for Multi-Family Use from adjacent property zoned or used for Single-family Residential Use. The minimum buffer width shall be twenty feet (20’) and be planted with one (1) large or medium tree for each twenty (20) linear feet of property on the boundary separating the adjacent Uses. The solid wall or fence shall be at least six (6) feet and not more than eight (8) feet in height and be located no more than one (1) foot from the property line.
- 4.7.3 Dimensional Standards of Automobile Parking and Storage Space – UDC; page 208
 - Aisles for one-way traffic shall be a minimum of eighteen (18) feet wide.
- ZAB may recommend a variance that meets the following criteria:
 - Exceptional narrowness, shallowness or shape of a specific piece of property at the time of the original adoption of the regulations.
 - Exceptional topographical conditions or other extraordinary or exceptional situation or condition of a specific piece of property, which conditions are not generally prevalent in the area.

- The strict application of these regulations would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of the property.

PUBLIC FEEDBACK:

None received as of August 8, 2025.

POTENTIAL MOTIONS:

To recommend **approval** of a variance request for a reduction of the minimum landscape buffer requirement from 20 feet to 15 feet and a reduction in the minimum width for the proposed one-way alley from 18 feet wide to 13.5 feet wide.

– OR –

To recommend **denial** of a variance request for a reduction of the minimum landscape buffer requirement from 20 feet to 15 feet and a reduction in the minimum width for the proposed one-way alley from 18 feet wide to 13.5 feet wide.



City of Ocean Springs Planning Department
1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564

VARIANCE REQUEST APPLICATION

Submittal Requirements:

- Application
- Fee of \$50.00 must be paid at the time application is submitted.
 - \$1.00 additional fee (per Ordinance 2022-17 following the requirements of Section 25-60-5 MS Code Annotated)
- Site Plan (or Survey) showing requested variance, with dimensions.

Date: 7/7/2025

Name of Applicant: Cardiff Development Partners

Address: 2660 Townsgate Rd, Suite 800, Westlake Village, CA 91361 Zone: C-H

Phone No. 805-496-6449 Email Address: tdavies@cardiffdp.com

Parcel Identification Number: 60119058.000, 60119056.000, 60119054.000, 60119048.000, 60119050.000, 60119046.000

Property Owner (if different from Applicant): Angela Taylor, et al; Sherry Owen; Raj & Pam Tuli

Property Location for the Variance: 901 Bienville Blvd, Ocean Springs

Type of Variance(s) Requested (setback, height, zoning extension, parking, etc.)

1. Relating to Buffer Requirements in UDC 4.10.7.A., (a) a 25% reduction in the minimum landscape buffer requirement from twenty feet (20') to fifteen feet (15'); and (b) credit for existing trees in buffer area towards planting requirements.

2. Relating to the dimensional standards in UDC 4.7.3, a 25% reduction in the minimum width for the proposed one-way alley from eighteen (18) feet wide to thirteen & one-half (13 1/2) feet wide.
The purpose of this variance is to consider an application to allow:

To facilitate a new alley providing access from the property at 1109 Washington Ave to Church Ave which shall be deeded by Applicant to owner of 1109 Washington Ave to resolve a dispute regarding secondary access, which will result in the withdrawal of the pending appeal of the BOA approval of 6/17/25 to vacate the adjacent city-owned unimproved alley parcel.

Provide justification of the variance request. Justification must include exceptional narrowness, shallowness, shape of a specific piece of property, exceptional topographical conditions, or other extraordinary situation or condition for a specific piece of property.

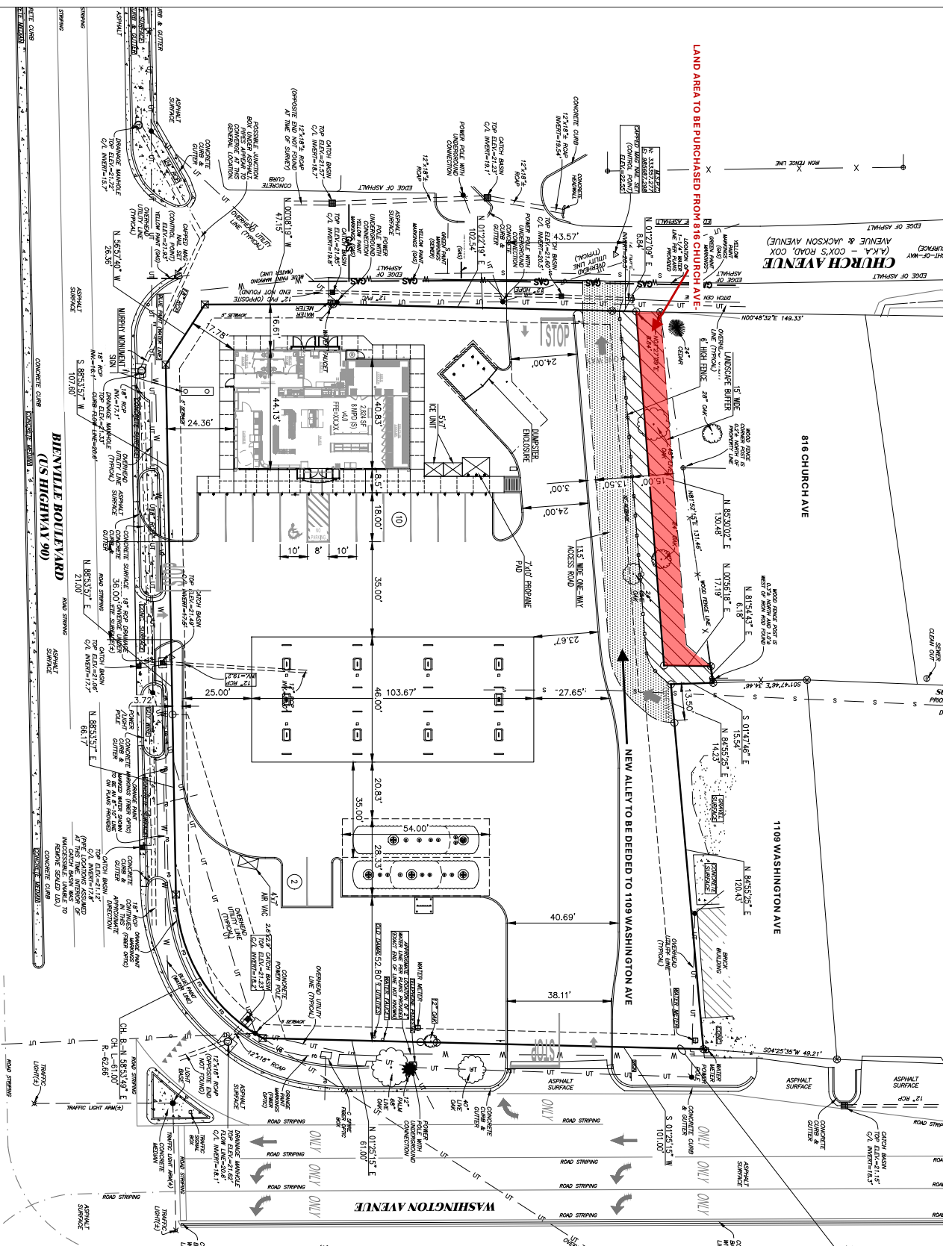
New alley solely services the small 0.14 acre property at 1109 Washington Ave, is one-way and will likely have very minimal use. The new alley will provide an additional 13.5' buffer between the commercial property at 901 Bienville Blvd and the residential use at 816 Church Ave, whose owner has consented to these variances. Site requirements for

Applicant's tenant dictate that the new alley and landscape buffer cannot take any additional land from the project area.

Applicant will be purchasing additional land from the owner of 816 Church Ave to facilitate the new alley and landscape buffer.

Applicant Signature: 

Date: 7/7/2025



PARCEL AREA

48,846± SQ. FT.
1.12± ACRES

**This notice is being mailed to you as an owner of property near the project described below.
Copies are sent via standard mail at the cost of the applicant of this project.**

City of Ocean Springs Planning Department

P. O. Box 1800
Ocean Springs, MS 39566-1800
228-875-4415

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that the City of Ocean Springs **Zoning Adjustment Board** will hold a public meeting in the regular meeting place of the Board of Aldermen located in City Hall at 1018 Porter Avenue Ocean Springs, MS, 39564 on

Tuesday, August 12, 2025 @ 5:00 PM

Regarding the following:

- **Cardiff Development Partners – East side of Church Street and North from Bienville Blvd – PIDN: 60119058.000 – A variance request for a reduction of the minimum landscape buffer requirement from 20 feet to 15 feet and a reduction in the minimum width for the proposed one-way alley from 18 feet wide to 13 ½ feet wide – Tom Davies**

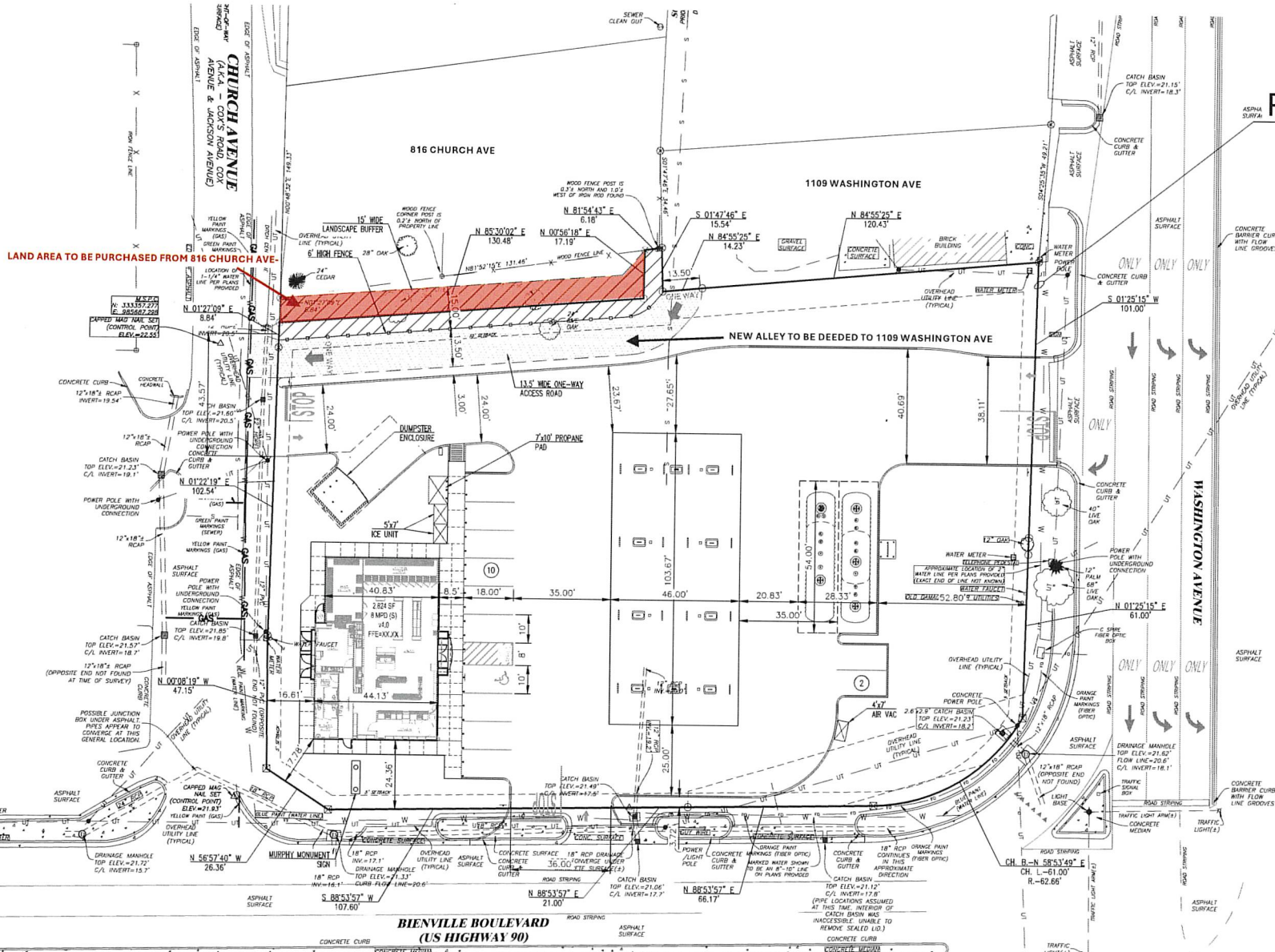
Written comments related to the above request will be accepted and may be mailed to the City of Ocean Springs Planning Department, Post Office Box 1800, Ocean Springs, MS 39566-1800 or emailed to hsullivan@oceansprings-ms.gov or edill@oceansprings-ms.gov .

At the aforementioned time and place, all parties of interest shall have an opportunity to be heard.

Wade Morgan,
Interim Planning Director
City of Ocean Springs

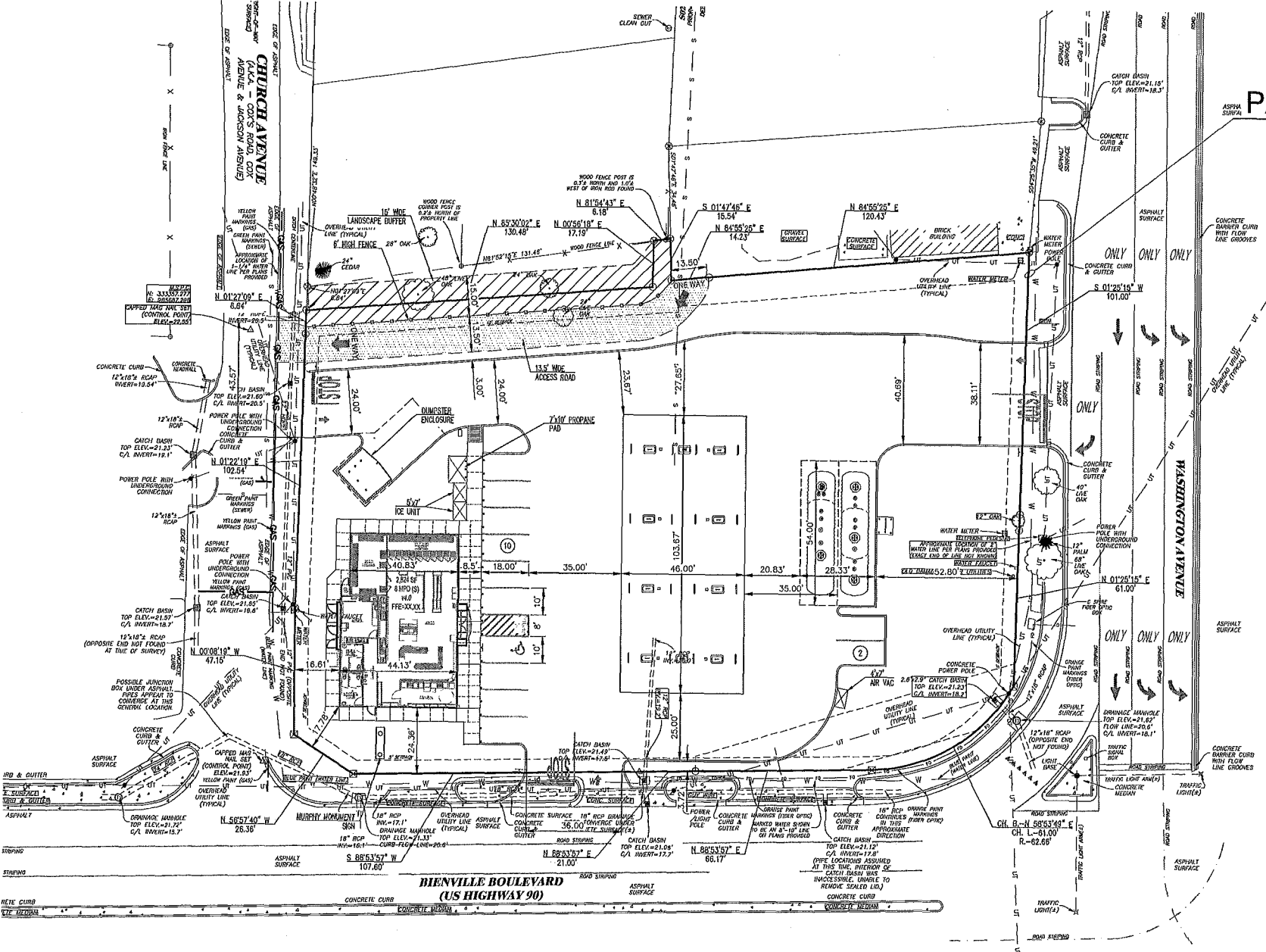
PARCEL AREA

48,846± SQ. FT.
1.12± ACRES



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48,846± SQ. FT.
1.12± ACRES



**BIENVILLE BOULEVARD
(US HIGHWAY 90)**

CITY OF OCEAN SPRINGS
PLANNING DEPARTMENT
POST OFFICE BOX 1800
OCEAN SPRINGS, MS 39566-1800
228-875-4415

ZONING AND ADJUSTMENT BOARD REPORT

PUBLIC MEETING DATE: August 12, 2025
APPLICANT: Marques Thomas
PROPERTY OWNER: Coast 85 Group
REQUESTED ACTION: Variance Request
DATE OF REQUEST: July 2, 2025
LOCATION: 1401 Government St
PARCEL NUMBER: 60119426.000

DESCRIPTION OF REQUEST:

The applicant is requesting a reduction of the minimum landscape buffer requirement from 20 feet to 16.6 feet for the construction of a parking space.

ADJACENT ZONING AND LAND USE:

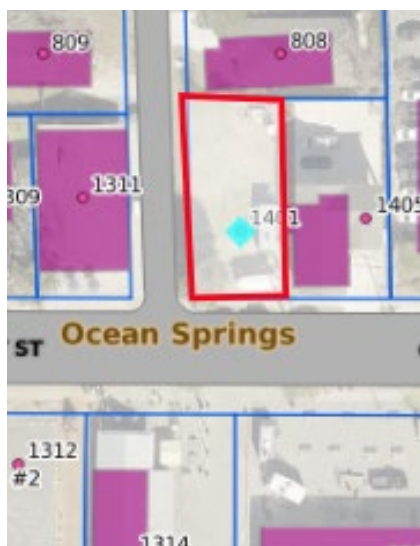
Subject Property: CMX-2 Community Commercial/Mixed Use – Vacant

North: R-D Two Family Residential

South: CMX-1 Neighborhood Commercial/Mixed Use

East: CMX-2 Community Commercial/Mixed Use

West: CMX-2 Community Commercial/Mixed Use



FINDINGS:

- 25% Reduction Variance Request:
 - Minimum landscape buffer requirement
 - Request reduction from 20 feet to 16.6 feet

- 4.10.7 Buffer Requirements – UDC; page 220
 - Landscaped buffers and a solid wall or fence shall be required to separate property zoned for commercial or industrial use from adjacent property zoned or used for residential purposes (Single- family or Multi-family) and to separate property zoned for Multi-Family Use from adjacent property zoned or used for Single-family Residential Use. The minimum buffer width shall be twenty feet (20') and be planted with one (1) large or medium tree for each twenty (20) linear feet of property on the boundary separating the adjacent Uses. The solid wall or fence shall be at least six (6) feet and not more than eight (8) feet in height and be located no more than one (1) foot from the property line.

- ZAB may recommend a variance that meets the following criteria:
 - Exceptional narrowness, shallowness or shape of a specific piece of property at the time of the original adoption of the regulations.
 - Exceptional topographical conditions or other extraordinary or exceptional situation or condition of a specific piece of property, which conditions are not generally prevalent in the area.
 - The strict application of these regulations would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of the property.

PUBLIC FEEDBACK:

None received as of August 8, 2025.

POTENTIAL MOTIONS:

To recommend **approval** of a reduction of the minimum landscape buffer requirements from 20 feet to 16.6 feet for the construction of a parking space.

– OR –

To recommend **denial** of a reduction of the minimum landscape buffer requirements from 20 feet to 16.6 feet for the construction of a parking space.



City of Ocean Springs Planning Department
1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564
(228) 875-4415

VARIANCE REQUEST APPLICATION

Submittal Requirements:

- Application
- Fee of \$50.00 must be paid at the time application is submitted.
 - \$1.00 additional fee (per Ordinance 2022-17 following the requirements of Section 25-60-5 MS Code Annotated)
- Site Plan (or Survey) showing requested variance, with dimensions.

Date: 7-2-25
 Name of Applicant: Marques Thomas
 Address: _____ Zone: _____
 Phone No. 228-217-4200 Email Address: Marques404@gmail.com

Parcel Identification Number: _____
 Property Owner (if different from Applicant): Coast 85
 Property Location for the Variance: 1401 Government St

Type of Variance(s) Requested (setback, height, zoning extension, parking, etc.)
Setback - Requesting an 8'3" variance for construction of partial parking space into the easement this will be in the buffer space.
 The purpose of this variance is to consider an application to allow:
To Add one parking space

Provide justification of the variance request. Justification must include exceptional narrowness, shallowness, shape of a specific piece of property, exceptional topographical conditions, or other extraordinary situation or condition for a specific piece of property.

Applicant Signature: [Signature] Date: 7-2-25

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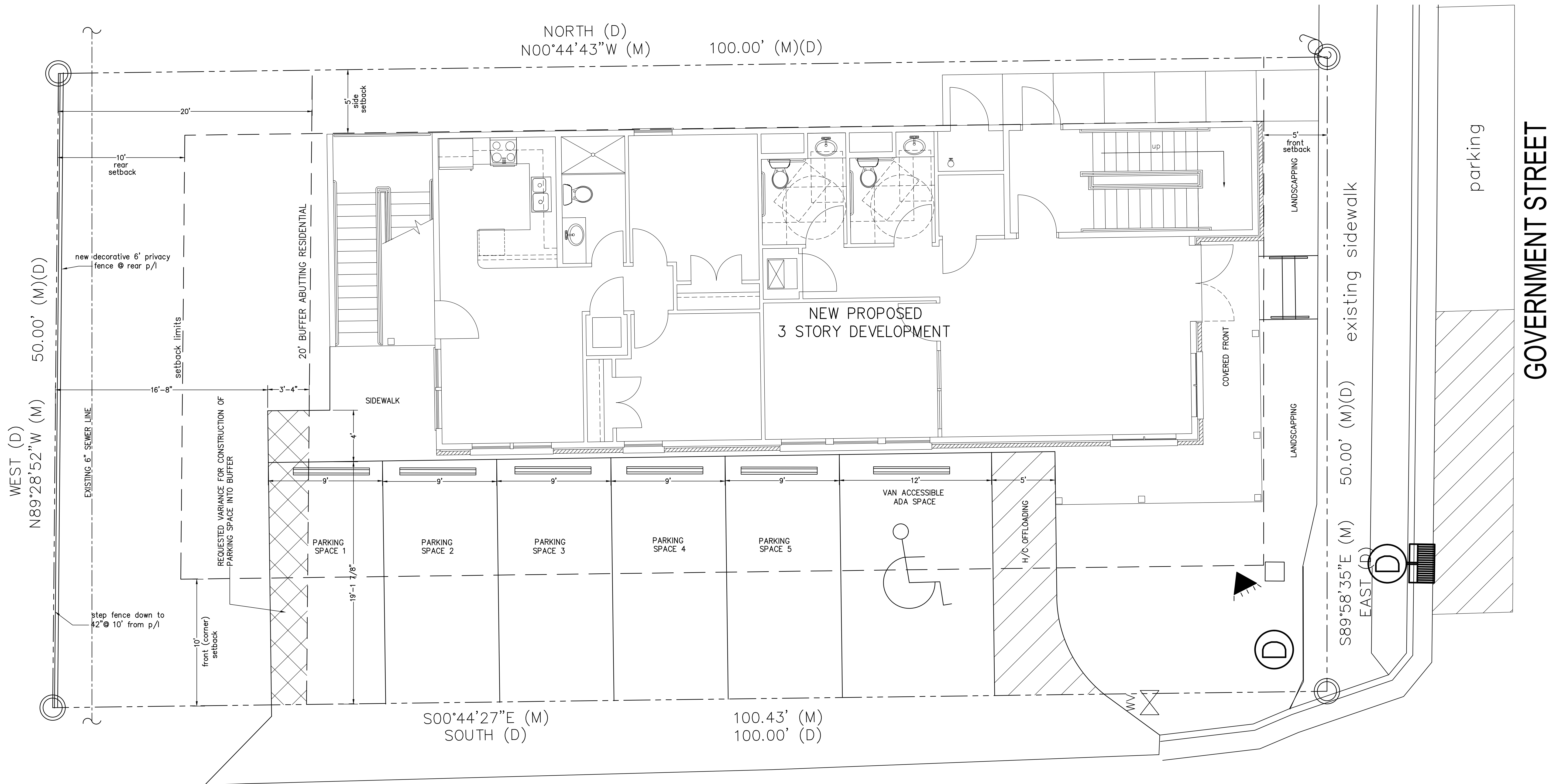
Regarding the following:

- **Coast 85 – 1401 Government Street – PIDN: 60119426.000 – A variance request for a reduction of the minimum landscape buffer requirement from 20 feet to 16.7 feet for the construction of a parking space – Marques Thomas**

Written comments related to the above request will be accepted and may be mailed to the City of Ocean Springs Planning Department, Post Office Box 1800, Ocean Springs, MS 39566-1800 or emailed to hsullivan@oceansprings-ms.gov or edill@oceansprings-ms.gov .

At the aforementioned time and place, all parties of interest shall have an opportunity to be heard.

Wade Morgan,
Interim Planning Director
City of Ocean Springs



HANDY STREET