



**PLANNING COMMISSION MEETING AGENDA
CITY OF OCEAN SPRINGS - PLANNING COMMISSION
TUESDAY, DECEMBER 9, 2025 - 6:00 PM**

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - a. November 12, 2025
- 3. Old Business**
- 4. New Business**
 - a. Public Hearing: Carly Knapp -1916 Stuart Ave - PIDN: 61455050.000 - Request for approval of a Short-Term Rental Permit
- 5. General Public Comment**
- 6. Commissioner's Forum**
- 7. Adjourn**

The Minutes of the City of Ocean Springs
Planning Commission
Wednesday November 12, 2025

1. Call Meeting to Order

The meeting of the City of Ocean Springs Planning Commission was called to order by Vice Chairman Kevin O'Connell at 6:00 p.m. on Wednesday November 12, 2025. The members present were Michael Smith, Kevin O'Connell, Nicolaus Geiser, and Jennifer Dalgo. Absent were Andy Phelan, Marshall Johnson, and Clay McArdle. Also, present were Amanda Crose - Planning Director, Elizabeth Dill - Planning Technician, Sirrae Williams - Planning Office Administrator, and David Harris - City Attorney.

Chairman Andy Phelan called into the meeting at 6:15 p.m.

2. Approval of Minutes:

- a) September 9, 2025

A motion was made by Michael Smith, seconded by Nicolaus Geiser, to accept the minutes from September 9, 2025, as submitted. The motion carried unanimously.

3. Old Business:

- a) None

4. New Business:

- a) **Public Hearing: Alexandria & David Arnold – 145 Lafayette Circle – PIDN: 61380024.000 – Approval of a Short-Term Rental Permit**

A motion was made by Nicolaus Geiser, seconded by Michael Smith, to open the public hearing. The motion carried unanimously.

Amanda Crose, Planning Director, introduced the case and stated the property is zoned R-2 Low-Medium Density Residential with a single-family dwelling. This property would be 53 out of 60 available permits in the City-Wide Zone for short-term rentals. She stated the Property Manager is Kenny Foreman and resides within 2 miles of the city limits. The short-term rental inspection was conducted on October 23, 2025, and a maximum occupancy of six (6) was approved by the Fire Marshall and a maximum number of three (3) vehicles were approved by the Building Official. The Guest Rules were posted during the inspection. No code violations were received.

- Kenny Foreman – Ward 6 – property manager spoke on behalf of the property owners.

A motion was made by Nicolaus Geiser, seconded by Michael Smith, to close the public hearing. The motion carried unanimously.

A motion was made by Jennifer Dalgo, seconded by Nicolaus Geiser, to recommend approval of the short-term rental permit at 145 Lafayette Circle with an annual renewal and compliance with the City of Ocean Springs STR Ordinance. The motion carried unanimously, with 4 yay and 3 absent.

b) Public Hearing: Gregory Williams – 614 Clark Ave – PIDN:60157010.000 – Approval of a Short-Term Rental Permit

A motion was made by Nicolaus Geiser, seconded by Jennifer Dalgo, to open the public hearing. The motion carried unanimously.

Amanda Crose, Planning Director, introduced the case and stated the property is zoned R-D Two Family Residential with a single-family dwelling. This property would be 54 out of 60 available permits in the City-Wide Zone for short-term rentals. She stated the Property Manager is Chris Dearman and resides within 2 miles of the city limits. The short-term rental inspection was conducted on October 22, 2025, and a maximum occupancy of six (6) was applied for; however, four (4) were approved by the Fire Marshall and a maximum number of four (4) vehicles were applied for; however, only three (3) vehicles were approved by the Building Official. The Guest Rules were posted during the inspection. No code violations were received.

- Jet Williams – Ward 2 – property owners' son spoke on behalf of the property owner.

A motion was made by Nicolaus Geiser, seconded by Jennifer Dalgo, to close the public hearing. The motion carried unanimously.

A motion was made by Michael Smith, seconded by Nicolas Geiser, to recommend approval of the short-term rental permit located at 614 Clark Ave with an annual renewal and compliance with the City of Ocean Springs STR Ordinance. The motion carried unanimously, with 4 yay and 3 absent.

Chairman Andy Phelan joined meeting via phone call at 6:15 pm. after the motion of 614 Clark Ave.

c) Public Hearing: Southeastern Construction & Remodeling, LLC – Pabst Rd – PIDN: 60127170.000 – Requesting Sketch Plat approval for a 123 – lot subdivision (Holly Grove Subdivision) – Mickey L. Robertson, P.E.

A motion was made by Nicolaus Geiser, seconded by Jennifer Dalgo, to accept opposition letters into the minutes that arrived after the Agenda and Packet were published. The motion carried unanimously.

Amanda Crose, Planning Director, introduced the case. She stated the property is zoned R-1A Special Apartment Use District and is currently vacant. The applicant is requesting approval for Sketch Plat of a 123-lot subdivision for townhome dwellings on proposed private streets named Holly Grove Subdivision. There is a combination of 5-plex and 6-plex townhome buildings on the 19.46-acre property with a density of 6.32 lots per acre. 5' sidewalks are illustrated within the development and along Pabst Road. 20' buffer

provided along the adjoining properties to the south and west. 21.2% green space is provided with the minimum requirement in R-1A being 5%. 1.17-acre pond with at least 20' wide walkable uplands surrounding the property is shown. Proposed amenities include a Clubhouse, pool, and pickleball courts. The applicant is proposing a pump station to be located on-site. The property was rezoned from R-1 to R-1A at the June 16, 1987, Board of Aldermen meeting. A Neighborhood Meeting was held by the Developer on August 26, 2025, at the Ocean Springs Community Center where a question-and-answer session was held.

She also stated the Water Department, Sewer Department, Drainage Department, Fire Department, and Engineering issued comments on the Sketch Plat. A traffic study was submitted by the applicant and concluded that a left turn lane is warranted on Government Street at Holly Grove Road. There were 18 letters of opposition posted with the agenda and since posting an additional 12 letters and a 55 signature petition was received by the planning office.

A motion was made by Nicolaus Geiser, seconded by Jennifer Dalgo, to open the public hearing. The motion carried unanimously.

Ross Bruce, spoke as the applicant of the project. He mentioned a couple points to consider about the project is the property is zoned R-1A and by-right 240 apartments could be presented but he believes their project of 123 townhomes is more in line with the surrounding neighborhoods with garages and backyards. He stated they are proposing a community 50% less dense than what the zoning allows for. Community amenities include a clubhouse, resort style pool, and pickleball courts with 21% green space.

Mr. Bruce mentioned the property will have an onsite property maintenance, private and gated community. He stated they will maintain ownership and maintain all roadways, sidewalks, ponds, and most of the improvements with the exception of the sewer lift station.

Traffic study was not required however, the applicant hired Neel Schaffer to conduct the traffic study and has been entered into the record.

The following citizens spoke in opposition to the sketch plat for Holly Grove Subdivision:

- Pat Burlison – Ward 5 – Discussed the traffic at the intersection of Knapp Road and Government Street, Pabst Road traffic, and Magnolia Bayou subdivision becoming a cut-through neighborhood.
- Robert Zittleman – Ward 5 – Discussed the values of property and traffic.
- Tristan Armer – Ward 5 – Stated the Deed & Quitclaim Deed are not correct, mentioned the hammerheads are not allowed and cul-de-sacs are required, there is not a buffer on the east side of the property along the park property, no sign off by the National Park Superintendent, spot zoning, ROW concerns, and Comprehensive Plan.

- Rickey Mattiace – Ward 5 – Stated his concerns were the same as Tristen Armor.
- Wyatt Davis – Ward 4 – Discussed concerns about units being sold.
- Norma Herrington – Ward 5 – Spoke about dispute of traffic study and selling of property.
- Kate Mendoza – Ward 4 – Discussed traffic concerns between Magnolia Park School and Pabst Road, low-income apartments, and amenities.
- Mark Peterson – Ward 4 – Spoke about wetlands.
- Rhett McNorton – Ward 5 – Discussed past complaints against the applicant.
- Belinda Serata – Ward 5 – Spoke about traffic, traffic study, construction impacts on Pabst Road, and schools impact.
- William Lefferson – Ward 4 – Spoke about drainage ditches and concerns in Beverly Place.
- Sandra Peterson – Ward 4 – Spoke about drainage ditches and traffic study.
- Jack Pickering – Ward 4 – Discussed on what is best for Ocean Springs.

A motion was made by Michael Smith, seconded by Andy Phelan, to accept a warranty deed and a quitclaim deed into the minutes that was provided by Tristen Armor – Ward 5.

Mr. Ross Bruce addressed the opposition comments.

A motion was made by Michael Smith, seconded by Jennifer Dalgo, to close the public hearing. The motion carried unanimously.

A motion was made by Andy Phelan, seconded by Jennifer Dalgo to recommend approval of the Holly Grove Sketch Plat, a 123-lot subdivision for townhome dwellings. The motion carried unanimously, with 5 yay and 2 absent.

5. General Public Comment

- William Lefferson – Ward 4 – Discussed the neighborhood meeting held by the Holly Grove developers and how the citizens were notified about the meeting.
- Mark Peterson – Ward 4 – Discussed the general approval of projects.
- Alison Campbell – Ward 5 – Spoke about density of Magnolia Bayou and how to rezone a property.

- Jack McDavid – Ward 4 – Spoke about removing trees when new subdivisions are developed.
- Belinda Serata – Ward 5 – Spoke about the clearing permit that was obtained for the Holly Grove property.
- Ernie Pettis – Ward 4 – Spoke about not receiving notice for the neighborhood meeting held by the Holly Grove Developers.
- Greg Dion – Ward 4 – Discussed current issues with drainage on Tara Lane.
- Lisa Greenberg – Ward 4 – Spoke about Pabst Road existing problems.
- Azure Waller – Ward 1 – Spoke about the status of the new Comprehensive Plan and Short-Term rentals.
- Scott Hawkins – Ward 5 – Discussed slowing developments down and keeping the developers local.

6. Commissioners Forum

7. Adjourn

A motion was made by Nicolaus Geiser, seconded by Andy Phelan to adjourn the meeting. The motion carried unanimously.

The meeting ended at 7:49 p.m.

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

PLANNING COMMISSION REPORT

PUBLIC HEARING DATE: December 9, 2025

APPLICANT: Carly Knapp

PROPERTY OWNER: Jared & Carly Knapp

LOCATION: 1916 Stuart Ave
Lot 43 Schluter Park Subdivision

PARCEL NUMBER: 61455050.000

REQUESTED ACTION: Residential Short-Term Rental Permit

DATE OF APPLICATION: October 6, 2025

DESCRIPTION OF REQUEST:
Requesting a permit to operate a short-term rental that allows rental usage for less than (30) thirty consecutive days.

ZONING/LAND USE:
Subject Property: R-D Two Family Residential – Single-Family Dwelling

SHORT-TERM RENTAL DISTRICT: City-Wide Zone
This property would be 55 out of 60 available permits in the City-Wide Zone for short-term rentals.



FINDINGS:

- **Local Property Manager:** The local property manager, Chris Dearman, has the address of 805 Magnolia Bayou Blvd Ocean Springs, MS. This satisfies the requirement to be located within 2 miles of the city limits.
- **Application:** Submittal is complete and was received prior to the deadline. A copy of the rental agreement is attached for consideration.
- **Homeowner's Association:** The property is not located in a covenant-restricted subdivision.
- **Liability Insurance:** The signed application states that the liability insurance for the property does not exclude short-term rentals from coverage, as well as, conformance with building code and zoning requirements. There are no deed restrictions and taxes are current.
- **Fee:** The inspection fee of \$25 was provided with the application. The remaining \$476 is due after approval from Planning Commission and Board of Aldermen.
- **Notice via Standard Mail:** The notice of Public Hearing was mailed to 50 property owners within 500 feet of the subject property. The distribution included the name of the applicant, notice of the hearing date, time and location, and a summary of Frequently Asked Questions regarding short-term rentals. All advertising requirements have been met.
- **Publication:** Notice of the public hearing was advertised at least 15 days prior to the date of the hearing per ordinance on November 23, 2025. Additionally, the required yard sign was placed in the yard on November 24, 2025. All advertising requirements have been met.
- **Inspection:** The property was inspected for all required elements on November 18, 2025, and was approved. The inspection form is attached for review.
 - **Maximum Occupancy:** Maximum occupancy of (8) eight was approved by the Fire Marshall during the inspection.
 - **Maximum Number of Vehicles:** Maximum number of (5) five vehicles was approved by the Building Official during the inspection.
- **Guest Rules:** The guest rules were posted and visible during the property inspection.
- **Code Violations:** No code violations received.
- **Police Dept Comment:** Report received 2/7/2024 regarding burglary of a vehicle.

PUBLIC FEEDBACK:

None received as of December 5, 2025.

PROPOSED MOTION:

To recommend **approval** of the short-term rental permit located at 1916 Stuart Ave with an annual renewal and compliance with the City of Ocean Springs STR Ordinance.

– OR –

To recommend **denial** of the short-term rental permit located at 1916 Stuart Ave.



RECEIVED
OCT 08 2025

BY: *[Signature]*

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

RESIDENTIALLY ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION

Application Date: 10/6/25 A \$25.00 reinspection will be charged if the inspection is missed.

REQUIRED ATTACHMENTS:

FEES: \$501 ~ **Application Fee Effective 10/1/2024**– \$25 must be paid at the time application is submitted, Remaining \$475 is due when permit is approved ~ **Administrative Fee: \$1.00** (per Ordinance 2022-17 following the requirements of Section 25-60-5 MS code Annotated)

- Completed Application
 - Copy of Proposed Rental Agreement
 - Proposed Parking Plan – Sketch
 - Copy of rules, including trash management and reference of the city’s noise ordinance (available upon request), to be posted inside unit
 - Affirmation of Code Compliance – Ord.2015-11 (Section 401.3(10)) – Attached.
 - ~~Standard mailout fee will be calculated during the review process and must be paid prior to scheduling of the public hearing~~*
- Properties will be reviewed and inspected prior to scheduling the public hearing date and sending the required notices.

→ Permits are renewed annually and are not transferable to new ownership.

REQUIRED: RENTAL PROPRTY INFORMATION:

- Address of Rental Property: 1916 Stuart Avenue, Ocean Springs, Ms 39564
- Parcel Identification Number: 61455050 000 Number of bedrooms: 3
- Proposed maximum # guests: 6 Number of existing off-street parking spaces: 5
- Is this property located in a covenant-restricted subdivision? Yes No ~ *If yes, a copy of the covenants must be included.*

PROPERTY OWNER – Name: Carly Knapp

Address: 1503 Tucker Lane, Encinitas CA 92024

Phone No. (662) 801-2874 Email: carlynicoleknapp@yahoo.com

OWNER SIGNATURE: *[Signature]*

LOCAL PROPERTY MANAGER – *[Must RESIDE within two (2) miles of the OS City Limits]*

Name: ~~Carly Knapp~~ Chris Dearman

Address: 805 Magnolia Bayou Blvd., Ocean Springs MS 39564

Phone No. +1 (228) 338-6259 Email: christopherrdearman@gmail.com

Is the Property Manager OR the Owner the best contact for scheduling Inspections? Owner

Owner – initial by each ordinance to indicate receipt:

Copy of Ordinance 2015-11 Received: Cd (initials) Copy of Ordinance 2019-19 Received: X
Copy of Ordinance 2018-02 Received: Cd (initials) Copy of Ordinance 2021-25 Received: X
Copy of Ordinance 2023-07 Received: Cd (initials)

Physical Inspection of Property:

- All applicable fire and health codes as would apply to a commercially zoned structure must be compliant.
- As part of the review process, an inspection will be scheduled to determine that all physical requirements are met per the ordinance
- Inspection will also include but are not limited to: adequate parking, proposed occupancy, number of vehicles allowed, location of garbage storage, posting of rules, etc. (per *most current* Inspection Checklist dated: 2/08/18)

Affirmation of Codes/Regulations

I, (print name) Carly Knapp, hereby certify that:

1. I am the owner of the property that is the subject of this application and that I have read and understand the requirements as outlined in the application.
2. There are no outstanding City of Ocean Springs property taxes or special assessments on the parcel(s).
3. Per Section 2.C.5 of Ordinance No. 2015-11, I will obtain a Mississippi State Sales Tax License through the MS Dept. of Revenue to pay all city, county, and state taxes required by law.
4. The property included in this application is in compliance with all applicable building codes, zoning requirements, and deed restrictions and/or covenants.
5. The Homeowner’s liability insurance does not exclude short term rentals from coverage.
6. Any existing mortgage or deed does NOT prohibit use of property as a short term rental.
7. Proper documentation of covenants that may restrict use of the property as a short rental and/or a letter of support from the HOA has been provided.

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

Owner(s) Name: Carly Knapp

Parcel ID(s): 61455050.000

Date Property Acquired: July 21, 2024

Owner’s Signature  **Date** 10/7/25

Office Use Only

Date of Inspection: _____	Result of Occupancy Inspection: _____
Maximum Occupancy Determination: _____	(attached)
Maximum Parking Spaces: _____	Permit Renewal Date: _____
PC Public Hearing Date: _____	BOA Approval Date: _____



ENHANCED LIFE SAFETY FOR OCCUPANCY EGRESS

(RESIDENTIAL & COMMERCIAL ZONED SHORT-TERM RENTALS & BED & BREAKFASTS)

The following items must be complete and pass inspection prior to approval of any Short-Term related enterprise. **Additional Code requirements may apply from other Departments.**

Before an occupancy inspection is scheduled, please make sure the following items have been completed. *Someone must be present at the time of inspection.*

All Occupancy Inspections are scheduled Monday – Thursday at 10am

- Type 2A 10BC fire extinguishers – placed in a location visible to occupants and *mounted to the wall.*
NOTE: maximum travel distance to a fire extinguisher is 75 feet – additional fire extinguishers may be required on each floor.
- Emergency lighting – *hardwired with battery backup* (not “exit” lighting) in locations that will allow adequate illumination in case of emergency or power outage.
- Address clearly displayed on the outside of the building. This must be visible from the street. In locations not visible from the street, a pilaster or signage must be placed at the street – not to exceed 1 square foot.
- All Main and Distribution panel boxes must have all circuits labeled properly.
- Smoke detectors must be installed in all sleeping areas and corridors leading to sleeping areas. SMOKE DETECTORS MUST BE INTERLOCKED EITHER BY HARD-WIRED OR WI-FI SYSTEM. *IF a residence has gas service, all locations must also include Carbon Monoxide Detectors* (outside bedrooms). If there is an attached garage, a carbon monoxide detector must be installed in that location separately.
- Adequate garbage receptacles and storage locations.
- Stove must have a no-tip device installed.
- Adequate emergency egress from all rooms within the residence. Sleeping areas must have two (2) means of egress. *If there it is a two-story structure, or has windows over 78”, it is required to have an emergency escape ladder.)*
- No exposed wiring.
- All outlets within 6 feet of any water source must be on a GFCI circuit or have that type of outlet installed.
- Adequate off-street parking for guests. No designated parking will be allowed on grassy surfaces or on streets.
- Extension cords shall not be substituted for permanent wiring in any case. Multi-plug electrical adaptors are prohibited unless they are overcurrent protected (surge protected).

OWNER SIGNATURE: Carly Knapp

DATE: 10-7-25

Short-Term Rentals (STR's) FAQ's

1. There are two different types of permits for short-term rental, **Residential Short-Term Rental** permit and **Commercial Short-Term Rental** permit.
2. There is a City GIS map that you can look up what short term rental zone you are located in <https://atlas.geoportalmaps.com/os>
3. There are three zones for the city-wide zone, Short-Term Rental Density zone and the Downtown Overlay District zone.
4. There is a cap on all residential short-term rental permits of **115**. There is no cap on commercial short-term rentals.
5. The permits are renewed annually. **PLEASE NOTE:** Your permit must be renewed **BEFORE** its expiration date.
6. You can be placed on a waiting list, but Staff cannot predict when a spot will come up.
7. The permit **MUST** be displayed in the unit to be compliant with the current ordinance.
8. If this is a new permit: The permit must be taken to the Tax Counter to request a privilege license.
9. If the permit is a renewal or a new permit, you will be required to secure or renew your privilege or business license. The privilege license should be displayed on site. The Tax Department can be contacted at 228-875-4236.
10. Sales Tax, 1 of 2 scenarios:
 - a. One of the common platforms to rent is AIRBNB and VRBO.
 - b. Other renting methods will require registration with the State Department of Review to receive a Tax License.
 - c. The applications for both the commercial and residential permit are located
11. Please do not call for an inspection if you are not ready for an inspection. If you fail, your inspection you will be charged a reinspection fee.
12. Please turn in your application and fee of \$501.00 per permit, with the following attachments. All inspections are scheduled for M-F at 10:00AM.
13. Residential new short term rental permits require Planning Commission and Board of Alderman approval, renewals do not require a public hearing.
14. Your property will be posted with a sign from the Planning Commission and notices will be sent out to the adjacent neighbors. Please do not remove the sign, or you will be charged. You will be charged .65 per letter for the mailout.
15. Someone will need to be at the Planning Commission and Board of Alderman to answer any questions. The application is not approved until the Board of Alderman has voted on it.

ADDRESS: 1916 Stuart Avenue iWorQ Permit#: 9940



PLANNING DEPARTMENT
P.O. Box 1800 / Ocean Springs, MS. 39566
Phone 228-875-4415 Fax 228-872-5427

RESIDENTIALLY-ZONED SHORT TERM RENTAL – OCCUPANCY INSPECTION FORM

Before requesting an occupancy inspection from the Building Official and the Fire Marshall, please make sure the following items have been completed. Someone must be present at the time of inspection.

All Occupancy Inspections are done at 10am

The following items must be complete prior to inspection:

- Type 2A 10BC Fire Extinguishers (Maximum travel distance 75 ft.)
 - Emergency Lighting hardwired battery backup
 - Address on Building
 - Breaker Box needs to be labeled
 - Outlet and switch plate covers need to be installed. (GFCI Circuits within 6 ft. of water source)
 - No exposed wiring
 - Adequate emergency egress
 - Operable windows in sleeping areas
 - Guest rules (noise, garbage, etc.) must be visibly posted.
 - Adequate garbage receptacles
 - Smoke detectors in all bedrooms and hallways.
 - Carbon monoxide detectors if there is gas service.
 - Identified # of Bedrooms: 3
 - Proposed # of Guests: 6
 - Approved # of Guests per OSFD: 8
 - Proposed # of vehicles: 5
 - Approved # of vehicles per OSFD: 5
- Property Owner: Carly Knapp Phone #: (662) 801-2874
Contact Name: Chris Dearman Phone #: (228) 338-6259

Date of Inspection: 18-Nov-2025

COMMENTS: _____

PASSED

Building Official: [Signature] **Fire Marshall:** [Signature]

Property Owner: [Signature]
Richard W. Dickson

1916 Stuart Ave Lodging Policies & Rental Agreement

1916 Stuart Ave is an exclusive property where every guest reservation is both important and special to us. If your travel plans change and you must cancel your reservation, please contact us at least two weeks prior to your arrival date to receive a full refund. A 50% refund will be given if cancellation is made at least one week prior. If cancelled less than week, we will try to re-book the dates for you, and if so, will offer you a credit for whatever amount we get for a future stay.

Check-in begins at 4PM. Check-out 10AM. Unfortunately, due to the need to get the home ready for the next guest visit, we usually cannot offer early check-ins or late check-outs.

All use of 1916 Stuart Ave amenities is at the guests' own risk. Please be responsible and act safely. All disposable items in the home are for guest use, but please clean any dishes & appliances if used. Please make sure the dishwasher is emptied, and that the microwave, refrigerator, and oven are left clean and empty for next guest use as well.

Occupancy: There is to be a maximum of six (6) guests allowed to stay overnight on the property.

Trash: Please use the garbage bins outside on the side of the house for your trash upon leaving. The property manager or housekeeping will bring them to the curb on Mondays, for Tuesday morning pickups.

Smoking: Absolutely no smoking is allowed inside the home, but feel free to smoke on the back porch or anywhere outdoors. Please dispose of your butts safely and in an environmentally sensitive manner

Parking: Up to three cars can park on the driveway in front of the home. There is no on-street parking in Ocean Springs unless explicitly stated.

Quiet Hours: We ask that our guests observe quiet hours beginning at 10pm and continuing through 9am. No loud noises or music is permitted during quiet hours. Please be considerate to our neighbors at all times. Ocean Springs has a noise ordinance (2012-4) between the hours of 11pm-8am Sunday night through Thursday night, and 11:59pm-8am Friday night through Sunday morning. Please call the city at 228-875-4415 for any further information.

Check-Out: Please leave any used towels in the tub, the linens on the bed, and lock the door upon leaving. Have safe travels, and please leave us a favorable review if you enjoyed your stay.

Thank you for staying at 1916 Stuart Ave! We would love to have you return for years to come, so please contact me directly for any future visits. If things have gone smoothly for both parties during your initial stay, we most likely can offer you a discounted rate for you, friends & family for future visits.

Sincerely,

**Chris Dearman
Property Manager**

Booking Confirmation

Thank you for choosing Clark Coastal Cottage for your vacation! We hope that you have a pleasant stay.

Our home is located at:

**1916 Stuart Ave
Ocean Springs, MS 39564**

Rental Rules

CHECK-IN TIME is AFTER 4 P.M. CST AND **CHECKOUT** is 10:00 A.M. CST.

This is a **NO SMOKING** unit.

PETS - Dogs are permitted in rental units only with prior approval. \$150 non-refundable pet fee applies covering two dogs. All pets must be leashed at all times. Pet owners are responsible for cleaning up any/all pet refuse. Pets are not allowed on furniture at any time. Any evidence of pets on furniture may incur extra cleaning fees. All pets must be up to date on rabies vaccinations and all other vaccinations. Heartworm prevention is highly recommended. All pets are to be treated with Advantage or similar topical flea and tick repellent three (3) days prior to arrival. Fleas and ticks are very rampant in this area and can cause harmful/fatal illness to humans and pets. All items above are the sole responsibility of the pet owner. The cabin owners assume no responsibility for illness or injury that humans or pets may incur while on the premises.

CANCELLATIONS – please contact us at least two weeks prior to your arrival date to receive a full refund. A 50% refund will be given if the cancellation is made at least one week prior. If canceling less than week, we will try to re-book the dates for you, and if so, will offer you a credit for whatever amount we get for a future stay.

MAXIMUM OCCUPANCY – The maximum number of guests is limited to six (6) persons.

MINIMUM STAY – Minimum stays may be required during weekends, holidays, or festival weekends.

INCLUSIVE FEES – Rates include a one-time linen & towel setup. Amenity fees are included in the rental rate.

NO DAILY HOUSEKEEPING SERVICE – While linens and bath towels are included in the unit, daily maid service is not included in the rental rate. However, it is available at an additional rate. We suggest you bring beach towels. We do not permit towels or linens to be taken from the units.

RATE CHANGES – Rates subject to change without notice.

FALSIFIED RESERVATIONS – Any reservation obtained under false pretense will be subject to forfeiture of advance payment, deposit and/or rental money, and the party will not be permitted to check in.

WRITTEN EXCEPTIONS – Any exceptions to the above-mentioned policies must be approved in writing in advance.

PARKING – Parking is limited to four (4) vehicles. Vehicles are to be parked in designated parking areas only. Parking on the road is not permitted. Any illegally parked cars are subject to towing; applicable fines/towing fees are the sole responsibility of the vehicle owner.

TRASH – Please use the garbage bins outside on the side of the house for your trash upon leaving. The property manager or housekeeping will bring them to the curb on Mondays, for Tuesday morning pickups.

HURRICANE OR STORM POLICY – No refunds will be given unless: The state or local authorities order mandatory evacuations in a "Tropical Storm/Hurricane Warning area" and/or A "mandatory evacuation order has been given for the Tropical Storm/Hurricane Warning" area of residence of a vacationing guest.

The day that the authorities order a mandatory evacuation order in a "Tropical Storm/Hurricane Warning," area, we will refund:

Any unused portion of rent from a guest currently registered; Any unused portion of rent from a guest that is scheduled to arrive, and wants to shorten the stay, to come in after the Hurricane Warning is lifted; and Any advance rents collected or deposited for a reservation that is scheduled to arrive during the "Hurricane Warning" period.

The owners are not responsible for any accidents, injuries or illnesses that occur while on the premises or its facilities. The Homeowners are not responsible for the loss of personal belongings or valuables of the guest. By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premises.

Quiet Hours: – We ask that our guests observe quiet hours beginning at 10pm and continuing through 9am. No loud noises or music is permitted during quiet hours. Please be considerate to our neighbors at all times. Ocean Springs has a noise ordinance (2012-4) between the hours of 11pm-8am Sunday night through Thursday night, and 11:59pm-8am Friday night through Sunday morning. Please call the city at 228-875-4415 for any further information.

parking

Carport +
(1 car)

House

parking

parking

grass

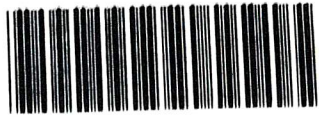
grass

Driveway

parking

Stuart Ave

OFFICIAL RECORDS JACKSON COUNTY
Josh Eldridge
CHANCERY CLERK
RECORDING FEE \$26.00
#202415406 BK: 2178 PG: 209-210
08/21/2024 01:16:48 PM 2 PGS
VHARRELL.DC Rpt#18280



202415406 2 PGS

Prepared by:
David B. Pilger
Attorney at Law
1406 Bienville Blvd.
Ocean Springs, MS 39564
(228) 215-0011

Grantors:
Richard Earl Mantooh, Jr.
Melissa Lynn Mantooh
14404 Eliza Drive
Vanceleave, MS 39565
(228) 383-2108

Return To:
Pilger Title Co.
1406 Bienville Blvd.
Ocean Springs, MS 39564
(228) 215-0011

Grantees:
Jared Knapp
Carly N. Knapp
1503 Tucker Ln.
Encinatas, CA 92024
(662) 801-2874

File No. O247390S

INDEXING INSTRUCTIONS: Lot 43, Schluter Park S/D, Jackson County, MS

STATE OF MISSISSIPPI
COUNTY OF JACKSON

WARRANTY DEED

FOR AND IN CONSIDERATION OF the price and sum of TEN AND NO/100 DOLLARS (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of all of which is hereby acknowledged, we, **Richard Earl Mantooh, Jr. and Melissa Lynn Mantooh**, do hereby sell, convey and warrant unto **Jared Knapp and Carly N. Knapp**, as joint tenants with right of survivorship and not as tenants in common, all of that certain tract, piece or parcel of land situated in Jackson County, Mississippi, together with all improvements, buildings, fixtures, and appurtenances thereunto belonging, and being more particularly described as follows, to-wit:

Lot 43, Schluter Park Subdivision, a subdivision according to the map or plat thereof on file and of record in the office of the Chancery Clerk of Jackson County, Mississippi, in Plat Book 2, at Page 39.

This being the same property as that conveyed to Richard Earl Mantooh, Jr. and Melissa Lynn Mantooh, by instrument recorded in Deed Book 2097, Page 400, Land Deed Records of Jackson County, Mississippi.

If this property is bounded by water, this conveyance includes any natural accretion, and is subject to any erosion due to the action of the elements. Such riparian and littoral rights as exist are conveyed herewith but without warranty as to their nature or extent. If any portion of the property is below the mean high tide watermark, or is coastal wetlands as defined in the Mississippi Coastal Wetlands Protection Act it is conveyed by quitclaim only.

Grantor(s) quitclaim any and all oil, gas, and other minerals owned, if any, to Grantee(s). No mineral search was requested or performed by preparer.

This conveyance is subject to any and all covenants, rights of way, easements, restrictions and reservations of record in the office of the Chancery Clerk of Jackson County, Mississippi.

It is agreed and understood that the taxes for the current year have been pro-rated as of this date on an estimated basis, and when said taxes are actually determined, if the proration as of this date is incorrect, the Parties hereto agree to make all necessary adjustments on the basis of an actual proration.

WITNESS OUR SIGNATURES, on this the 16th day of August, 2024.

Richard Earl Mantooh, Jr.
Richard Earl Mantooh, Jr.

Melissa Lynn Mantooh
Melissa Lynn Mantooh

A C K N O W L E D G M E N T

STATE OF MISSISSIPPI
COUNTY OF JACKSON

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the jurisdiction aforesaid, **Richard Earl Mantooh, Jr. and Melissa Lynn Mantooh**, who acknowledged before me that they signed, executed and delivered the above and foregoing instrument on the day and year thereof, for the use and purposes therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, on this the 16th day of August, 2024.

(AFFIX SEAL)



My commission expires:

Nichole Jordan
NOTARY PUBLIC



PUBLIC HEARING NOTICE

Residential Short-Term Rental

THIS INFORMATION IS BEING SENT TO YOU AS PART OF THE PERMITTING PROCESS FOR A NEARBY PROPERTY.

Per adopted Code for the City of Ocean Springs, notice has been advertised in the Sun Herald Newspaper and copies are sent via Standard mail at the cost of the applicant.

PUBLIC NOTICE is hereby given that the City of Ocean Springs **PLANNING COMMISSION** will hold a **Public Hearing** on the date listed below to consider an application for a Short-Term Rental Permit per Ordinance No. 2015-11 governing the provision of Short-Term Rentals of dwellings in residential zones after application, hearing, and approval.

Application for the address listed below will be considered in the regular meeting place of the Board of Aldermen at City Hall located at 1018 Porter Avenue Ocean Springs, MS 39564.

Short-Term Rental Applied for: 1916 STUART AVE

Public Hearing Date/Time: TUESDAY, DECEMBER 9, 2025 @ 6PM

Applicant: CARLY KNAPP

Local Contact: CHRIS DEARMAN

The Residential Short-Term Rental Ordinance (2015-11) was approved on July 7, 2015. The ordinance was researched, modified, and re-approved on February 20, 2018, and again on December 17, 2019. This document addresses what the ordinance requires of an applicant, the process, and contact information for questions or concerns. For more details, please call the Planning Department at 228-875-4415.

Short-Term Rentals: Considered less than 30 days. Conditions for permitting include an approval process, occupancy/vehicle requirements, guest registry, noise/garbage management, posting of rules, local management, and a process for complaints, basis for denial or revocation, and violations.

Frequently Asked Questions regarding Residential Short-Term Rental permits:

- 1) **Why am I receiving this information?** All property owners within 500 feet of the property requesting a permit are required to receive notification via standard mail. Additionally, the hearing was advertised in the local newspaper, and a yard sign was placed on the property. This notice was mailed to your address of record with the Jackson County Tax Assessor’s office.
- 2) **What is allowed under a Short-Term Rental Permit?** Approval of the permit will allow the property owner to rent the residence for periods of less than 30 days at a time, governed by restrictions listed in the ordinance. The permit does not allow any other non-permitted activity.
- 3) **Who will be responsible for management of the property?** The property owner is ultimately responsible for all activity on the property. The Local Property Manager, if one is assigned, MUST reside within 2 miles of the city limits and be available 24/7 to address issues related to the property. The Planning Department will have a contact number in case of emergencies.
- 4) **Do the property owners pay sales tax for this activity?** Yes – the property owner will be issued a city privilege license that will allow them to register with the state for payment of sales tax, including the additional “bed tax” requirement for all hotel activity.
- 5) **What review has been done by the City?** The application, a \$501 application fee, and payment for mailing is required. All information was reviewed to ensure all administrative requirements have been met. The home

has been inspected to ensure that all life safety elements are in place and a maximum occupancy/vehicle allowance has been set.

- 6) **What physical modifications were required for the home?** Required life safety improvements include, but are not limited to, hard-wired smoke detectors (carbon monoxide if served by gas), emergency lighting for exits during power outages, properly functioning exits, current fire extinguishers, labeled fuse box, etc.
- 7) **How will the maximum occupancy and number of vehicles be established?** During the physical inspection, the Building Official and Fire Inspector assess the availability of space including sleeping areas and space for off-street parking. These maximums will be established prior to the Public Hearing and can be enforced during operation of the rental.
- 8) **Where can I report code violations, disturbances, etc.?** Just as you would with any residential occupant, if there are problems with noise, excessive vehicles, trash, or other intrusive behavior, the proper city officials should be notified. For life-threatening emergencies, dial 9-1-1 as you would with any type of residential occupancy. Documented complaints will be considered during the renewal process. The ordinance provides guidelines for the basis of revocation or denial or permit issuance and/or renewal.

Complaint Contact Information:

- a. **Police: 228-875-2211** – noise, trespassing, other criminal activity
 - b. **Code Enforcement: 228-875-6712** – improper vehicle parking, improper trash storage
 - c. Any other complaints can be forwarded to the **Planning Department at 228-875-4415** or mailed to Attn: Planning Department, City of Ocean Springs, 1018 Porter Avenue, Ocean Springs, MS 39564
- 9) **What is the process if the rules are not followed?** If the City receives documentation that the property owners and/or tenants have violated the provisions set forth in the ordinance, or have met any other criteria that allows for revocation, written notice will be given to the property owner of the violation(s). If corrective action is not taken in the allotted time period, the permit can be revoked and citations issued.
 - 10) **How long is the permit valid?** The Residential Short-Term Rental permit is an annual renewal. Once the initial permit is approved, the property will be inspected annually and complaint records reviewed prior to renewal. The ordinance provides guidelines for the basis of revocation or denial or permit issuance and/or renewal.
 - 11) **Is the permit transferable to new owners?** No. The permit is issued to the owner for that specific address. Permits are not transferable to other owners or properties without the full approval process, including an advertised Public Hearing.
 - 12) **Is the approval process the same for properties in commercially zoned districts?** The application itself is similar, but commercial properties do not require notice or Public Hearing.
 - 13) **What if the property has covenants that do not allow for short-term rentals?** The ordinance requires that any application for a property with an active Homeowner’s Association (HOA) must provide a letter from that HOA supporting the activity. If you are aware of such a restriction in your neighborhood, please notify the Planning Department at 228-875-4415. The permit will not be approved unless supported by an ACTIVE HOA where applicable.
 - 14) **Will the property owner be required to maintain renter information?** Yes, the property owner must maintain a guest registry and provide to the city for review upon request.
 - 15) **Will the renters be informed of the rules and regulations that are included in the permit?** Yes, part of the application and inspection includes provision of the rental agreement for review and posting of the house rules in a visible location within the home.



Questions and/or written comments can be sent to the Planning Department up to the day of the hearing and will be provided to the Planning Commission for consideration. Comments can be sent to:

1018 Porter Avenue, Ocean Springs, MS 39564.

