

The Minutes of the City of Ocean Springs
Planning Commission
Tuesday December 9, 2025

1. Call Meeting to Order

The meeting of the City of Ocean Springs Planning Commission was called to order by Chairman Andy Phelan at 6:00 p.m. on Tuesday, December 9, 2025. The members present were Clay McArdle, Michael Smith, Kevin O’Connell, Andy Phelan, Marshall Johnson, Nicolaus Geiser, and Jennifer Dalgo. Also, present were Amanda Crose - Planning Director, Elizabeth Dill - Planning Technician, Sirrae Williams - Planning Office Administrator, and David Harris - City Attorney.

2. Approval of Minutes:

- a) November 12, 2025

Michael Smith discussed the November 12th minutes didn’t reflect his comments on the open space requirement for the Holly Grove Sketch Plat hearing. He discussed the 20% open space requirements in the UDC Section 4.18 Table 4-11. He would like to amend the minutes to add his comments about the open space requirements. Amanda Crose stated she can amend the minutes to add Mr. Smith’s comments.

A motion was made by Michael Smith, seconded by Kevin O’Connell, to amend the minutes from November 12, 2025, to address the Holly Grove Development for evaluating the standard section of the UDC for 20% open space. The motion carried unanimously.

3. Old Business:

- a) None

4. New Business:

- a) **Public Hearing: Carly Knapp – 1916 Stuart Ave – PIDN: 61455050.000 – Requesting approval of a Short-Term Rental Permit**

A motion was made by Kevin O’Connell, seconded by Marshall Johnson, to open the public hearing. The motion carried unanimously.

Amanda Crose, Planning Director, introduced the case and stated the property is located at 1916 Stuart Ave and is Lot 43 Schluter Park Subdivision. It is zoned R-D Two Family Residential with a single-family dwelling. This property is located within the City-Wide Zone for short-term rentals. She stated the Property Manager is Chris Dearman. A copy of the rental agreement was part of the application. Public Hearing notices were mailed to 50 property owners within 500 feet of the subject property. Notice of the public hearing was advertised at least 15 days prior to the date of the public hearing. The short-term rental inspection was conducted on November 18, 2025, and a maximum occupancy of eight (8) was approved by the Fire Marshall and a maximum number of five (5) vehicles

were approved by the Building Official. The Guest Rules were posted and visible during the inspection. No code violations were received. A report was received from the police department dated February 7, 2024, which regarded burglary of a vehicle. There was no public feedback received by the planning office.

Jenniefer Dalgo inquired about why two items were not checked off on the inspection form.

- Type 2A 10BC Fire Extinguishers (Maximum travel distance 75ft)
- Guest rules (noise, garbage, etc.) must be visibly posted.

Amanda Crose clarified that the two items were not checked off on the report, but the planning staff verified with the building department that the items were verified and the inspection passed.

The applicant's father was in attendance on her behalf but didn't have any information to be added to the case.

A motion was made by Kevin O'Connell, seconded by Marshall Johnson, to close the public hearing. The motion carried unanimously.

A motion was made by Kevin O'Connell, seconded by Clay McArdle, 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. The motion carried unanimously.

5. General Public Comment

6. Commissioners Forum

7. Adjourn

A motion was made by Marshall Johnson, seconded by Michael Smith to adjourn the meeting. The motion carried unanimously.

The meeting ended at 6:12 p.m.