

The Minutes of the City of Ocean Springs
Planning Commission
Tuesday, February 10, 2026

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, February 10, 2026. The members present were Clay McArdle, Michael Smith, Kevin O'Connell, 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:

- January 13, 2026

A motion was made by Marshall Johnson, seconded by Kevin O'Connell, to approve the minutes from January 13, 2026. The motion carried unanimously.

3. Old Business:

- None

4. New Business:

- a) **Public Hearing: 130 Booth Circle – PIDN: 61133170.000 – Mary & Ross Reardon – 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.

Sirrae Williams, Planning Office Administrator, introduced the case and stated the property is located at 130 Booth Circle and is zoned R-1 Low Density Single-Family Residential with a single-family dwelling. The property is located within the City-Wide Zone for short-term rentals and would represent 53 of 60 available permits. She stated that the Property Manager, Chris Dearman, lives within 2 miles of the city limits. A copy of the rental agreement was included with the application.

Public hearing notices were mailed on January 21, 2026, to 47 property owners within 500 feet of the subject property. Notice of the public hearing was advertised at least 15 days prior to the meeting, published on January 25, 2026, and a yard sign was placed on January 26, 2026.

The short-term rental inspection was conducted on January 5, 2026. The Fire Marshal approved a maximum occupancy of 6 people, and a maximum of 4 vehicles was approved by the Building Official. Guest Rules were posted and visible during inspection.

No code violations or police reports within the last 12 months. Additionally, the Planning Department did receive a complaint on September 25, 2025, from a neighboring residence that the home was being used as a short-term rental without an approved permit. A letter of complaint was sent to the owner and was handed over to the commissioners. No additional complaints were reported after the letter was sent to the owner.

Chairman Phelan stated the complaint letter was referenced on page four in the packet and that the letter was from the city to the owner letting them know they can't operate a short-term rental without a permit.

A motion was made by Kevin O'Connell, seconded by Marshall Johnson, to accept the letter of complaint into the minutes. The motion carried unanimously.

Commissioner O'Connell inquired if any attempt to verify whether this property was listed as a short-term rental prior to approval. Ms. Williams stated our department does not have the ability to verify if specific properties are listed on Airbnb or Vrbo.

Chairmen questioned if the property has stopped operating as a rental since September 25th letter was sent. Ms. Crose stated that when the letter was sent to the residents regarding the complaint about large vehicles in the driveway, she conducted a drive-by inspection of the property. During the observation, she did not see any large vehicles and the property appeared to be a typical residence.

- Ross Reardon, Applicant, Ward 5, stated the property was purchased in October 2024 with the intention of future retirement occupancy. He explained that, until that time, the property may be utilized to offset expenses. He clarified that prior rentals exceeded thirty (30) days in duration and that the property is not currently listed for short-term rental use.
- Jim French, Ward 5, requested clarification regarding the approval of 4 vehicles and expressed concern that additional vehicles could result in on-street parking within the neighborhood.

Chairman Phelan clarified that a parking plan had been reviewed and approved, demonstrating that 4 vehicles could be accommodated within the driveway and that on-street parking is prohibited for short-term rental guests.

Commissioner O'Connell further clarified that the exact verbiage in the property's booking rules states: Parking is limited to 3 vehicles. Vehicles must be parked in designated parking areas only. Parking on the road is not permitted. Any illegally parked vehicles are subject to towing and applicable fines. Towing fees are the sole responsibility of the vehicle owner.

- David Tuttle, Ward 5, stated that while he is not opposed to the request, he expressed concerns related to the property's prior rental activity. He referenced previous occupants associated with a construction or land management

company that parked dump trucks, trailers, and other commercial vehicles along the street near his residence. Mr. Tuttle stated his primary concern relates to future property use, compliance monitoring, and neighborhood impacts. He noted that having a property manager as a point of contact would be beneficial and emphasized that he does not want construction vehicles or equipment parked in the roadway across from his home.

Chairman Phelan clarified that the property manager's contact information is public record and may be obtained through the Planning Department. He encouraged residents to contact the property manager directly regarding concerns and noted that matters involving potential violations or disturbances should be directed to law enforcement when appropriate.

- Carmen Davis, Ward 5, stated she lives diagonally from the property and expressed concern regarding preservation of neighborhood character and the potential impact of transient guests. She noted the street has historically been quiet and emphasized the importance of maintaining neighborhood stability. She also expressed concern regarding housing availability and stated that long-term occupancy may better support individuals seeking stable housing.

Commissioner McArdle requested clarification regarding complaint procedures and asked how unresolved complaints would affect a short-term rental permit.

Ms. Crose stated that upon notification of an issue, the Planning Department first issues written notice to the property owner. She explained that failure to resolve violations may result in revocation of the short-term rental permit.

- Ross Reardon, Applicant, Ward 5, stated that he and his wife intend to be responsible neighbors and are committed to maintaining the property and protecting the character of the neighborhood as they prepare for future retirement occupancy.

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 Michael Smith, to recommend approval of the short-term rental permit at 130 Booth Circle, subject to annual renewal and compliance with the City of Ocean Springs Short-Term Rental Ordinance. The motion carried unanimously.

**b) 602 Dogwood Road – PIDN: 61037202.000 – Matthew Gaylord –
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.

Sirrae Williams, Planning Office Administrator, introduced the case, stating the property is located at 602 Dogwood Road, Lot 2 of Bechtel Heights Subdivision, Part Two, zoned R-D Two-Family Residential with a single-family dwelling. The property is located within the City-Wide Zone and would represent 54 of 60 available permits. The property manager resides within 2 miles of the city limits, and a rental agreement was included with the application.

Public hearing notices were mailed January 21, 2026, to 61 property owners within 500 feet. Notice was published January 25, 2026, and a yard sign was posted January 26, 2026.

The inspection conducted on January 13, 2026, approved a maximum occupancy of 6 persons and 3 vehicles. Guest rules were posted and visible. A prior code violation related to a refrigerator/freezer in the driveway was resolved and closed April 14, 2025. No police reports were recorded within the previous 12 months.

- Matthew Gaylord, applicant, Ward 3, was present but offered no additional comments.

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

Chairman Phelan noted that approved occupancy is 6 guests while current posted rules reference 8 guests and stated the rules must be updated.

A motion was made by Kevin O'Connell, seconded by Jennifer Dalgo, to recommend approval of the short-term rental permit at 602 Dogwood Road, subject to annual renewal, compliance with the City of Ocean Springs Short-Term Rental Ordinance, and amendment of guest rules to reflect a maximum occupancy of 6 as approved by Fire Marshal. The motion carried unanimously.

c) 609 Russell Ave – PIDN: 61190022.000 – Bruce Bragg – Requesting approval of a Short-Term Rental Permit

Chairman Phelan stated a letter of concern dated February 10, 2026, was received regarding on-street parking, trash cans, and noise concerns.

A motion was made by Marshall Johnson, seconded by Kevin O'Connell, to accept the letter into the minutes. The motion carried unanimously.

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

Sirrae Williams, Planning Office Administrator, introduced the case, stating the property is located at 609 Russell Avenue, zoned R-2 Low-Medium Density Residential, and located within the Bowen Avenue Historic District. The property would represent 51 of 55 available permits within the Density Zone. The property manager resides within 2 miles of the city limits.

The inspection was conducted on January 20, 2026, approved a maximum occupancy of 4 persons and 2 vehicles. Guest rules were posted and visible. No code violations or prior public comments were reported.

- Bruce Bragg, applicant, Ward 2, was present but provided no additional comments.

A motion was made by Kevin O'Connell, seconded by Clay McArdle, 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 at 609 Russell Avenue, subject to annual renewal and compliance with the City of Ocean Springs Short-Term Rental Ordinance. The motion carried unanimously.

5. General Public Comment

- None

6. Commissioners Forum

Commissioner Johnson inquired about the status of the Comprehensive Plan and whether hearings were scheduled.

Ms. Crose, Planning Director, stated no hearings are currently scheduled and noted that a UDC committee is reviewing identified discrepancies.

Commissioner Johnson requested clarification regarding zoning within annexed areas. Ms. Crose stated annexed properties remain under Jackson County zoning until City zoning regulations are formally applied through adoption of an updated Comprehensive Plan.

Chairman Phelan inquired whether annexed properties would become subject to City zoning upon rezoning requests. Ms. Crose clarified that properties will continue under County zoning until full integration occurs through a future Comprehensive Plan update.

Chairman Phelan asked whether a moratorium on general development had been enacted. Ms. Crose stated the only active moratorium applies to new residential short-term rental applications.

Commissioner O'Connell asked whether UDC meetings are open to the public. Ms. Crose confirmed meetings are open to the public and agendas are posted on the city website.

Commissioner Smith asked whether the UDC would be presented through workshop prior to approval. Ms. Crose stated the findings of the UDC Committee will be presented to the Planning Commission and Board of Aldermen.

7. Adjourn

A motion was made by Marshall Johnson, seconded by Clay McArdle, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 6:35 p.m.