



Planning Commission
Planning Commission Meeting

Tuesday, March 12, 2024 @ 6:00 PM

1. Call Meeting to Order

2. Approval of Minutes

- a. February 13, 2024

3. Old Business

- a. None

4. New Business

- a. **PUBLIC HEARING:** 106 Arbor Vista / PID# 61020005.000 – Aaron & Jamie Gallagher - Request for a residential short-term rental permit.
- b. **PUBLIC HEARING:** 808 Desoto #11 / PID# 60119106.050 – Hunter Odom - Request for a residential short-term rental permit.
- c. **PUBLIC HEARING:** 320 Magnolia Avenue / PID# 61011106.000 – Gary Tucker - Request for a residential short-term rental permit.
- d. **PUBLIC HEARING:** Amendments to the Unified Development Code (UDC) for the City of Ocean Springs, Mississippi amending the following sections and chapters:
1) Chapter 3, section 3.6.3.G; **2)** Chapter 3, Table 3.2B; **3)** Chapter 3, Table 3.6;
4) Chapter 4, Table 4.2; **5)** Chapter 4, Section 4.7.2; **6)** Chapter 2, Section 22;
7) Chapter 5, section 5.9; and **8)** Chapter 7

5. General Public Comment

6. Commissioner's Forum

7. Adjourn

The Minutes of the City of Ocean Springs

Planning Commission

February 13, 2024

1. Call Meeting to Order

A meeting of the City of Ocean Springs Planning Commission was called to order by Vice Chairman Matthew Hinton at 6:00 p.m. on Tuesday, February 13, 2024. Members present were Marshall Johnson, Joey Conwill, and Joseph McCormick. Also present were City Planner Wade Morgan, Planning & Grants Administrator Carolyn Martin, Planning & Grants Coordinator Camille Anderson, and City Attorneys Will Norman and Anthony Liberato. Andy Phelan, Michael Davis, and Kevin O'Connell were absent.

2. Approval of Minutes

- a. January 9, 2024
- b. January 23, 2024 - SPECIAL CALL

A motion was made by M. Johnson, seconded by J. Conwill, to accept both the January 9 and January 23 minutes as submitted. The motion passed 4-0, with 3 members absent.

3. Old Business

- a. *DEFERRED FROM JANUARY* - 100 Winchester Drive/ PIO: 61087028.000 - Marisol Buckley -Request for a residential short-term rental permit

C. Martin presented. W. Norman provided legal documents from the civil case. A motion was made by J. McCormick, seconded by J. Conwill, to accept the documents into the minutes. The motion passed 4-0, with Andy Phelan, Michael Davis, and Kevin O'Connell absent. Marisol Buckley, 6101 Olde Oakview, spoke. Sean Buckley, 6101 Olde Oakview, spoke. A motion was made by J. Conwill, seconded by J. McCormick, to deny the Residential Short-Term Rental application based on documentation of the continued listing of the property with the ability to book for less than 30 days as well as previous discussion of restrictive covenants and subsequent legal activity. The motion passed 4-0, with 3 members absent.

4. New Business

- a. **PUBLIC HEARING:** 1222 Londonderry Lane / PID# 61098230.000 - Merethe Skaug Arneser - Request for a residential short-term rental permit.

A motion was made by M. Johnson, seconded by J. McCormick to go into public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. C. Martin presented the application. M. Hinton asked the Planning Commission

if they had any questions. They didn't. M. Hinton asked if anyone present wanted to speak. Tom Nicholson at 1224 Londonderry spoke against it. Property Manager, Karen Stennis, spoke. Jerry Stumbo, 1224 Wellington Lane, spoke against. A motion was made by M. Johnson, seconded by J. McCormick, to come out of public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. M. Johnson spoke briefly about the differences between long and short-term rentals. M. Hinton asked the Planning Commission if they had any questions. They didn't. A motion was made by M. Johnson, seconded by J. McCormick to recommend approval of a Short-Term Rental Permit. The motion passed 4-0 with Andy Phelan, Michael Davis, and Kevin O'Connell absent.

b. **PUBLIC HEARING:** 296 McCool Street / PID# 61305177.000 - Rhonda Richmond - Request for a residential short-term rental permit.

A motion was made by M. Johnson, seconded by J. McCormick, to go into public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. C. Martin presented the application. M. Hinton asked the Planning Commission if they had any questions. They didn't. M. Johnson spoke briefly about the differences between long and short-term rentals. M. Hinton asked if the applicant wanted to speak. They didn't. M. Hinton asked if anyone present wanted to speak. No one did. A motion was made by M. Johnson, seconded by J. McCormick, to come out of public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. M. Hinton asked the Planning Commission if they had any questions. They didn't. A motion was made by J. Conwill, seconded by J. McCormick to recommend approval of a Short-Term Rental Permit. The motion passed 4-0, with 3 members absent.

c. **PUBLIC HEARING:** 305 Teringo Circle / PID# 61375060.000 - Valerie Lewis - Request for a residential short-term rental permit.

A motion was made by J. McCormick, seconded by M. Johnson, to go into public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. C. Martin presented the application. M. Hinton asked the Planning Commission if they had any questions. They didn't. M. Hinton asked if the applicant wanted to speak. They didn't. M. Hinton asked if anyone present wanted to speak. No one did. A motion was made by J. McCormick, seconded by M. Johnson, to come out of public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. M. Hinton asked the Planning Commission if they had any questions. They didn't. A motion was made by J. Conwill, seconded by J. McCormick, to recommend approval of a Short-Term Rental Permit. The motion passed 4-0, with 3 members absent.

d. **PUBLIC HEARING:** 104 Blue Heron Boulevard / PID# 60127080.050 - Lucas Beebe - Request for a residential short-term rental permit.

A motion was made by J. McCormick, seconded by M. Johnson, to go into public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. C. Martin presented the application. A motion was made by J. Conwill, seconded by M. Johnson, to accept emails from neighbors into the minutes. The motion passed 4-0 with Andy Phelan, Michael Davis, and Kevin O'Connell absent. M. Hinton asked the Planning Commission if they had any questions. They didn't. M. Hinton asked

if the applicant wanted to speak. The applicant spoke briefly. M. Hinton asked if anyone present wanted to speak. No one did. A motion was made by M. Johnson, seconded by J. McCormick, to come out of public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. M. Hinton asked the Planning Commission if they had any questions. They didn't. A motion was made by J. Conwill, seconded by J. McCormick to recommend approval of a Short-Term Rental Permit. The motion passed 4-0, with 3 members absent.

- e. **PUBLIC HEARING:** 108 Hickory Avenue / PID# 61605204.000 - Beth Holland - Request for a residential short-term rental permit.

A motion was made by J. McCormick, seconded by M. Johnson, to go into public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. C. Martin presented the application. M. Hinton asked the Planning Commission if they had any questions. They didn't. M. Hinton asked if the applicant wanted to speak. They didn't. M. Hinton asked if anyone present wanted to speak. No one did. A motion was made by J. McCormick, seconded by M. Johnson, to come out of public hearing. The motion passed 4-0 with Andy Phelan, Michael Davis, and K. O'Connell absent. A motion was made by J. Conwill, seconded by J. McCormick, to recommend approval of a Short-Term Rental Permit. The motion passed 4-0, with 3 members absent.

5. General Public Comment

None

6. Commissioner's Forum

None

7. Adjourn

A motion was made by M. Johnson, seconded by J. McCormick, to adjourn the meeting. The motion passed 4-0, with 3 members absent.

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

**PLANNING COMMISSION REPORT
— PUBLIC HEARING —**

PUBLIC HEARING DATE: Tuesday, March 12, 2024

APPLICANT: Aaron & Jamie Gallagher

LOCATION: 106 Arbor Vista / PID: 61020005.000

REQUESTED ACTION: Residential Short Term Rental Permit

DATE OF APPLICATION: December 18, 2023

ADJACENT ZONING/LAND USE:

Subject Property: R-D, Two-Family Residential District
North, South, East, West: R-D, Two-Family Residential District

DESCRIPTION OF REQUEST:

- Per Ordinance 2015-11, 2018-02, 2021-05, 2021-25, and 2023-07, the application is for a short-term rental permit to allow usage for less than 30 days.
- **Site Location:** the property located in the CITY Zone Area, on the north side of Arbor Vista Drive west of Bechtel Blvd.



FINDINGS:

- **Local Property Manager:** The local property manager resides on Magnolia Bayou Blvd., satisfying the requirement for residency within 2-miles of the city limit.
- **Application:** Submittal is complete and was received prior to the deadline. A copy of the rental agreement is attached for consideration.
- **Homeowner's Association:** On the application form, the applicant verified that this is not a covenant-restricted neighborhood and no covenants have been provided. The applicant has not made the Planning Department aware of any Homeowner's Association.
- **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, zoning requirements. There are no deed restrictions and taxes are current.
- **Fee:** The application fee was provided with the application. The mail-out fee was paid prior to distribution.
- **Notice via Standard Mail:** The notice of public hearing was sent to 75 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.
- **Publication:** Notice of the public hearing was advertised at least 15 days prior to the date of the hearing per ordinance. Additionally, the required yard sign was placed in the yard.
- **Inspection:** The property was inspected for all required elements on 1/18/24 and was approved. Inspection form is attached for review.
- **Maximum Occupancy:** The requested maximum occupancy of 6 was approved by the Fire Marshall during the above referenced inspection.
- **Maximum Number of Vehicles:** The request for a maximum number of 4 vehicles was approved by the Building Official during the above referenced inspection.
- **Guest Rules:** The rules were posted and visible during the property inspection.
- **Code Violation Complaints:** No code violations or police reports were documented for this address in the past 12 months.

FEEDBACK:

None.

SUMMARY:

The application for this property is complete and compliant with the adopted code, and the physical inspection passed. The recommendation is for approval of a Residential Short-Term Rental permit, subject to annual renewal.

ATTACHMENTS as listed above:



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: 11/02/2023

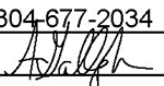
REQUIRED ATTACHMENTS:

FEES: \$501 ~ Application Fee Effective 4/4/23 – \$500 must be paid at the time application is submitted [includes occupancy inspection fee]. ~ **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 MUST BE RENEWED ANNUALLY (\$500 renewal fee) AND ARE NOT TRANSFERRABLE.

REQUIRED: RENTAL PROPTY INFORMATION:

- Address of Rental Property: 106 Arbor Vista Drive, Ocean Springs, MS 39564
- Parcel Identification Number: 4, Arbor Vista Subd Number of bedrooms: 3
- Proposed maximum # guests: 8 Number of existing off-street parking spaces: 4
- Is this property located in a covenant-restricted subdivision? ☐ Yes ☒ No ~ *If yes, a copy of the covenants must be included.*

PROPERTY OWNER – Name: <u>Aaron Gallagher</u>	
Address: <u>4150 Lauderdale Road, Hernando, MS 38632</u>	
Phone No. <u>304-677-2034</u>	Email: <u>aarongallaghertv@gmail.com</u>
OWNER SIGNATURE: <u></u>	
.....	
LOCAL PROPERTY MANAGER – [Must RESIDE within two (2) miles of the OS City Limits]	
Name: <u>Chris Dearman</u>	
Address: <u>805 Magnolia Bayou Blvd, Ocean Springs, MS 39564</u>	
Phone No. <u>847-307-1491</u>	Email: <u>christopherrdearman@gmail.com</u>
Is the Property Manager OR the Owner the best contact for scheduling Inspections? <u>Choose One...</u>	

Owner – initial by each ordinance to indicate receipt:

Copy of Ordinance 2015-11 Received: AG (initials) Copy of Ordinance 2019-19 Received: AG

Copy of Ordinance 2018-02 Received: AG (initials) Copy of Ordinance 2021-25 Received: AG

Copy of Ordinance 2023-07 Received: AG (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)

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Affirmation of Codes/Regulations

I, (print name) Aaron Gallagher, 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: Aaron Gallagher

Parcel ID(s): Parcel 4, Arbor Vista Subdivision

Date Property Acquired: 10/11/2023

Owner's Signature A. Gallagher Date 11/02/2023

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Office Use Only

Date of Inspection: 1/18/24 Result of Occupancy Inspection: PASSED

Maximum Occupancy Determination: 6 (attached)

Maximum Parking Spaces: 4 Permit Renewal Date: _____

PC Public Hearing Date: 3/12/24 BOA Approval Date: _____

ADDRESS: 106 Arbor Vista iWorQ Permit#: 4308



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 Marshal, 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 with 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: 6

- ☒ Proposed # of vehicles: 4

Approved # of vehicles per OSFD: 4

Property Owner: Aaron & Jamie Gallagher
Contact Name: Chris Dearman

Phone #: 228-818-5552
Phone #: 847-307-1491

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Date of Inspection: 1-18-24

COMMENTS: _____

☒ **PASSED**

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

Property Owner: [Signature]

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 MS Press 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 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 the City Hall located at 1018 Porter Avenue Ocean Springs, MS 39564.

Short-Term Rental Applied for: 106 Arbor Vista

Public Hearing Date/Time: Tuesday, March 12, 2024 @ 6pm

Applicant Aaron & Jamie Gallagher

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, December 17, 2019, December 7, 2021, and May 16, 2023. 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 as 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 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 **MUST** reside or have their business physically located 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" required for all hotel activity.
- 5) ***What review has been done by the City?*** The application, a \$500 application fee, and payment for mailing was received. 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 transferrable 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 filed covenants indicate that there are covenants in place. If you are aware of such a restriction in your neighborhood, please notify the Planning Department at 228-875-4415.
- 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.
Email Address: planningadmin@oceansprings-ms.gov

Booking Confirmation

Thank you for choosing Adventure on Arbor for your upcoming vacation! We hope that you enjoy your time here in the beautiful town Ocean Springs.

Our home is located at:

106 Arbor Vista Drive
Ocean Springs, MS 39564

Rental Rules*

CHECK-IN TIME is AFTER 4 P.M. CST AND CHECKOUT is 10:30 A.M. CST.
NO Early Check-in or late checkout are available. We are sorry but we must give the cleaning staff enough time to prepare for the next guests.

SMOKING – This is a NON-SMOKING unit.

PETS -

PETS are permitted in rental units only with prior approval. \$100 per pet fee applies. 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 property owners assume no responsibility for illness or injury that humans or pets may incur while on the premises.

CANCELLATIONS –

A thirty (30) day notice is required for cancellation. Cancellations that are made more than thirty (30) days prior to the arrival date will incur no penalty.

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

MINIMUM STAY – Minimum stays may be required during 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 – Parking is limited to four (4) vehicles. Vehicles are to be parked in designated parking areas only. **Parking on the road is not permitted.** The driveway has space for 2 vehicles. There also is a gravel driveway on the left side of the house with room for 2 vehicles which can be used if needed.

Any illegally parked cars are subject to towing; applicable fines/towing fees are the sole responsibility of the vehicle owner.

STORM POLICY–

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 illness that occurs 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 premise.

Adventure on Arbor Rental Policies

Adventure on Arbor is a vacation 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 thirty days prior to your arrival date to receive a full refund. A 50% refund will be given if cancellation is made at least two weeks prior. If canceling less than two weeks, 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.

Rates/policies are subject to change during high impact periods, festivals, or event weekends & special requests.

Check-in begins at 4:00 PM. Check-out 10:30:00 AM. This gives the cleaning staff adequate time to make sure the property is in great shape for our guests upon their arrival. Due to the need of getting the home ready for the next guest visit, we cannot offer early check-ins or late check-outs.

All use of Adventure on Arbor's amenities are 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 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 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 Tuesdays, for Wednesday 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. A cleaning fee in excess of \$250 is applicable if any evidence of smoking inside the home is discovered upon check-out.

Parking: Please note, there is no on-street parking in Ocean Springs unless explicitly stated. The driveway is long enough for 2 vehicles. There is an additional gravel driveway on the left side of the home where an additional 2 vehicles could park. This allows for a total of 4 vehicles to be safely parked at the residence.

Quiet Hours: We ask that out 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 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 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 Adventure on Arbor! 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,

Property Manager: Chris Dearman

Adventure on Arbor Parking Plan

Adventure on Arbor is a vacation property where every guest reservation is both important and special to us.

Parking:

Driveway

- Please note, there is no on-street parking in Ocean Springs unless explicitly stated. Up to 2 cars can park on the cement driveway in front of the home.

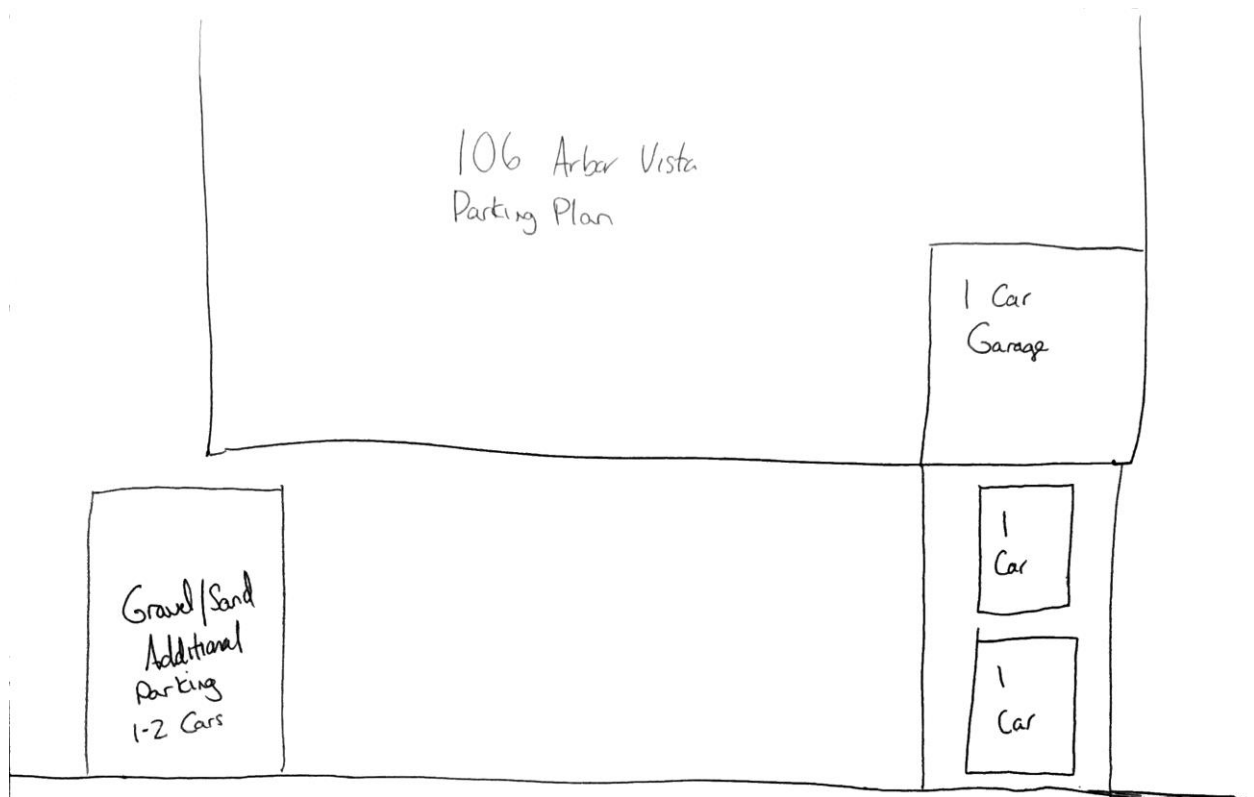
Gravel Driveway

- There is also an additional gravel driveway on the left side of the house that can be used for the parking of 2 additional cars if needed.
- Do not park in the grass at any time.

Thank you for choosing Adventure on Arbor!

Sincerely,

Owners: Aaron and Jamie Gallagher
Property Manager: Chris Dearman



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

**PLANNING COMMISSION REPORT
— PUBLIC HEARING —**

PUBLIC HEARING DATE: Tuesday, March 12, 2024

APPLICANT: Hunter Odom

LOCATION: 808 Desoto #11 / PID: 60119106.050

REQUESTED ACTION: Residential Short Term Rental Permit

DATE OF APPLICATION: December 21, 2023

ADJACENT ZONING/LAND USE:

Subject Property:	RM-2, Multi-family Dwellings
North, East:	CMX-1, Neighborhood Commercial / Mixed Use
South:	RM-2, Multi-family Dwellings
West:	R-2, Single-Family Residential District

DESCRIPTION OF REQUEST:

- Per Ordinance 2015-11, 2018-02, 2021-05, 2021-25, and 2023-07, the application is for a short-term rental permit to allow usage for less than 30 days.
- Site Location: the property located in the DENSITY Zone Area, on the south side of DeSoto Street at Rayburn Avenue.



FINDINGS:

- **Local Property Manager:** The local property manager has an address on Magnolia Bayou Blvd., satisfying the requirement to be located within 2-miles of the city limit.
- **Application:** Submittal is complete and was received prior to the deadline. A copy of the rental agreement is attached for consideration.
- **Homeowner's Association:** On the application form, the applicant verified that while this is a covenant-restricted complex, the covenants provided allow for short-term rentals as documented in the amendment to the covenants filed 9/22/21.
- **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, zoning requirements. There are no deed restrictions and taxes are current.
- **Fee:** The application fee was provided with the application. The mail-out fee was paid prior to distribution.
- **Notice via Standard Mail:** The notice of public hearing was sent to 46 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.
- **Publication:** Notice of the public hearing was advertised at least 15 days prior to the date of the hearing per ordinance. Additionally, the required yard sign was placed in the yard.
- **Inspection:** The property was inspected for all required elements on 1/23/24 and was approved. Inspection form is attached for review.
- **Maximum Occupancy:** The requested maximum occupancy of 6 was approved by the Fire Marshall during the above referenced inspection.
- **Maximum Number of Vehicles:** The request for a maximum number of 3 vehicles was approved by the Building Official during the above referenced inspection.
- **Guest Rules:** The rules were posted and visible during the property inspection.
- **Code Violation Complaints:** No code violations or police reports were documented for this address in the past 12 months.

FEEDBACK:

None.

SUMMARY:

The application for this property is complete and compliant with the adopted code, and the physical inspection passed. The recommendation is for approval of a Residential Short-Term Rental permit, subject to annual renewal.

ATTACHMENTS as listed above:



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: 12/21/23

REQUIRED ATTACHMENTS:

FEES: \$501 ~ **Application Fee** Effective 4/4/23 – \$500 must be paid at the time application is submitted [includes occupancy inspection fee]. ~ **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 MUST BE RENEWED ANNUALLY (\$500 renewal fee) AND ARE NOT TRANSFERRABLE.

REQUIRED: RENTAL PROPERTY INFORMATION:

- Address of Rental Property: 808 Desoto Ave, Unit 11, Ocean Springs, MS 39564
- Parcel Identification Number: 60119106-00050 Number of bedrooms: 2
- Proposed maximum # guests: 6 Number of existing off-street parking spaces: MULTIPLE (3 spaces)
- Is this property located in a covenant-restricted subdivision? ☒ Yes ☐ No ~ If yes, a copy of the covenants must be included.

PROPERTY OWNER – Name: TIGER VALLEY LD, LLC c/o Hunter Odom
Address: 10202 JEFFERSON HWY, BLDG C, BATON ROUGE, LA 70809
Phone No. 225-252-8266 Email: hunter@jhodomlaw.com
OWNER SIGNATURE: [Signature]

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

Name: T Dream Sleepovers, LLC
Address: _____
Phone No. _____ Email: _____

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

OWNER

Owner – initial by each ordinance to indicate receipt:

Copy of Ordinance 2015-11 Received: AS (initials) Copy of Ordinance 2019-19 Received: AS
Copy of Ordinance 2018-02 Received: AS (initials) Copy of Ordinance 2021-25 Received: AS
Copy of Ordinance 2023-07 Received: AS (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) JAMES HUNTINGTON "HUNTER" DDOM, III, 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: TIGER VALLEY LD, LLC

Parcel ID(s): 601191106.000

Date Property Acquired: 12/21/23

Owner's Signature [Signature] Date 12/21/23

Office Use Only

Date of Inspection: 1/23/24 Result of Occupancy Inspection: PASSED
Maximum Occupancy Determination: 6 (attached)
Maximum Parking Spaces: 3 Permit Renewal Date: _____
PC Public Hearing Date: 3/12/24 BOA Approval Date: _____

ADDRESS: 808 Desoto #11 iWorQ Permit#: 4342



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.) | ☒ Adequate garbage receptacles |
| ☒ Emergency Lighting with battery backup | ☒ Smoke detectors in all bedrooms
and hallways. |
| ☒ Address on Building | ☒ Carbon monoxide detectors if there
is gas service. |
| ☒ Breaker Box needs to be labeled | ☒ Identified # of Bedrooms: <u>2</u> |
| ☒ Outlet and switch plate covers need to be
installed. (GFCI Circuits within 6 ft. of
water source) | ☒ Proposed # of Guests: <u>6</u> |
| ☒ No exposed wiring | Approved # of Guests per OSFD: <u>6</u> |
| ☒ Adequate emergency egress | ☒ Proposed # of vehicles: <u>3</u> |
| ☒ Operable windows in sleeping areas | Approved # of vehicles per OSFD: <u>3</u> |
| ☒ Guest rules (noise, garbage, etc.) must be
visibly posted. | |

Property Owner: Hunter Odom Phone #: 225-252-8266
Contact Name: Hunter Odom Phone #: 225-252-8266

.....
Date of Inspection: 1-23-24

COMMENTS: _____

☒ **PASSED**

Building Official: [Signature] Fire Marshall: [Signature]
Property Owner: [Signature]

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 MS Press 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 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 the City Hall located at 1018 Porter Avenue Ocean Springs, MS 39564.

Short-Term Rental Applied for: 808 Desoto #11

Public Hearing Date/Time: Tuesday, March 12, 2024 @ 6pm

Applicant Hunter Odom

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, December 17, 2019, December 7, 2021, and May 16, 2023. 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 as 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 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 **MUST** reside or have their business physically located 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" required for all hotel activity.
- 5) ***What review has been done by the City?*** The application, a \$500 application fee, and payment for mailing was received. 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 transferrable 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 filed covenants indicate that there are covenants in place. If you are aware of such a restriction in your neighborhood, please notify the Planning Department at 228-875-4415.
- 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.

Email Address: planningadmin@oceansprings-ms.gov

Please note you must email a copy of your photo ID to infoatddp@gmail.com before you will receive your confirmation and arrival info.

Rental Agreement

The policies and procedures of Dunn Deal Properties & Vacation Rentals, LLC (DDP&VR) are designed to ensure that we give both you and our owners the best service possible. **Please read them carefully. If you have any questions, you can call us at (888) 712-7336 or e-mail us at: Staceydunnddp@gmail.com**

Reservations and/or Deposit Requirements: A Reservation Deposit equal to 35% of the Total Amount Due is required at booking to confirm your reservation. Your Reservation Deposit may be made by Visa, Master Card, American Express or Discover. This reservation deposit will be applied towards your Rental Fee. Payments: Short Term Reservations (less than 90 days): The total balance for all short-term reservations is due thirty (30) days prior to the check-in date. Long Term Reservations (90 days or longer): The total balance for the first month's rent for all long-term reservations is due thirty (30) days prior to the check-in date. For reservations sixty (60) days or longer, the second month's rent is due upon check-in. Your balance will be charged to the credit card given for deposit unless you notify the office of another form of payment. The balance due may be made by Visa, Master Card, American Express or Discover. Rental rates are subject to Mississippi State and local taxes. (12%)

Cancellations/Refund Policies: A cancellation fee of \$150.00 is assessed for all cancellations. All reservations cancelled thirty (30) days or more prior to your check-in date will receive a refund of the Reservation Deposit, less the cancellation fee of \$150.00. There are no refunds for cancellations within 30 days of arrival date. All reservations not paid prior to thirty (30) days of your check-in date will be cancelled and all advance payments will be forfeited. We do not refund travel insurance. No refunds are issued for cancellations or early departures due to inclement weather or personal circumstances inside the cancellation date range. Nor do we provide refunds for unforeseen developments such as illnesses, mandatory hurricane evacuations, and similar events that can affect your trip. We strongly suggest you view the details of the CSA Travel Insurance.

Travel Insurance: Vacation Rental Insurance has been made available with your reservation. Vacation Rental Insurance provides coverage for prepaid, non-refundable expenses due to certain unforeseeable circumstances that may jeopardize your vacation investment and force you to incur unplanned expenses. We strongly recommend you purchase this valuable protection. Separate terms and conditions apply, read your Description of Coverage/Policy carefully and contact CSA at (866) 999-4018 with coverage questions. <http://www.csatravelprotection.com/certpolicy.do?product=G-330CSA>

Falsified Reservations: Any reservation obtained under false pretense will be subject to forfeiture of reservation deposit, and/or balance of rental payment. Guest will not be permitted to check-in or will be evicted per Mississippi Code of 1972, section 75-73-13. <http://www.mscode.com/free/statutes/75/073/0013.htm> Minimum Stay: Two- night reservation depending on property rules.

Departure Cleaning Fees: A departure cleaning fee is required for all reservations and is paid at the time of booking. Our cleaning includes the stripping, washing and remaking of the beds with fresh linens, dusting, vacuuming, and mopping of floors, cleaning, and sanitizing bathrooms. *If additional cleaning is required after your check-out, you will be charged an additional fee of up to \$150.00.*

Rental Damages: As a part of your stay, you may purchase a Vacation Rental Damage Protection plan designed to cover unintentional damages to the rental unit interior that occur during your stay provided they must be disclosed to management prior to check-out. The cost of the plan is \$85.00. If purchased, the policy will pay a maximum benefit of \$1,500.00. Any damages that exceed \$1,500.00 will not be covered under the plan will be charged to the credit card on file. Full details of the Vacation Rental Damage coverage are contained in www.vacationrentalinsurance.com. The Vacation Rental Damage plan can be purchased at the time of booking. By submitting payment for this plan, you authorize and request CSA Travel Protection and Insurance Services to directly pay Dunn Deal Properties & Vacation Rentals, LLC any amount payable under the terms and conditions of the Vacation Rental Damage.

Confirmation: We will e-mail a confirmation of your reservation upon receipt of the reservation deposit and processing fee. *Please review the confirmation carefully to verify the property rented, the dates of the rental, the applicable charges, and any special notes.*

Unit Assignments: We reserve the right to substitute comparable accommodations without notice or liability should the reserved unit be out of order, or not available for any reason. If your condominium is For Sale, 24 hours' notice will be given to our vacationers with viewing instructions. If you are interested in purchasing any of the condominiums on the MS Gulf Coast, please contact Stacey Dunn for all your sales questions. (888) 712-7336

Check In/out: Check-in begins at 4:00 p.m. & Check-out is at 10:00 a.m. This ensures housekeeping has time to clean the unit as you found it before the next guest arrives. Cleanliness is #1 priority. Unscheduled late check outs will be charged an additional day. It is especially important to leave everything as you found it. *Fees for Missing Items: • Key Fobs and/or Swipe Cards - \$75.00 • Garage Door Opener - \$130.00 • Keys - \$25.00.* At check-out please leave all the keys via the lock box your retrieved them from, parking passes, and wrist bands where you found them. Be sure to use the lock box key to lock the door on your way out. Do not forget to place the key back in the lockbox. *A \$150.00 fee will be applied if the locks need to be changed.* Requests for late check-outs are only allowed on the day prior to departure. Contact us for late check out info.

Lock Out: In the event a guest becomes locked out after hours, a \$125.00 service fee will be charged and *must be paid in cash at the time of arrival.*

Emergencies: Please contact on site security, or dial 911

Maintenance: Please report any damages or malfunction of equipment to the rental company as soon as possible. Failure to do so may incur some liability to the guest. Unfortunately, no compensation can be given for temporary outage of electricity, gas, water, and cable or telephone service that are beyond

our control. Outages will be reported immediately, and all efforts will be made to have them restored as soon as possible. The operation and maintenance of these utilities is out of the control of DDP&VR. Appliances, air conditioners, hot tubs/Jacuzzis are not guaranteed, and refunds cannot be given for failure or breakdown. DDP&VR will attempt to repair or replace these items quickly during your stay. Items left in unit: DDP&VR is not responsible for items left behind. We will do our best to contact you if we find any valuables, but please contact us as soon as you discover a lost item(s) so we can immediately start looking for it.

Guest Responsibilities:

- Removing all food from the refrigerator/freezer and turn off icemaker
- Ensuring all pots are cleaned, and soiled dishes, glassware and silverware are placed in the dishwasher and start the cleaning cycle.
- Placing all debris, garbage, and discards in the appropriate locations on the property.
- Leaving unit in a neat condition and furniture arranged as you found it.
- Making sure that no items are missing from the unit.
- Setting the thermostat to 74 degrees upon departure and no lower than 71 while occupying.
- Closing and locking all doors and windows.

Inspections: All of our condominiums are inventoried and inspected after each occupancy.

Occupancy: It is especially important that the total number of persons allowed in the property, including children is restricted to six (6) persons. Additional Fees up to \$500.00 will be assessed for overcrowding of the condominium. These numbers are governed by the local fire code. In the event of an emergency, it is especially important that we know who, and where our guests are. We are serious about maintaining a family friendly atmosphere for the quiet enjoyment of our guests. DDP&VR will not rent to anyone under 25 years of age. Guests under 25 years of age must be accompanied by an adult. Absolutely no loud parties or illegal activities are allowed. DDP&VR reserves the right to enter the rental property anytime to investigate disturbances, occupancy and/or damage. Any violators will be evicted without refund. Proper Identification may be required at booking. Mississippi Code of 1972, section 75-73-13

Towels and Supplies: Linens and bath towels are provided and are not to be taken from the unit. Should you desire to use a towel while at the beach or pool(s), we suggest you bring a beach towel. *Additional charges will be applied to anyone who removes or stains the linens.* Please do not wash our linens with colors or other clothing as additional fees will be applied.

Furnishings: You are renting a privately-owned condominium. It has been decorated and equipped to satisfy the tastes and desires of the owner. Please be considerate of the belongings of the owners and the people who will be renting this condominium after you. Please do not rearrange the furniture, take any items outside that are part of the interior décor, or move any furnishings or kitchen items to another unit. The condominium descriptions were correct at the time of posting, but subsequent owner renovations may have resulted in changes. Although every effort has been made for accuracy, DDP&VR is not responsible for errors in this publication for property changes made by owners or for any condition beyond our control upon arrival. Rental agent represents property to the best of his/her ability and assumes no liability for errors or omissions.

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Grilling: Fire department regulations prohibit the use of any open flame grills on all decks, porches, and balconies. This rule is strictly enforced. Some complexes have communal area grills for guest's use.

Water Features: Renters agree to release and hold harmless DDP&VR and owner(s) from all liability relating to water features, i.e., swimming pools, hot tubs, bayous or Gulf access. Further, they agree to indemnify DDP&VR and the owner(s) from any liability, causes of action, and to be responsible for defending DDP&VR and said owner(s). Please check the Pool Hours at the property you will be staying. Each property has different Pool Hours. All children under the age of twelve (12) must be always accompanied by an adult. No glass is allowed in any pool area.

Balcony: The hanging of bathing suits, towels or clothing upon balcony railings is not permitted. Please do not throw anything from balcony.

Pets: Unless your unit is a pet friendly unit and a pet fee has been paid in advance, any evidence of a pet(s) found in your unit or on the premises, will result in your being asked to vacate immediately with no refund of rent. Guest may also be charged an additional \$200 to \$600 (Deep-Cleaning Fee) depending on the size of the rental unit.

Service Animals: We ask that if you are bringing a service animal to let us know so we can notify the property you are staying at. That way we can ensure they know it's ok for your pet to be there and no questions asked.

No-Smoking: Smoking is prohibited inside all our properties. If any evidence of smoking is found in condominium, guest will be charged an additional \$200 to \$600 (Deep-Cleaning Fee) depending on the size of the rental unit or if the property has their own fines, you'll be subject to their terms.

Parking: Please Park in designated parking areas only. This property only allows three (3) vehicles, and no boats, jet skis or RV's. Fireworks: The use of fireworks is prohibited on all our vacation properties. Local City ordinances and fire code prohibit the use of fireworks on beaches, buildings, or grounds.

Mail: All mail must be delivered to the main office on site, or to our local Post Office.

Agency Disclosure: DDP&VR is the agent of the property owner and is always acting, in and for the best interest of the Client-Owner(s). DDP&VR will treat all customers/guests with honesty and fair dealings. Guest understands that security may not be provided at some of the properties. Neither DDP&VR nor the owner(s) are liable for injury, damage, violence or otherwise that might happen to the guest while at a property. Agent will not be held responsible for acts of theft, vandalism or damages to the owner or guest's individual property. By providing the credit card number to DDP&VR, I agree that the conditions and information contained in this rental policy have been read carefully and have been accepted by me on behalf of all members of my party and agree to abide by such conditions and limitations. Finally, we want to thank you for choosing DDP&VR to provide you with all your vacation needs. Please feel free to check out our website at www.vacationsgulfcoast.com

Thank you for choosing to stay with us. We look forward to having you.

Please note you must email a copy of your photo ID to infoatddp@gmail.com before you will receive your confirmation and arrival info.

HOUSE RULES

1. Please, only three (3) vehicles are allowed to park on the premises, and such vehicles must be parked in designated areas.
2. Please, a maximum of six (6) guests are permitted in the unit.
3. Please, no smoking allowed.
4. Please, no pets allowed.
5. Please respect check-in and check-out times.
6. Please take extra care of your keys. Lost keys incur a replacement fee.
7. Please take care of the furnishings. You have to pay for damages that exceed the security deposit.
8. Please place all dirty dishes in the sink upon departure.
9. Please put all trash in the trash bins upon departure.
10. No illegal substances allowed on the premises.
11. Please keep noise to a respectful volume, and note the city noise ordinance 2012-04 below.
12. Have fun!

FINDINGS:

- **Local Property Manager:** The local property manager has an office on Porter Avenue, satisfying the requirement to be located within 2-miles of the city limit.
- **Application:** Submittal is complete and was received prior to the deadline. A copy of the rental agreement is attached for consideration.
- **Homeowner's Association:** On the application form, the applicant verified that this is not a covenant-restricted neighborhood and no covenants have been provided. The applicant has not made the Planning Department aware of any Homeowner's Association.
- **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, zoning requirements. There are no deed restrictions and taxes are current.
- **Fee:** The application fee was provided with the application. The mail-out fee was paid prior to distribution.
- **Notice via Standard Mail:** The notice of public hearing was sent to 56 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.
- **Publication:** Notice of the public hearing was advertised at least 15 days prior to the date of the hearing per ordinance. Additionally, the required yard sign was placed in the yard.
- **Inspection:** The property was inspected for all required elements on 2/01/24 and was approved. Inspection form is attached for review.
- **Maximum Occupancy:** The requested maximum occupancy of 6 was approved by the Fire Marshall during the above referenced inspection.
- **Maximum Number of Vehicles:** The request for a maximum number of 4 vehicles was approved by the Building Official during the above referenced inspection.
- **Guest Rules:** The rules were posted and visible during the property inspection.
- **Code Violation Complaints:** No code violations or police reports were documented for this address in the past 12 months.

FEEDBACK:

None.

SUMMARY:

The application for this property is complete and compliant with the adopted code, and the physical inspection passed. The recommendation is for approval of a Residential Short-Term Rental permit, subject to annual renewal.

ATTACHMENTS as listed above:



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: _____

REQUIRED ATTACHMENTS:

FEES: \$501 ~ Application Fee Effective 4/4/23 – \$500 must be paid at the time application is submitted [includes occupancy inspection fee]. ~ 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 MUST BE RENEWED ANNUALLY (\$500 renewal fee) AND ARE NOT TRANSFERRABLE.

REQUIRED: RENTAL PROPRTY INFORMATION:

- Address of Rental Property: 320 MAGNOLIA AVE OCEAN SPRINGS, MS 39564
- Parcel Identification Number: 6101106.000 Number of bedrooms: 3
- Proposed maximum # guests: 6 Number of existing off-street parking spaces: 4
- Is this property located in a covenant-restricted subdivision? ☐ Yes ☒ No ~ If yes, a copy of the covenants must be included.

PROPERTY OWNER – Name: <u>GARY TUCKER</u>	
Address: <u>727 - C MAEN ST. HUNTINGTON BEACH CA 92648</u>	
Phone No. <u>949.892.3021</u>	Email: <u>garytucker@gmail.com</u>
OWNER SIGNATURE: <u>[Signature]</u>	
LOCAL PROPERTY MANAGER – [Must RESIDE within two (2) miles of the OS City Limits]	
Name: <u>RAIN RESIDENTIAL (CINDY ZINLOTT)</u>	
Address: <u>401 PORTER AVE OCEAN SPRINGS, MS 39564</u>	
Phone No. <u>228.990-6418</u>	Email: <u>cindy@rain</u>
Is the <u>Property Manager</u> OR the Owner the best contact for scheduling Inspections? <u>Choose One...</u>	

Revised 06/16/2023

1 | Page

Owner – initial by each ordinance to indicate receipt:

Copy of Ordinance 2015-11 Received: _____(initials) Copy of Ordinance 2019-19 Received: _____

Copy of Ordinance 2018-02 Received: _____(initials) Copy of Ordinance 2021-25 Received: _____

Copy of Ordinance 2023-07 Received: _____(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) GARY TUCKER, 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: GARY TUCKER

Parcel ID(s): 61011106.000

Date Property Acquired: 8/16/22

Owner's Signature Gary Tucker Date 9/18/23

.....
Office Use Only

Date of Inspection: 2/01/24

Result of Occupancy Inspection: PASSED

Maximum Occupancy Determination: 6

(attached)

Maximum Parking Spaces: 4

Permit Renewal Date: _____

PC Public Hearing Date: 3/12/24

BOA Approval Date: _____

ADDRESS: 320 Magnolia Avenue iWorQ Permit#: 3675



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 with 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: 6

☒ Proposed # of vehicles: 4

Approved # of vehicles per OSFD: 4

Property Owner: Gary Tucker
Contact Name: Cindy (Rain Residential)

Phone #: 949-892-3021
Phone #: 228-990-6418

.....
Date of Inspection: 2-1-24

COMMENTS: _____

☒ **PASSED**

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

Property Owner: [Signature]

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 MS Press 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 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 the City Hall located at 1018 Porter Avenue Ocean Springs, MS 39564.

Short-Term Rental Applied for: 320 Magnolia Avenue
Public Hearing Date/Time: Tuesday, March 12, 2024 @ 6pm
Applicant Gary Tucker
Local Contact Cindy Zirlott (Rain Residential)

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, December 17, 2019, December 7, 2021, and May 16, 2023. 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 as 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 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 **MUST** reside or have their business physically located 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" required for all hotel activity.
- 5) ***What review has been done by the City?*** The application, a \$500 application fee, and payment for mailing was received. 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 transferrable 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 filed covenants indicate that there are covenants in place. If you are aware of such a restriction in your neighborhood, please notify the Planning Department at 228-875-4415.
- 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.

Email Address: planningadmin@oceansprings-ms.gov

AIRBNB RENTAL AGREEMENT

- I. **THE PARTIES.** This Airbnb Rental Agreement ("Agreement") made on _____, 20____ between the following:

TENANT: _____, with a mailing address of _____ ("Tenant"), and

LANDLORD: _____, with a mailing address of _____ ("Landlord").

- II. **THE PREMISES.** The Landlord agrees to lease the described property below to the Tenant, and the Tenant agrees to rent from the Landlord:

a.) Mailing Address: 320 Magnolia Ave Ocean Springs, MS 39564.

b.) Residence Type: ☐ Apartment ☒ House ☐ Condo ☐ Other: _____

c.) Bedroom(s): 3

d.) Bathroom(s): 1.5

e.) Other: _____.

Hereinafter known as the "Premises."

- III. **LEASE TERM.** The Tenant shall have access to the Premises under the terms of this Agreement for the following time period: (check one)

☐ - **Fixed Term.** The Tenant shall be allowed to occupy the Premises starting _____, 20____ at ____: ____ ☐ AM ☐ PM and ending _____, 20____ at ____: ____ ☐ AM ☐ PM ("Lease Term").

☐ - **Month-to-Month Lease.** The Tenant shall be allowed to occupy the Premises on a month-to-month arrangement starting on _____, 20____, and ending upon notice of ____ days from either Party to the other Party ("Lease Term").

- IV. **QUIET HOURS.** The Landlord requires: (check one)

☐ - **No Quiet Hours.** There are no quiet hours. However, the Tenant must reside on the Premises with respect to the quiet enjoyment of the surrounding residents.

☒ - **Quiet Hours.** Quiet hours begin at 11:00 ☐ AM ☒ PM each night and continue until sunrise. Quiet hours consist of no music and keeping all audio at a minimum level out of respect for the surrounding residents.

- V. **OCCUPANTS.** The total number of individuals staying on the Premises during the Lease Term shall be a total of 6 guests.

If more than the authorized number of guests listed above are found on the Premises, this Agreement will be subject to termination by the Landlord.

- VI. **RENT.** The Tenant shall pay the Landlord:

☐ - **Fixed Amount.** The Tenant shall be required to pay the Landlord \$_____ for the Lease Term ("Rent"). The Rent is due at the execution of this Agreement.

☐ - **Monthly Amount.** The Tenant shall be required to pay the Landlord \$_____ in equal monthly installments for the Lease Term ("Rent") and due on the ____ of each month under the following instructions:

First (1st) month's rent is due at the execution of this Agreement.

- VII. **UTILITIES.** The Landlord shall be responsible for all utilities and services to the Premises EXCEPT for the following: none

- VIII. **SECURITY DEPOSIT.** The Tenant shall be obligated to pay the following amounts upon the execution of this Agreement: (check one)

☐ - **No Security Deposit:** There is no deposit required for the security of this Agreement ("Security Deposit").

☒ - **Security Deposit:** \$200 ("Security Deposit"). The Security Deposit is for the faithful performance of the Tenant under the terms and conditions of this Agreement. The Tenant must pay the Security Deposit at the execution of this Agreement. The Security Deposit shall be returned to the Tenant within the State's requirements after the end of the Lease Term less any itemized deductions. This Security Deposit shall not be credited towards any Rent unless the Landlord gives their written consent.

- IX. **PETS.** The Landlord: (check one)

☒ - **Does Not Allow Pets:** There are no pets allowed on the Premises. If the Tenant is found to have pets on the Premises, this Agreement and any Security Deposit shall be forfeited.

☐ - **Allows Pets:** The Tenant shall have the right to have ____ pet(s) on the Premises with a maximum limit of ____ pounds per pet. For the right to have pet(s) on the Premises, the Landlord shall charge a fee of \$_____ that is ☐ non-refundable ☐ refundable unless there are damages related to the pet. The Tenant is responsible for all damage that

any pet causes, regardless of the ownership of said pet, and agrees to restore the Premises to its original condition at their expense.

X. **PARKING.** The Landlord: (check one)

☐ - **Shall provide** 3 parking space(s) to the Tenant for a fee of \$0 to be paid ☐ at the execution of this Agreement ☐ on a monthly basis in addition to the rent. The parking space(s) are described as:
[DESCRIBE PARKING SPACES]

☐ - **Shall NOT** provide parking.

XI. **FEES.** The Landlord requires the Tenant pays the following fees at the execution of this Agreement: (check all that apply)

☐ - **Cleaning Fee:** \$75

☐ - **Taxes:** \$ _____

☐ - **Other.** _____ \$ _____

☐ - **Other.** _____ \$ _____

XII. **PARTY CLEANUP.** If the Premises qualifies for a "deep clean" due to the amount of "wear and tear" from a party or large gathering, a fee of \$300 ("Party Cleanup Fee") shall be charged at the end of the Lease Term. The Party Cleanup Fee may be deducted from the Security Deposit.

XIII. **SMOKING POLICY.** Smoking on the Premises is: (check one)

☐ - **Prohibited.**

☐ - **Permitted ONLY** in the following areas: Outdoors

XIV. **PERSON OF CONTACT.** The Landlord: (check one)

☐ - **Does** have a manager on the Premises that can be contacted for any maintenance or repair at:

Agent/Manager's Name: _____

Telephone: (____) ____ - _____

E-Mail: _____

☒ - **Does not** have an agent/manager on the Premises, although the Landlord can be contacted for any emergency, maintenance, or repair at:

Landlord's Name: Manager - Rain Residential

Telephone: (228) 875 - 4499

E-Mail: cindy@raindev.com

XV. **SUBLETTING.** The Tenant: (check one)

- ☐ - **Has** the right to sublet the Premises. Each subtenant is: (check one)
- ☐ required to be approved by the Landlord prior to occupancy.
 - ☐ not required to be approved by the Landlord.

☒ - **Does not** have the right to sublet the Premises.

XVI. **MOVE-IN INSPECTION.** Before, at the time of the Tenant accepting possession, or shortly thereafter, the Landlord and Tenant shall: (check one)

☒ - **Inspect** the Premises and write any present damages or needed repairs on a move-in checklist.

☐ - **Shall not** inspect the Premises or complete a move-in checklist

XVII. **INSPECTION.** The Landlord has the right to inspect the Premises with prior notice as in accordance with State law. Should the Tenant violate any of the terms of this Agreement, the rental period shall be terminated immediately in accordance with State law. The Tenant waives all rights to process if they fail to vacate the premises upon termination of the rental period. The Tenant shall vacate the Premises at the expiration time and date of this agreement.

XVIII. **MAINTENANCE AND REPAIRS.** The Tenant shall maintain the Premises in a good, clean, and ready-to-rent condition and use the Premises only in a careful and lawful manner. The Tenant shall leave the Premises in a ready to rent condition at the expiration of this Agreement, defined by the Landlord as being immediately habitable by the next tenant. The Tenant shall pay for maintenance and repairs should the Premises be left in a lesser condition. The Tenant agrees that the Landlord shall deduct costs of said services from any Security Deposit prior to a refund if Tenant causes damage to the Premises or its furnishings.

XIX. **TRASH.** The Tenants shall dispose of all waste material generated during the Lease Term under the strict instruction and direction of the Landlord.

XX. **QUIET ENJOYMENT.** The Tenant, along with neighbors, shall enjoy each other's company in a quiet and respectful manner to each other's enjoyment. The Tenant is expected to behave in a civilized manner and shall be good neighbors with any residents of the immediate area. Creating a disturbance of the area by large gatherings or parties shall be grounds for immediate termination of this Agreement.

- XXI. **LANDLORD'S LIABILITY.** The Tenant and any of their guests hereby indemnify and hold harmless the Landlord against any and all claims of personal injury or property damage or loss arising from the use of the Premises regardless of the nature of the accident, injury or loss. The Tenant expressly recognizes that any insurance for property damage or loss which the Landlord may maintain on the property does not cover the personal property of Tenant and that Tenant should purchase their own insurance for their guests if such coverage is desired.
- XXII. **ATTORNEY'S FEES.** The Tenant agrees to pay all reasonable costs, attorney's fees, and expenses that shall be made or incurred by the Landlord enforcing this agreement.
- XXIII. **USE OF PREMISES.** The Tenant shall use the Premises for residential use only. The Tenant is not authorized to sell products or services on the Premises or conduct any commercial activity.
- XXIV. **ILLEGAL ACTIVITY.** The Tenant shall use the Premises for legal purposes only. Any other such use that includes but is not limited to illicit drug use, verbal or physical abuse of any person or illegal sexual behavior shall cause immediate termination of this Agreement with no refund of pre-paid Rent.
- XXV. **POSSESSIONS.** Any personal items or possessions that are left on the Premises are not the responsibility of the Landlord. The Landlord shall make every reasonable effort to return the item to the Tenant. If claims are not made within the State's required time period or two (2) weeks, whichever is shorter, the Landlord shall be able to keep such items to sell or for personal use.
- XXVI. **GOVERNING LAW.** This Agreement shall be governed and subject to the laws located in the jurisdiction of Premise's location.

Landlord's Signature: _____ **Date:** _____

Print Name: _____

Tenant's Signature: _____ **Date:** _____

Print Name: _____

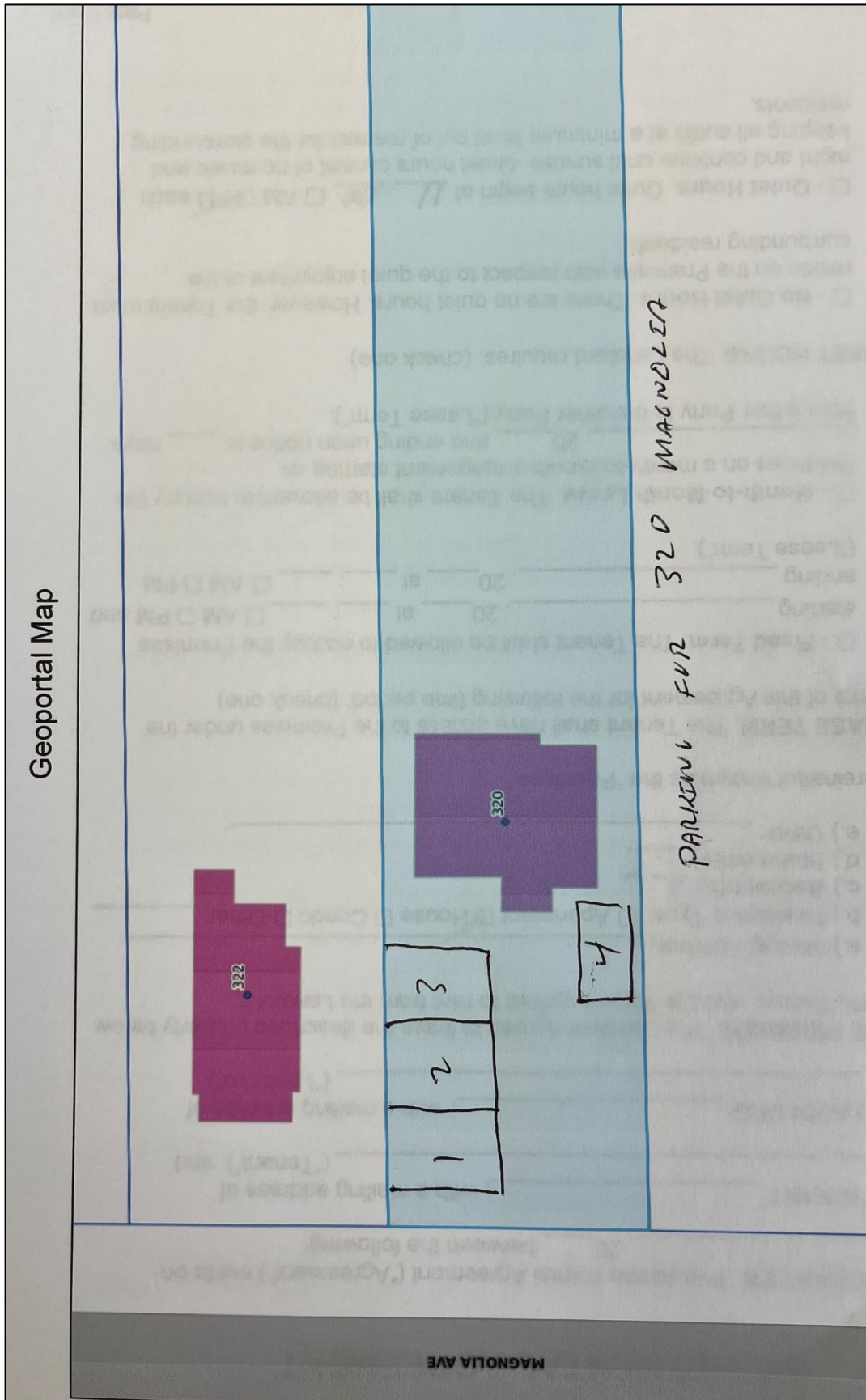
Tenant's Signature: _____ **Date:** _____

Print Name: _____

Rental Rules

1. Maximum occupancy is six persons.
2. Maximum vehicles allowed on premises is three.
3. In accordance with Ocean Springs ordinance number 2012-04 regulating sound by commercial establishments, quiet time is from 11:00 pm until 8:00 a.m.
4. In order to facilitate trash disposal by the cleaning crew, please place all trash in the bags provided.

Thank you.



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

PLANNING COMMISSION REPORT — PUBLIC HEARING —

PUBLIC HEARING DATE: March 12, 2024

APPLICANT(S): City of Ocean Springs Community Development and Planning Department

REQUEST: Amendments to the Unified Development Code (UDC) for the City of Ocean Springs, Mississippi amending the following sections and chapters:

1. **Amendment to Chapter 3, section 3.6.3.G, Historically Platted Non-conforming Lots**, regarding the requirement for planning commission review and Board of Aldermen approval of home construction on historically platted non-conforming lots.
2. **Amendment to Chapter 3, Table 3.2B, Dimensional Standards for Mixed Use and Non-residential Zoning Districts**, regarding the building setback requirement in commercial zoning districts.
3. **Amendment to Chapter 3, Table 3.6, Land Use Matrix**, to include public marina and accessory uses as permitted uses in the PUB and CP districts.
4. **Amendment to Chapter 4, Table 4.2, Applicability of Landscape Standards by Base Zoning District**, to include buffer requirements for the CMX-1 and CMX-2 districts.
5. **Amendment to Chapter 4, Section 4.7.2, Parking Area Locations**, regarding shared parking allowances.
6. **Amendment to Chapter 2, Section 22, Subdivision Final Plat**, regarding ownership and maintenance responsibility of stormwater infrastructure.
7. **Amendment to Chapter 5, section 5.9, Stormwater Drainage Collection Systems and section 5.10, Stormwater Management**, to correct inaccurate references.
8. **Amendment to Chapter 7, Rules of Construction and Definitions**, to add a definition of "Dwelling, Single-family attached".

DESCRIPTIONS OF PROPOSED AMENDMENTS:

The UDC was initially adopted by the Board of Aldermen on March 26, 2019, and re-adopted on December 7, 2021. As part of the implementation of the code, the Planning Department staff reviews the regulations and processes of the UDC for inconsistencies, unclear requirements, sections that need improvement and changes in the community. The staff periodically brings amendments to correct these found issues to the Planning Commission (PC) and Board of Aldermen (BOA). The full text of the proposed amendments is attached to this report. Summaries of each one follow:

1. Amendment to Chapter 2, Section 2.45 and Chapter 3, section 3.6.3.G, Historically Platted Non-Conforming Lots, regarding the requirement for planning commission and Board of Aldermen approval of home construction on historically platted non-conforming lots.

The UDC requires a property owner who intends to build a dwelling on a vacant, non-conforming lot must first obtain a recommendation from the Planning Commission and then approval from the Board of Mayor and Aldermen before applying for a Building Permit. Non-conforming lots are ones that are either below the minimum lot area or minimum lot width required by the zoning district. The properties that have gone through this process to date have typically not generated the concern of negative impact and/or controversy. The amendment will remove the requirement for Planning Commission and Board of Aldermen approval, and instead allow development through the standard Building Permit process. Any reduction in building setback distances will still require an application for a variance.

2. Amendment to Table 3.2B, Dimensional Standards for Mixed Use and Non-residential Zoning Districts, in Chapter 3 regarding the building setback requirement in commercial zoning districts.

This amendment removes the footnote that requires a maximum building setback in commercial districts. Currently, a minimum of 80% of a new commercial building is required to be located on or near the front minimum setback line. The amendment will require new commercial buildings to meet minimum, but not maximum, setback distances. An amendment in 2020 (2020-04) removed maximum setback distances in the CMX-1 and CMX-2 districts but did not remove the footnote.

3. Amendment to Chapter 3, Table 3.6 Land Use Matrix to include public marina and accessory uses as permitted uses in the PUB and CP districts.

This amendment adds a “public marina and accessory uses” as a new use to be permitted by right in the Public (PUB) and Commercial-Public (CP) zoning districts. The amendment will facilitate these activities on appropriate, publicly-zoned property.

4. Amendment to Table 4.2, Applicability of Landscape Standards by Base Zoning District, in Chapter 4 to include buffer requirements for the CMX-1 and CMX-2 districts.

This amendment corrects the table that lists the landscaping requirements by zoning district. An omission from this table is covered within the text of Chapter 4, section 10 which requires landscaping between commercial and residential uses. This amendment will make the table match the existing text.

5. Amendment to Chapter 4, Section 4.7.2, Parking Area Locations, regarding shared parking allowances.

This amendment corrects what appears to be a grammatical error in the text. The regulations as written will not allow a small reduction in the number of parking spaces to accommodate sharing those spaces between nearby businesses.

6. Amendment to Chapter 2, Section 22, Subdivision Final Plat, regarding ownership and maintenance responsibility of stormwater infrastructure.

The Mississippi Department of Environmental Quality recently evaluated Ocean Springs’ stormwater management program. One of that report’s criticisms of the City was the need for a statement to be required on subdivision plats that states that detention/retention ponds and similar stormwater management areas are the responsibility of a homeowners’ association or the developer. The text below is to be included as a note on future subdivisions.

vii. The following note - Any detention or retention pond, common area, landscaped area or erosion control measures shall not be owned nor maintained by the City of Ocean Springs but shall be owned and maintained by the homeowners' association or, if there is no homeowners' association, by the aggregate lot owners.

7. **Amendment to Chapter 5, section 5.9, Stormwater Drainage Collection Systems and section 5.10, Stormwater Management**, to correct inaccurate references.

There are some references to other sections of the UDC that are incorrect and links to documents on the internet that no longer work. These references to specific sections are being deleted and replaced by references to the appropriate heading or topic.

Chapter 5, section 5.9, Stormwater Drainage Collection Systems -

- H. Storm drainage improvements will consist of adequate pipes, catch basins and curb inlets, grassed swales, retention areas or other green infrastructure improvements as detailed in the State of Mississippi Manual, *Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas*. This manual is available for review at the City of Ocean Springs Building Department and is online at the Mississippi Department of Environmental Quality website. Corrugated metal will not be acceptable. Only existing natural drains that already run through the development may be reutilized in the overall subdivision drainage plan unless a special variance is granted by the mayor and board of aldermen after review and findings by the planning commission. However, swales, as defined **in the Definitions of this Code** ~~in Section 5.6.10~~, may be used where geography and soil conditions permit.

section 5.10.7, Stormwater Management – Erosion/Sediment Control Standards and Requirements

- A. Prior to the final approval of the plat of any subdivision, or to commencement of construction upon any lot or parcel of land that meets the requirements outlined ~~in by the Section 2.34~~ *Land Disturbance Permit for Stormwater Management* **regulations of this UDC**, the owners of the property being subdivided or upon which construction is being commenced shall, at such owner's cost, prepare a detailed drainage report and construction plan for the installation of all stormwater facilities required for such subdivision or lot. This plan will include any off-site facilities required to convey stormwater to existing drains, channels, streams, detention ponds or to other points, all in conformity with the SWPPP on file.
- D. The above requirement shall be accomplished through a combination of the following practices, which are defined in the publication *Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas* prepared by the Mississippi Department of Environmental Quality (MDEQ), the Mississippi Soils and Water Conservation Commission (MSWCC) and the USDA Soil Conservation Service. This publication identifies BMPs acceptable to the City of Ocean Springs for the prevention, treatment and control of nonpoint sources of pollution. This manual is available for review at the City of Ocean Springs Building Department and is online at <http://deg.state.ms.us>.
8. **Amendment to Chapter 7, Rules of Construction and Definitions**, to add a definition of "Dwelling, Single-family attached".

The single-family attached dwelling type is listed in the Residential Use Matrix as a permitted dwelling but it is not defined in the UDC.

Chapter 7, Rules of Construction and Definitions:

Dwelling, single-family attached is two dwelling units, each owned in fee simple and located on individual lots that are joined along a single lot line.

CONCLUSIONS:

- The attached ordinance provides the specific text that is to be added to or deleted from the UDC. **Bold, underlined red text** is to be added and ~~struck-through~~ text is to be deleted.

PUBLIC COMMENTS:

- None received.

PROPOSED MOTION: To recommend approval of the following draft ordinance amending Chapter 2, Section 2.45 and Chapter 3, section 3.6.3.G, Historically Platted Non-conforming Lots, Table 3.2B, Dimensional Standards for Mixed Use and Non-residential Zoning Districts, Table 3.6 Land Use Matrix, Chapter 4, Table 4.2, Applicability of Landscape Standards by Base Zoning District, Section 4.7.2, Parking Area Locations, Chapter 2, Section 22, Subdivision Final Plat, Chapter 5, sections 5.9, Stormwater Drainage Collection Systems and 5.10, Stormwater Management, and Chapter 7, Rules of Construction and Definitions of the Unified Development Code.

City of Ocean Springs

ORDINANCE NO. 2024-xx

AN AMENDMENT TO THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF OCEAN SPRINGS, MISSISSIPPI; AMENDING THE FOLLOWING SECTIONS AND CHAPTERS: **CHAPTER 2 (PROCESS), SECTION 2.22 (FINAL PLAT), CHAPTER 3 (ZONING DISTRICTS, BUILDING TYPES AND USES), TABLE 3.2B (DIMENSIONAL STANDARDS FOR MIXED USE AND NON-RESIDENTIAL DISTRICTS), SECTION 3.6.3G (HISTORICALLY PLATTED NON-CONFORMING LOTS), TABLE 3.6 (LAND USE MATRIX), CHAPTER 4 (DEVELOPMENT AND DESIGN STANDARDS) TABLE 4.2 (LANDSCAPE STANDARDS), AND SECTION 4.7 (PARKING STANDARDS)**

WHEREAS, the Unified Development Code (UDC) for the City of Ocean Springs provides laws to govern development within the City; and

WHEREAS, the City of Ocean Springs currently has a Unified Development Code Chapter which regulates the layout and design of residential, commercial and mixed-use land developments; and

WHEREAS, the Planning Department staff reviews the UDC for needed updates and revisions and periodically proposes amendments to address those revisions; and

WHEREAS, it is the Mayor and the Board of Aldermen's intent to improve the techniques for land development by providing more flexible approaches to the design and construction of all forms of development in all areas of the City; and

WHEREAS, the Ocean Springs Planning Department published all proper notices as required by law; and

WHEREAS, it is in the best interest of the City of Ocean Springs to amend the following sections as follows:

~~**Bold, struckthrough**~~ text is deleted. **Bold, underlined** text in red is added.

Chapter 3 – Zoning Districts, Building Types and Uses

Table 3.2B: Dimensional Standards for Mixed Use and Non-residential Zoning Districts

		ZONING DISTRICT						
		CMX-1	CMX-2	C-H	M-1	C-P	P	C-M
Min. Lot Area (ft ²)		NA	NA	NA	NA	NA	NA	NA
Min. Lot Width (ft.)		25	25	25	100	NA	NA	NA
Min. Building Height		NA	NA	NA	NA	NA	NA	NA
Max. Building Height		2 stories	4 stories	75 ft. or 6 stories	Two stories, not to exceed 50 feet ¹	NA	NA	3 stories or 45 ft.
Max. Dwelling Unit Density (dwellings per acre)		21	42	42	NA	NA	NA	Principal building – 60% of lot area max.; Accessory building – max.10% of lot area
BUILDING SETBACK		DISTANCES						
FRONT	MIN (ft.)	5 ²	5 ²	5 ²	5 ^{2,5}	NA	NA	NA
	MAX(ft.)	NA	NA	NA	NA	NA	NA	NA
SIDE	MIN (ft.)	5	5	5	5 ⁵	NA	NA	NA
	MAX (ft.)	NA	NA	NA	NA	NA	NA	NA
STREET SIDE	MIN (ft.)	10	10	10	10 ⁵	NA	NA	NA
	MAX (ft.)	NA	NA	NA	NA	NA	NA	NA
REAR	MIN (ft.)	10 ³	10 ³	10 ⁴	10 ⁵	NA	NA	NA
	MAX (ft.)	NA	NA	NA	NA	NA	NA	NA

(Ord. No. 2020-04, § I, 2-04-20)

¹ Mechanical services, including heating and cooling equipment, smokestacks and other services critical to the function of the building may exceed the height limit if they occupy less than 20% of the roof area. Applications for taller buildings and/ or where mechanical services occupy more than 20% of the roof area will be referred to the Zoning Adjustment Board for a variance.

² ~~At least 80% of the building façade shall be located at the front setback line. For buildings located on corner lots, at least the first 30' of the building façade, as measured from the front building corner, shall be located at the setback line.~~

³ In transitional zones, where single family, two-family (duplex), attached or townhouse dwellings are adjacent to the commercial district, the minimum rear setback shall be 20 feet.

⁴ In transitional zones, where single family, two-family (duplex), attached or townhouse dwellings are adjacent to the commercial district, the minimum rear setback shall be 25 feet.

⁵ In situations where abutting property is zoned or used for residential dwellings, the following building setback distances are required: front - 20 feet; side - 50 feet; street side - 50 feet; rear - 50 feet

3.6.3 G. Historically Platted Non-Conforming Lots.

1. In the event a property owner wishes to repair or replace an existing residential structure on a lot where either the principal structure or lot does not conform with the underlying zoning district regulations for lot size and/or setbacks, that structure may be repaired or replaced as long as the repair or new construction is contained within the footprint of the existing structure.
2. In the event a property owner wishes to construct a residential dwelling on a lot that does not conform with the underlying zoning district regulations with regard to lot area or width, the property owner shall apply to the planning ~~department~~ commission and provide substantial documentation that the following conditions can be met:
 - i. That a new dwelling will ~~either~~ meet existing front and side yard setbacks established for the current zoning district ~~or that such setbacks are quantifiably consistent with buildings on at least one side of the property;~~
 - ii. That sufficient off-street parking can be provided within the property boundaries;
 - iii. That there is adequate lot frontage on a public right-of-way or private street for ingress and egress.
3. In the event a property owner wishes to rebuild a demolished residential dwelling on a lot that does not conform with the underlying zoning district regulations with regard to lot area or width, the property owner shall apply to the Building Department and provide substantial documentation that the following conditions can be met:
 - i. That the new dwelling will either meet existing front, rear and side yard setbacks distances established for the current zoning district or that the proposed setbacks and building height are quantifiably and reasonably the same as those of the demolished dwelling;
 - ii. That sufficient off-street parking can be provided within the property boundaries;
 - iii. That there is adequate lot frontage on a public right-of-way or private street for ingress and egress.

Table 3.6: Land Use Matrix

LBCS Code	Description	R-1	R-2	R-10	R-3	RMH	R-D	R-1A	RM-2	CMX-1	CMX-2	CH	M1	CP	PUB	C-M
F 4000	Transportation, Communication, Information, and Utilities															
F 4100	Transportation services	-	-	-	-	-	-	See Footnotes 12 and 13 - Below	-	-	-	P	P			
F4138	Vehicle Dismantling, Storage	-	-	-	-	-	-		-	-	-	P ⁸	P ⁸			
F 4153	Marina, Port, harbor operations	-	-	-	-	-	-		-	-	-	C	P ₀ ¹	C		
NA	Public Marina & Accessory Uses	-	-	-	-	-	-		-	-	-	-	-	P	P	P
F 4200	Communications and information	C	C	C	C	C	C		C	C	C	C	C	-	-	-
F 4300	Utilities and utility services	C	C	C	C	C	C		C	C	C	C	C	-	-	-
S 6320	Landfill facility	-	-	-	-	-	-		-	-	-	-	-	-	-	-
S 6340	Hazardous waste storage facility	-	-	-	-	-	-		-	-	-	-	-	-	-	-

4.10 LANDSCAPING BUFFERING AND SCREENING

Table 4.2: Applicability of Landscape Standards by Base Zoning District

Requirement	Base Zoning District											
	R-1	R-2	R-3	R-10	R-6	R-1A	RM-2	RMH	CMX-1	CMX-2	CH	M1
Landscaping	X	X	X	X	X	X	X	X	X	X	X	X
Buffering						X	X	X	X	X	X	X
Tree Preservation	X	X	X	X	X	X	X	X	X	X	X	X
Street Trees	X	X	X	X	X	X	X	X	X	X	X	X

(Ord. No. 2020-05, § I, 2-04-20) / (Ord. No. 2021-26)

4.7 PARKING STANDARDS

4.7.1 General Intent and Application

It is the intent of these requirements that adequate off-street parking and loading facilities be provided for each use of land within the jurisdiction of this ordinance. These requirements shall be applied in all districts.

4.7.2 Parking Area Location

- A. The majority of parking spaces should be located to the rear or side of the principal building. Variations from this configuration are subject to Planning Commission and Board Approval. All employee parking shall be located in the rear or side area. Parking areas between the building and the street should preferably be one row, with a maximum of two rows of parking spaces, plus a two-way, 24-foot drive aisle;
- B. Parking areas shall be organized as a series of small parking bays containing a maximum of 15 contiguous parking spaces, with landscaped islands separating them;
- C. Parking shall be shared among adjacent or nearby properties to an extent that the minimum number of parking spaces as required by ordinance may be reduced by a maximum of at least 25% and shall be proportionate among the sites. A greater reduction may be allowed if uses can demonstrate off-peak hours of operation;
- D. Parking areas on adjacent property shall be connected by vehicular and/or pedestrian accesses; and
- E. Exterior parking lot light sources shall be properly shielded to mitigate light pollution.

Chapter 2, Section 22.5.D.8., (Subdivision Final Plat) Submittal:

vii. The following note - Any detention or retention pond, common area, landscaped area or erosion control measures shall not be owned nor maintained by the City of Ocean Springs but shall be owned and maintained by the homeowners' association or, if there is no homeowners' associate
on, by the aggregate lot owners.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OCEAN SPRINGS, MISSISSIPPI, AS FOLLOWS:

SECTION 1: The findings, conclusions and statements of fact contained in the foregoing preamble and in the following sections are hereby adopted, ratified and incorporated herein.

SECTION 2: Any and all ordinances or parts thereof in conflict or inconsistent with any of the terms and provisions of this Ordinance are hereby repealed to such extent as they are so in conflict or inconsistent.

SECTION 3: It is hereby declared to be the intention of the Board of Aldermen that the actions, paragraphs, clauses and phrases of this ordinance, when adopted, are severable, and if any sections, paragraphs, clauses, sentences or provisions of this ordinance as adopted shall be declared unconstitutional or otherwise invalid, same shall not affect any of the remaining sections, paragraphs, clauses and phrases of this ordinance.

SECTION 4: This ordinance shall take effect according to all applicable laws and ordinances.

SECTION 5: That, upon adoption, the City Clerk shall cause this Ordinance to be recorded in the Book of Ordinances of the City of Ocean Springs, Mississippi

SECTION 6: The provisions of this Ordinance may be included and incorporated in the Code of Ordinances of the City of Ocean Springs, Mississippi, as an addition or amendment thereto, and appropriately renumbered to conform with the unified numbering system of the Code.

The above Ordinance, having been first reduced to writing, the vote was as follows:

Alderman Burgess	_____
Alderman Authement	_____
Alderman Wade	_____
Alderman Papania	_____
Alderman Blackman	_____
Alderman Impey	_____
Alderman Cox	_____

BY THE ORDER OF THE MAYOR AND BOARD OF ALDERMEN of the City of Ocean Springs, Mississippi, on this the ____th day of _____, 2024.

MAYOR

CITY CLERK