



**PLANNING COMMISSION MEETING AGENDA
CITY OF OCEAN SPRINGS
PLANNING COMMISSION
TUESDAY, DECEMBER 10, 2024 - 6:00 PM**

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - a. Approval of 11-12-2024 Minutes
 - a. Minute Approval
- 3. Old Business**
 - a. None.
- 4. New Business - Public Hearings - Chair please read. The public is invited to address the Planning Commission for up to 3 minutes for each speaker, for a maximum period of 30 minutes. The Planning Commission will take all comments under advisement. Please identify yourself before speaking.**
 - a. Residential Short -Term Rental - 805 Cleveland Ave/ Parcel#60137120.000 is located in the Density zone with a cap of 55.
 - b. Residential Short Term Rental - 300 McCool/Parcel#61305181.000 is located in the **City Zone** with a cap of 60.
- 5. General Public Comment - The public is invited to address the Planning Commission for up to 3 minutes for each speaker, for a maximum period of 30 minutes. The Planning Commission will take all comments under advisement. Please identify yourself before speaking**
- 6. Commissioner's Forum**
- 7. Adjourn**

The Minutes of the City of Ocean Springs
Planning Commission
Tuesday November 12, 2024

1 Call Meeting to Order

A meeting of the City of Ocean Springs Planning Commission (PC) was called to order by Chairman Andy Phelan at 6:00 p.m. on Tuesday November 12, 2024. The members present were Andy Phelan, Matthew Hinton, Joseph McCormick, Nicholas Geiser, Marshall Johnson, and Joey Conwill. Absent was Kevin O'Connell. Also present was Planning Director Carter Thompson, Planning Administrator Hannah Sullivan, City Clerk Patty Gaston, and City Attorney Will Norman.

2 Approval of Minutes

- a. October 8, 2024 - A motion was made by Matthew Hinton, seconded by Joey Conwill to accept the minutes as submitted. The motion passed unanimously.

3 Old Business:

None.

4 New Business:

- a. No action necessary.

Public Hearings to approve a Residential Short-Term Rental- PID# 61099090.000- 3244 Nottingham Road – Michael and Kristine Hoben.

- b. Carter Thompson presented the application. A motion was made by Marshall Johnson and seconded by Joey Conwill to open public hearing. The motion passed unanimously. A motion was made by Matthew Hinton and seconded by Joey Conwill to close public hearing. The motion was passed unanimously. A motion was made by Joey Conwill and seconded by Marshall Johnson to recommend approval of the short-term rental. The motion passed unanimously.

Public Hearing to approve Harper Grove Subdivision Final Plat Parcel#60127330.100 for 20 town Homes.

- c. Carter Thompson presented the application. A motion was made by Matthew Hinton and seconded by Joey Conwill to open public hearing. The motion passed unanimously. Freddie Fountain spoke on behalf of the application. A motion was made by Marshall Johnson and seconded by Joey Conwill to close public hearing. The motion was passed unanimously. A motion was made by Joey Conwill and seconded by Matthew Hinton to recommend approval of the Final Plat. This approval is contingent upon the bond being received. The motion passed unanimously.

**Public Hearing to approve a Commercial Shopping Center – Major Sketch Plat-
PID#60127491.050**

- d. Carter Thompson presented the application. A motion was made by Matthew Hinton and seconded by Joesph McCormick to open public hearing. Garret Baker, the applicant, deferred speaking regarding the application. A motion was made by Marshall Johnson and seconded by Joey Conwill to close public hearing. The Motion passed unanimously. A motion was made by Joseph McCormick and seconded by Marshall Johnson to recommend approval of the Major Sketch Plat. The motion passed unanimously.

Public Hearing to approve the UDC Text Amendment 2.46 Relocation or Placement of a structure.

- e. Carter Thompson presented the text amendment. A motion was made by Marshall Johnson and seconded by Joey Conwill to open public hearing. The motion passed unanimously. A motion was made by Matthew Hinton and seconded by Joey Conwill to close public hearing. The motion passed unanimously. A motion was made by Joey Conwill and seconded by Marshall Johnson to recommend approval. The Motion passed unanimously.

Public Hearing to approve the UDC Text Amendment LBCS Codes, Chapter 3, Table 3.5, Table 3.6 and section 3.8.5

- f. Carter Thompson presented the text amendment. A motion was made by Matthew Hinton and seconded by Marshall Johnson to open public hearing. The motion passed unanimously. A motion was made by Marshall Johnson and seconded by Joey Conwill to close public hearing. The motion passed unanimously. A motion was made by Marshall Johnson and seconded by Joey Conwill to recommend approval. The Motion passed unanimously.

Public hearing to approve the City of Ocean Springs 2045 Draft Comprehensive Plan.

- g. Representatives from Slaughter and Willingham presented the plan and gave a short description of the Draft Comprehensive Plan. A motion was made by Matthew Hinton and seconded by Joey Conwill to open public hearing. The motion passed unanimously.
Several letters submitted by residents were read into the record. Michael Pfifer, Rebecca Holsten, Julie Messenger, Dr. Kelly Strickland, Davie Jurich, Laurie Carter, Jade Stebley, Steve Tillis, Greg Gibson, and Shannon Pfifer addressed the Commissioners concerning the draft Comprehensive Plan. A motion was made Marshall Johnson and seconded by Joey Conwill to close public hearing. The motion passed unanimously. A motion was made by Marshall Johnson and seconded by Matthew Hinton to table this agenda item until a later date and requested the planning department present proposed work session dates at the next meeting. The motion passed with 5 votes for and 1 against.

5. General Public Comment

Andrew Bahian and Shannon Pfeiffer addressed the Commissioners.

6. Commissioner's Forum

7. Adjourn

A motion was made by Marshall Johnson, seconded by Joey Conwill, to adjourn the meeting. The motion passed unanimously.

DRAFT

**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, December 10th, 2024

APPLICANT: William and Nicole McClendon

LOCATION: 805 Cleveland Avenue/PID: 60137122.000

REQUESTED ACTION: Residential Short Term Rental Permit

DATE OF APPLICATION: March 6, 2024

ADJACENT ZONING/LAND USE:

Subject Property: R-1, Low density single-family detached

North, South, East and West: R-1, Low density single-family detached



DESCRIPTION OF REQUEST:

- Per Ordinance 2015-11, 2018-02, 2019-19, 2021-25 and 2023-07, the application is for a short-term rental permit to allow rental usage for less than 30 consecutive days.

- Site Location: The property is located in the City-Wide Zone Area, on the south side of Nottingham Rd and the north side of Bienville Blvd. The City cap is currently 60 residential short term rentals.

FINDINGS:

- Local Property Manager: The local property manager has an address at **116 Halstead Road, Ocean Springs MS**, and will be the property owners William and Nicole McClendon. This satisfies 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: **The property is not located in a covenant-restricted subdivision.**
- Liability Insurance: The signed application states that the liability insurance for the property does not exclude short term rentals from coverage, as well as conformance with building code, 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 35 property owners within 500 feet of the subject property. The distribution included the name of the applicant, notice of the hearing date, time and location, and a summary of Frequently Asked Questions regarding short-term rentals. **All advertising requirements have been met.**
- Publication: Notice of the public hearing was advertised at least 15 days prior to the date of the hearing per ordinance. Additionally, the required yard sign was placed in the yard.
- Inspection: The property was inspected for all required elements on **10/10/24** and was approved. **Inspection form is attached for review. All advertising requirements have been met.**
- Maximum Occupancy: The requested maximum occupancy of **(8) eight** was approved by the Fire Marshall during the above referenced inspection.
- Maximum Number of Vehicles: The request for a maximum number of **(3) three** vehicles were 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:

We received no comments for or against the Short Term Rental Permit application.

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.



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: 805 Cleveland Ave, Ocean Springs
- Parcel Identification Number: 6-01-37-120-000 Number of bedrooms: 4
- Proposed maximum # guests: 9 Number of existing off-street parking spaces: 3
- Is this property located in a covenant-restricted subdivision? ☐ Yes ☒ No ~ **If yes, a copy of the covenants must be included.**

PROPERTY OWNER – Name: William David & D. Nicole McClendon
Address: 1116 Halstead Rd, Ocean Springs, MS 39564
Phone No. 228-282-0383 Email: nicole@mcclendonmedical.com

OWNER SIGNATURE: _____

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

Name: D. Nicole McClendon

Address: same as above

Phone No. _____ Email: _____

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

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) D. Nicole McClendon, 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: D. Nicole McClendon

Parcel ID(s): 6-01-37-120.000

Date Property Acquired: 12/18/2014

Owner's Signature [Signature] Date 9/12/24

Office Use Only

Date of Inspection: _____

Result of Occupancy Inspection: _____

Maximum Occupancy Determination: _____

(attached)

Maximum Parking Spaces: _____

Permit Renewal Date: _____

PC Public Hearing Date: _____

BOA Approval Date: _____

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: _____

Public Hearing Date/Time: _____

Applicant _____

Local Contact _____

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 there is an active Homeowner's Association (HOA), they must provide a letter from that HOA supporting the activity. If you are aware of such a restriction in your neighborhood, please notify the Planning Department at 228-875-4415. The permit will not be approved unless supported by an ACTIVE HOA where applicable or if the covenants do not allow short-term rental.
- 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: osplanning@oceansprings-ms.gov

When recorded, return to:
BancorpSouth Bank
Attn: Post Closing
PO Box 3790
Tupelo, MS 38803-3790
888-797-7711

This document was prepared by:
Kelly Lott
BancorpSouth Bank
2778 West Jackson Street
Tupelo, MS 38801
251-607-5502

LOAN #: 8000637526

[Space Above This Line For Recording Data]

DEED OF TRUST

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 11, 13, 18, 20 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 16.

(A) "Security Instrument" means this document, which is dated **September 22, 2021**, together with all Riders to this document.

(B) "Borrower" is **WILLIAM DAVID MCCLENDON JR AND DELORES NICOLE MCCLENDON A/K/A D NICOLE MCCLENDON, HUSBAND AND WIFE, JOINT TENANTS.**

Borrower is the trustor under this Security Instrument.

(C) "Lender" is **BancorpSouth Bank**.

Lender is a **State Chartered Bank**,
the laws of **Mississippi**.
PO Box 3356, Tupelo, MS 38803-3356.

organized and existing under
Lender's address is

Lender is the beneficiary under this Security Instrument.

(D) "Trustee" is **Charles J. Pignuolo, 201 South Spring Street, Tupelo, MS 38804.**

(E) "Note" means the promissory note signed by Borrower and dated **September 22, 2021**. The Note states that Borrower owes Lender **TWO HUNDRED FIFTY TWO THOUSAND FOUR HUNDRED AND NO/100***** Dollars (U.S. \$252,400.00)** plus interest. Borrower has promised to pay this debt in regular Periodic Payments and to pay the debt in full not later than **October 1, 2036**.

When recorded, return to:
BancorpSouth Bank
Attn: Post Closing
PO Box 3790
Tupelo, MS 38803-3790
888-797-7711

Delta Title & Escrow Co.
1000 B North Halstead Rd.
Ocean Springs, MS 39564
228-875-2307
21-18517R

LOAN #: 8000637526

DEED OF TRUST COVER PAGE
For Recorder of Deeds Indexing Purposes
This Cover Page **MUST** be attached with your recordable document.

1. Document Being Recorded: Deed of Trust
2. Document Preparer Name, Address and Telephone Number for Indexing Purposes:
Kelly Lott
2778 West Jackson Street
Tupelo, MS 38801
251-607-5502
3. Grantor/Borrower Name(s), Address(es) and Telephone Number(s) for Indexing Purposes:
William David McClendon Jr and Delores Nicole McClendon AKA D Nicole McClendon
805 Cleveland Ave, Ocean Springs, MS 39564
601-906-2701
4. Grantee/Lender/Beneficiary Name, Physical Address and Telephone Number for Indexing Purposes:
BancorpSouth Bank
PO Box 3356
Tupelo, MS 38803-3356
The Beneficiary is Mortgage Electronic Registration Systems, Inc. ("MERS") (solely as nominee for Lender, as hereinafter defined, and Lender's successors and assigns). MERS has a mailing address of P.O. Box 2026, Flint, MI 48501-2026 and a street address of 1901 E Voorhees Street, Suite C, IL 61834. The MERS telephone number is 1-888-679-6377.
5. Trustee Name, Physical Address and Telephone Number for Indexing Purposes:
Charles J. Pignuolo.
201 South Spring Street
Tupelo, MS 38804
662-680-2444
6. Legal Description or Indexing Instructions:
SEE LEGAL DESCRIPTION ATTACHED HERETO AND MADE A PART HEREOF AS "EXHIBIT A".
APN #: 60137120.000
Index As: Claim Section 37, T7S, R8W and Block 31 Culmseig, Jackson County, Mississippi

ADDRESS: 805 Cleveland iWorQ Permit#: 6372



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: 4
- ☒ Proposed # of Guests: 8

Approved # of Guests per OSFD: 8

- ☒ Proposed # of vehicles: 3

Approved # of vehicles per OSFD: 3

Property Owner: Nicole McClendon
Contact Name: same

Phone #: 228-282-0383
Phone #: same

.....
Date of Inspection: 10-OCT-2024

COMMENTS: _____

☒ **PASSED**

Building Official: [Signature]

Fire Marshall: [Signature]

Property Owner: Nicole McClendon

805 Cleveland Ave.

AIRBNB RENTAL AGREEMENT

This lease, entered into this _____ day of _____ 20____, by and between Nicole McClendon ("Owner") and _____, "Renter" for the property located 1405 Porter Street, Ocean Springs, MS 39564 ("Property").

1. **TERM:** The term of the lease shall begin on the arrival date of: _____ and end on the departure date of _____ for _____ number of nights. The property will be ready for occupancy no earlier than CHECK IN TIME on the arrival date and must be vacated no later than CHECK OUT TIME on the departure date.
1. **RENT:** The rent is \$ _____ plus a housekeeping fee and a security deposit payable as follows:
1. **PAYMENTS:** The following payments are due at time of reservation:
 - 100% of rental fee _____ to secure reservation.
 - Security Deposit .
 - Housekeeping fee This is to prepare house for next renter; linens and towels provided; no daily housekeeping service.
1. **LIMITED OCCUPANCY:** Occupancy is limited to a maximum of 7. If Owner concludes that this policy has been breeched, the Owner reserves the right to expel the entire party with no refund.
1. **NON-DISTURBANCE CLAUSE:** Renter and their guests shall not disturb, annoy, endanger (fireworks) or inconvenience neighbours nor use the premises for any unlawful purposes. NOISE ORDINANCE POSTED
1. **CARE OF PREMISES/DAMAGES: NO PETS ALLOWED. NO SMOKING PERMITTED IN HOUSE.**
Automatic eviction plus forfeit of deposit and rent if violated. Renter agrees to pay Owner for any damages to furnishings, household items that occur as a result of Renter's occupancy. This will include payment of any additional cleaning charges over \$100.00 incurred due to Renter's occupancy.

1. **OWNERS RIGHTS:** Renter agrees that if the conditions and limitations set forth herein are not met, Owner shall have the right to cancel this agreement and may enter the Property, either by statutory proceedings or by force, to inspect the Property and ensure that Renter has vacated the Property. All monies paid by Renter shall be forfeited as liquidated damages.

1. **INDEMNITY CLAUSE:** Renter hereby agrees to Indemnify and hold Owner harmless from any and all claims including those of third parties, arising out of or in any way related to Renter's use of Property or the items of personal property provided therein. Renter assumes all risk of injury or other losses relating to any recreational activities including use of the private swimming pool on the Property and will hold Owner harmless with respect thereto.

1. **NO SUBLETTING:** Renter may not sublet or assign this lease for all or any part of the premises without prior written consent of the Owner.

1. **REPAIRS AND MAINTENANCE:** The Property is rented with the Owner's furniture and household furnishings. Owner shall not be responsible for providing additional furnishings or equipment not presently available in Property. Renter will report any maintenance issues immediately to the Owner. Owner will make every effort to repair and/or replace any equipment that is not working properly, but cannot guarantee that all equipment is in good operating order at all times and no rate adjustments or refund will be made for equipment or appliance failures.

1. **CANCELLATIONS** Guests can cancel up to five days before check-in for a full refund, and after that, they may receive a partial refund.

1. **PARKING:** ABSOLUTELY NO PARKING ON THE STREET. Designated two parking spots will be outlined on the property

Renter and Owner, by signing this Rental Agreement, acknowledge that they will comply with the terms of this agreement and each assumes the responsibility for the obligations set forth herein.

Renter acknowledges receipt of the House Rules.

Renter acknowledges that they have read, accept, and agree to the terms set forth.

Owner Signature

Date _____ Renter Signature(s) _____
Date _____
Renter Name(s) _____
Billing Address (for credit card) _____
Mailing Address(if different) _____
Email Address _____
Telephone: cell/home _____ work: _____
Emergency Contact _____

HOUSE RULES

CHECK OUT PROCEDURES:

- a. **CHECK-OUT NO LATER THAN 11:00 AM**
- b. All furniture should be returned to its original location.
- c. Empty all trash in garbage containers located in the designated area (right of the house).
- d. Remove and dispose of all food items from refrigerator and pantry
- e. Place dishes, utensils, etc. in dishwasher and turn it on when you depart.
- f. Remove sheets and all dirty towels and place in laundry area.

Thank you for agreeing to the terms of this rental agreement, and I hope you have a great stay.

Thanks, Nicole McClendon

Renter

Date





Permit #: 6372
Permit Date: 08/22/24
Permit Type: STR - Residential
Floodzone: Sh-X
BFE:

Building Permit Sub-Type:
Electrical Permit Sub-Type:
Mechanical Permit Sub-Type:
Plumbing Permit Sub-Type:
Golf Cart Permit Sub-Type:
Tree Permit Sub-Type:
Sign Permit Sub-Type:

Applicant Name: Nicole McClendon
Applicant Address: 805 Cleveland
Applicant City, State, Zip: Ocean Springs, MS 39564
Applicant Phone: 228-282-0383
Applicant Email: nicole@mcclendonmedical.com
Owner Name: Nicole McClendon
Job Address: 805 Cleveland
Job City: Ocean Springs
Owner Phone: 228-282-0383
Owner Email: nicole@mcclendonmedical.com
Square Feet: 1
Project Cost: 0
Job Description: STR Permit
HPC District:
Status: Active
Assigned To: Hannah Sullivan

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
60137120.000	805 CLEVELAND AVE	BEG INTERS E/M RAYBURN AV & N/M CLEVELAND ST N 85'S 82* E 79.04' POB N 65*E 13.35 N 25*E 128.69 S 55* E 47.87' S 81* E 6' S 7* W 181.82' TO N/M CLEVELAND AV N 8 3*W 97' N 8* E 83.19' TO POB PT LOT 7 & LOT 14 BLK 31 DB 1767-30 7 (240 MAP789.30-02)	MCCLENDON WILLIAM DAVID JR & MCCLENDON D NICOLE		R-1

Fees

Fee	Description	Notes	Amount
Administrative Fee			\$1.00
Short Term Rental - Residential	New		\$500.00
Total			\$501.00

Payments

Date	Paid By	Description	Payment Type	Accepted By	Amount
08/22/2024	Nicole McClendon	STR-Permit, 1405 Porter Ave	728	Jazz Seferovic	\$501.00
Outstanding Balance					\$0.00



**City of Ocean Springs
Community Development and
Planning P. O. Box 1800
Ocean Springs, MS
39566-1800
228-875-4415
PUBLIC NOTICE**

PUBLIC NOTICE is hereby given that the City of Ocean Springs Planning Commission hold a public hearing located in City Hall at 1018 Porter Avenue Ocean Springs, MS, 39564 on:

TUESDAY, December 10, 2024
@ 6:00 p.m.

Public Hearing:

Minor Plat - 8612 Old CC Camp/
PID#61262034.000 zoned R-1. Pro-
posing a three lot subdivision.

Residential Short -Term Rental - 805
Cleveland Ave/ Parcel#60137120.000
is located in the Density zone with a
cap of 55.

Residential Short - Term Rental - 300
McCool/Parcel#61305181.000 is lo-
cated in the city with a cap of 60.

Questions regarding this agenda item
can be directed to the Planning De-
partment prior to the meeting by call-
ing 228-875-4415 or by email.

Written comments related to the above
request will be accepted and may be
mailed to the City of Ocean Springs
Planning Department, Post Office Box
1800, Ocean Springs, MS 39566-

1800 or emailed to osplanning@oceansprings-ms.gov or cthompson@oceansprings-ms.gov.

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

Carter Thompson,
City of Ocean Springs
Community Development Director
IPL0205623
Nov 24 2024

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, December 10th, 2024

APPLICANT : CLV Propretés LLC, Chris and Lilian Vaughn

LOCATION: 3244 Nottingham Rd / PID: 61099090.000

REQUESTED ACTION: Residential Short Term Rental Permit

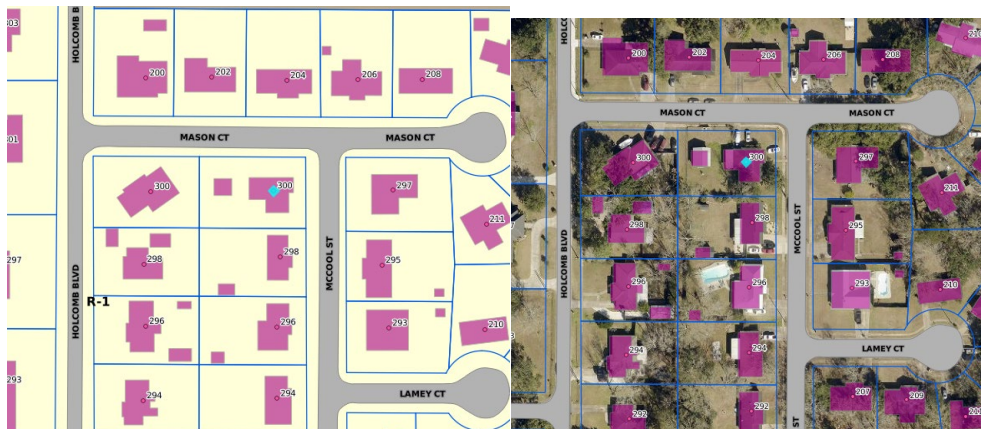
DATE OF APPLICATION: March 12, 2024

ADJACENT ZONING/LAND USE:

Subject Property:	R-1, Low Density Single Family
North, East and West:	R-1, Low Density Single Family

DESCRIPTION OF REQUEST:

- Per Ordinance 2015-11, 2018-02, 2019-19, 2021-25 and 2023-07, the application is for a short-term rental permit to allow rental usage for less than 30 consecutive days.
- Site Location: The property is located in the City-Wide Zone Area, on the south side of Nottingham Rd and the north side of Bienville Blvd. The City cap is currently 60 residential short-term rentals.



FINDINGS:

- Local Property Manager: The local property manager has an address on **153 Pittman Road, Ocean Springs MS, Lillian Vaughn**. This satisfies 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: ***The property is not located in a covenant-restricted subdivision.***
- Liability Insurance: The signed application states that the liability insurance for the property does not exclude short term rentals from coverage, as well as conformance with building code, 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 35 property owners within 500 feet of the subject property. The distribution included the name of the applicant, notice of the hearing date, time and location, and a summary of Frequently Asked Questions regarding short-term rentals. **All advertising requirements have been met.**
- Publication: Notice of the public hearing was advertised at least 15 days prior to the date of the hearing per ordinance. Additionally, the required yard sign was placed in the yard. **All advertising requirements have been met.**
- Inspection: The property was inspected for all required elements on **11/12/24** and was approved. ***Inspection form is attached for review.***
- Maximum Occupancy: The requested maximum occupancy of **(6) six** was approved by the Fire Marshall during the above referenced inspection.
- Maximum Number of Vehicles: The request for a maximum number of **(2) two** 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: **There was a police report on returning a lost dog and Mrs Vaughn called and had an officer walk though the house for cleaning, because there was a strange bicycle outside.**

FEEDBACK:

We received no comments for or against the Short Tern Rental Permit application.

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.

Subject: Opposition to Proposed Short-Term Rental at 300 McCool Street

Dear Members of the Planning Commission,

I am writing to formally express my strong opposition to the proposed short-term rental (STR) at 300 McCool Street. As a permanent resident at 298 McCool Street, I am deeply concerned about the negative impact this business would have on the quality of life in our residential neighborhood, especially considering that there is already one STR established next door.

Since the establishment of the neighboring STR, I have lost privacy on the south side of my backyard. Renters often look over the fence into my yard, which has occurred on several occasions, making it an uncomfortable experience.

Additionally, I am concerned about the increased noise and disruptions that another STR would bring. This is particularly troubling given the disturbing incident on June 15, 2024, at 296 McCool Street, which resulted in significant noise and behavior that negatively impacted the neighborhood.

For these reasons, I respectfully urge the planning commission to reject this proposal and preserve the integrity of our neighborhood for its permanent residents.

Thank you for your time and consideration.

Sincerely,

Martha Schuman

298 McCool St. Ocean Springs, MS 39564

(228) 218-1861



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: March 12, 2024

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: 300 McCool
- Parcel Identification Number: 61305181000 Number of bedrooms: 3
- Proposed maximum # guests: 6 Number of existing off-street parking spaces: 3 or 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>CLV Properties, LLC - Chris and Lil Vaughan</u>	
Address: <u>153 Pittman Rd - Ocean Springs</u>	
Phone No. <u>228-218-9290</u>	Email: <u>lillian9290@gmail.com</u>
OWNER SIGNATURE: <u>Lillian Vaughan</u>	
LOCAL PROPERTY MANAGER – [Must RESIDE within two (2) miles of the OS City Limits]	
Name: <u>Lillian Vaughan</u>	
Address: <u>153 Pittman Rd. Ocean Springs</u>	
Phone No. <u>228-218-9290</u>	Email: <u>lillian9290@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: _____ (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) Lillian Vaughan, 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: Lillian Vaughan Chris Vaughan

Parcel ID(s): 61305181.000

Date Property Acquired: August 19, 2014

Owner's Signature Lillian Vaughan **Date** Mar. 12, 2024

Office Use Only

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

300 M_c COOL ST

MCCOOL ST

MASON COURT

300 M_c COOL

SHED

HOLCOLMB BLVD

■ = CARS

== = DRIVEWAY

[2 CARS FIT]

PARKING PLAN

11/12/24

ADDRESS: 300 McCool iWorQ Permit#: 5604



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>3</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>2</u> |
| ☒ Operable windows in sleeping areas | Approved # of vehicles per OSFD: <u>2</u> |
| ☒ Guest rules (noise, garbage, etc.) must be
visibly posted. | |

Property Owner: Chris & Lillian Vaughan Phone #: 228-218-9290
Contact Name: Lillian Vaughan Phone #: 228-218-9290

Date of Inspection: 7-NOV-2024

COMMENTS: _____

☒ PASSED

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

Booking Confirmation

Thank you for choosing The Jeff for your vacation! We hope that you have a pleasant stay.

Our home is located at:

**515 Porter Ave
Ocean Springs, MS 39564**

*** Rental Rules - 23**

CHECK-IN TIME: AFTER 4 P.M. CST AND CHECKOUT is 10:00 A.M. CST. Early check-in or late checkout is not available without prior permission. This is NON-SMOKING unit.

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

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

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

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

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

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

RATE CHANGES – Rates subject to change without notice.

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

(3) Rental Rules Continued Below

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

PARKING – Parking is limited to two (2) vehicles. Vehicles are to be parked in designated parking areas only. Parking on the road is not permitted. Any illegally parked cars are subject to towing; applicable fines/towing fees are the sole responsibility of the vehicle owner.

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

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

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

The owners are not responsible for any accidents, injuries or 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.

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 (2012-4) between the hours of 11pm-8am Sunday night through Thursday night, and 11:59pm-8am Friday night through Sunday morning. Please call the city at 228-875-4415 for any further information.

Dispatch Agency: OCEAN SPRINGS POLICE DEPT Call Number: 2023012223

Agency Involved: OCEAN SPRINGS POLICE DEPT Agency Call Number: 2023012223

	Date	Time	Location Address Information
Received	7/28/23	13:09:45	300 MCCOOL
Dispatched	7/28/23	13:10:17	OCEAN SPRINGS
Enroute			
Arrived	7/28/23	13:10:19	Call Reported From: Telephone: (228) 000-0000
Under Control			300 MCCOOL
Completed	7/28/23	13:18:30	Third Party:
Signal	74		ANIMAL WARDEN
Reference Signal	74		ANIMAL WARDEN
Actual Signal	74		ANIMAL WARDEN
Extra Phone 1:			Extra Phone 2:
Citations Issued	☐	Weapon How Received: O	License No: Created: New

DISPOSITIONS/NOTIFIEDS

DISPOSITION: OSPD NO REPORT NOTIFIED: NONE SELECTED

Notes:

OF301 07/28/2023 13:18:17: DOGS RETURNED TO 206 WHEATON

Parties Involved:

Name:	Eqp. No.:	ID Number	Party	Dispatched	Enroute	Arrived	Completed
SAVAGE, ELI	551	OF301	R				
SAVAGE, ELI	551	OF301	D				
WILSON, ADAM	548	2014010055	A	13:10:17		13:10:19	



CAD Call: 09:53 09/05/2024 125-OFFICER R

When Reported: 09:53:20 09/05/2024 Address: 300 MCCOOL ST; NEWPORT VILLAGE Ocean Springs : Directions: Occurred between: 09:52:24 09/05/2024 and 09:54:59 09/05/2024 Contact: Lilian Vaughn Phone: (228)218-9290	 Complainant Name: Address: Race: Sex: Phone: Birth Date:	Call ID: C24016155 Type: I Alarm #:
Other Information: 		
Comments:  09:54:44 09/05/2024 - Staszko, D walk through vacant house with homeowner she came by to do some cleaning /there's a strange bike parked by her dumpster/ she thinks a homeless person may be inside 10:07:57 09/05/2024 - Mizell, J 10-33 CALLED MAKING ENTRY 10:15:52 09/05/2024 - Mizell, J *EDITED* 10-33 LIFTED		
Radio Logs:  10:16:49 09/05/2024 - CMPLT		
Involvements:  Law - 09/05/2024 - 125-OFFICER REQ - Initiating Call		

[Refresh Data](#)

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: _____

Public Hearing Date/Time: _____

Applicant _____

Local Contact _____

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 there is an active Homeowner's Association (HOA), they must provide a letter from that HOA supporting the activity. If you are aware of such a restriction in your neighborhood, please notify the Planning Department at 228-875-4415. The permit will not be approved unless supported by an ACTIVE HOA where applicable or if the covenants do not allow short-term rental.
- 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: osplanning@oceansprings-ms.gov



**City of Ocean Springs
Community Development and
Planning P. O. Box 1800
Ocean Springs, MS
39566-1800
228-875-4415
PUBLIC NOTICE**

PUBLIC NOTICE is hereby given that the City of Ocean Springs Planning Commission hold a public hearing located in City Hall at 1018 Porter Avenue Ocean Springs, MS, 39564 on:

TUESDAY, December 10, 2024

@ 6:00 p.m.

Public Hearing:

Minor Plat - 8612 Old CC Camp/
PID#61262034.000 zoned R-1. Pro-
posing a three lot subdivision.

Residential Short -Term Rental - 805
Cleveland Ave/ Parcel#60137120.000
is located in the Density zone with a
cap of 55.

Residential Short - Term Rental - 300
McCool/Parcel#61305181.000 is lo-
cated in the city with a cap of 60.

Questions regarding this agenda item
can be directed to the Planning De-
partment prior to the meeting by call-
ing 228-875-4415 or by email.

Written comments related to the above
request will be accepted and may be
mailed to the City of Ocean Springs
Planning Department, Post Office Box
1800, Ocean Springs, MS 39566-

TBD
~~Azalea Cottage~~
Lodging Policies & Rental Agreement

- 2 -

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

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

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

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

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

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

Parking: Up to ⁽²⁾ three cars can park on the driveway. There is no on-street parking in Ocean Springs unless explicitly stated.

Quiet Hours: We ask that our guests observe quiet hours beginning at 9pm and continuing through 9am. No loud noises or music is permitted during quiet hours. Please be considerate to our neighbors at all times.

Ocean Springs has a noise ordinance (2012-4) between the hours of 11pm-8am Sunday night through Thursday night, and 11:59pm-8am Friday night through Sunday morning. Please call the city at 228-875-4415 for any further information. Please call the city at 228-875-4415 for any further information.

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

TBD

Thank you for staying at ~~Azalea~~ Cottage! 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.

(over)

Property Link

JACKSON COUNTY, MS

Current Date **5/31/2024**

Tax Year 2023

Records Last Updated **5/31/2024**

PROPERTY DETAIL			
OWNER	CLV PROPERTIES LLC		ACRES : .27
	153 PITTMAN RD		LAND VALUE : 18846
			IMPROVEMENTS : 67873
OCEAN SPRINGS MS 39564			TOTAL VALUE: 86719
ASSESSED : 13008			
PARCEL	61305181.000		
ADDRESS	300 MCCOOL		
TAX INFORMATION			
YEAR 2023	TAX DUE	PAID	BALANCE
COUNTY	655.08	655.08	0.00
CITY	376.19	376.19	0.00
SCHOOL	863.08	863.08	0.00
TOTAL	1894.35	1894.35	0.00
LAST PAYMENT DATE 12 / 28 / 2023			
MISCELLANEOUS INFORMATION			
EXEMPT CODE	LEGAL LOT 81 NEWPORT VILLAGE S S/D P		
HOMESTEAD CODE	None	B	
TAX DISTRICT	4660	11-4 DB 1763-540 (8 Map789.29-	
PPIN	062328	02	
SECTION	29	)	
TOWNSHIP	7		
RANGE	8		
Book	Page		

[PURCHASE COUNTY TAX SALE FILES](#)

TAX SALES HISTORY, FOR UNPAID TAXES		
Year	Sold To	Redeemed Date/By
NO TAX SALES FOUND		
Back		



Permit #: 5604

Address: 300 MCCOOL ST

City:

State:

Zip:

Owner: CLV PROPERTIES LLC

Owner Address: 153 PITTMAN RD

Owner City: OCEAN SPRINGS MS

Owner State:

Owner Zip: 39564

Owner Phone:

Owner Email:

Applicant: Chris & Lillian Vaughan

Applicant Address: 153 Pittman Road

Applicant City, State, Zip: Ocean Springs, MS 39564

Receipt #: 5208

Date: 05/20/2024

Paid By: CLV Properties, LLC

Description: ResSTR Permit - 300 McCool

Payment Type: Check

Payment Type Description: Ck#2764

Accepted By: Carolyn Martin

Fees Paid

Fee Name	Description	Factor	Total Fee Amount	Amount Paid
Administrative Fee		0.00	1.00	1.00
Short Term Rental - Residential	New	0.00	500.00	500.00
			Total:	\$501.00