



Planning Commission
1018 Porter Avenue
Ocean Springs, MS 39564

Tuesday, August 9, 2022 @ 6:00 p.m.

1. Call Meeting to Order

2. Approval of Minutes

a) July 12, 2021

3. Old Business

a) **TABLED – TO BE READVERTISED** 2302 Bienville Boulevard / PID# 60120390.000, 60120390.050, & 60129570.200 – Bryant Harvey – Requesting a Conditional Use Permit (CUP) to allow the construction of apartments within the CH, Regional Commercial District.

4. New Business

a) **WITHDRAWN** – 406 Russell Avenue / PID# 60137264.000 – Eric Creel – Requesting the use of gravel (or similar material) to construct a driveway on a residential lot.

b) **TABLED – TO BE READVERTISED – PUBLIC HEARING:** 3074 Government Street / PID# 60128041.000 – Brantley Broome – Requesting a Rezoning from the CH, Regional Commercial District and R2, Single-Family Residential District to the R1-A, Special Apartment Use District.

c) **PUBLIC HEARING:** 3111 Government Street / PID# 60127160.000 – Angela Allen – Requesting a CUP to allow a pre-school/daycare to operate on a church property within the R-1, Single-Family Residential District.

d) **PUBLIC HEARING:** 306 Sheppard Drive / PID# 61595125.000 – Jessica Finkbiner – Request for a Residential Short Term Rental permit.

e) **PUBLIC HEARING:** 509 Bechtel Boulevard / PID# 61037013.000 – Nicole Bulick – Request for a Residential Short Term Rental permit.

f) **PUBLIC HEARING:** 443 Bills Avenue / PID# 61043032.000 – Guy & Faye Barnes – Request for a Residential Short Term Rental permit.

g) **PUBLIC HEARING:** 103 Sherwood Circle / PID# 61375017.00 – Paula Rychtar - Request for a Residential Short Term Rental permit.

5. General Public Comment: The public is invited to address the Commission for up to 3 (three) minutes (regarding issues **NOT** listed on this agenda). The Commission will take all comments under advisement for potential action at a later date if warranted.

6. Commissioner's Forum

7. Adjourn

**The Minutes of the City of Ocean Springs
Planning Commission
Tuesday, July 12, 2022**

1. Call meeting to order

A meeting of the City of Ocean Springs Planning Commission was called to order by Chairman Andy Phelan at 6:00 p.m. on Tuesday, July 12, 2022. Members present were Matthew Hinton, Kevin O'Connell, Marshall Johnson, Michael Davis, Allen Stanfield, and Joseph McCormick. Also present were Carolyn Martin, Planning & Grants Administrator; Wade Morgan, City Planner; and Will Norman, City Attorney.

2. Approval of Minutes

a) June 14, 2022

A motion was made by K. O'Connell seconded by M. Davis to accept the minutes as submitted. The motion was carried unanimously.

3. Old Business – None.

4. New Business

a) 300 Ward Avenue / PID# 61011081.000 – Craig Smith – Requesting the use of gravel (or similar material) to construct a driveway on a residential lot.

W. Morgan introduced the proposal. The gravel driveway and parking pad have already been constructed. There is no ten-foot apron installed as required by the Unified Development Code (UDC).

A motion was made by M. Hinton seconded by J. McCormick to accept three (3) input letters into the minutes. The motion was carried unanimously.

Shane Loper, property owner, addressed the commission. He presented a packet of information to the commissioners.

A motion was made by M. Johnson seconded by J. McCormick to accept the packet into the minutes. The motion was carried unanimously.

Mr. Loper noted the driveway provides rainwater management as there are no sewer drains on Kensington Avenue or Ward Avenue, it compliments the surrounding neighborhood, provides safe parking for their residence, and feels it is a greener use than concrete.

K. O'Connell discussed photographs of adjacent properties containing gravel drives presented in Mr. Loper's packet.

A motion was made by K. O'Connell seconded by M. Davis to recommend approval of the request for a gravel driveway and parking pad at 300 Ward Avenue, provided that a ten-foot-wide hard surface is provided behind the street asphalt. The motion was carried unanimously.

- b) 1808 Bienville Boulevard / PID# 60120280.000 – James McClendon –**
Requesting the use of gravel (or similar material) to construct a parking area on a commercial lot.

W. Morgan introduced the proposal. The property is commercially zoned. In the past, the PC has recommended against gravel drives on arterial streets such as Bienville Boulevard.

James McClendon, applicant, addressed the commission. He submitted a Design Review application, and he recalls being told gravel was fine. He hired an engineer for drainage calculations.

The PC discussed there being very few gravel parking areas along Bienville Boulevard and none of them having a waiver of a ten-foot apron.

A motion was made by M. Davis seconded by K. O'Connell to recommend denial. The motion was carried unanimously.

- c) 3074 Government Street / PID# 60120280.000 – Brantley Broome –**
Requesting a lot split.

W. Morgan introduced the proposal. The split will create two (2) compliant lots. One will contain the existing gas station / convenience store; the other will be vacant. He discussed a revise site plan shifting the lot line west of the existing metal building on the property as to not create a non-conforming structure.

A motion was made by M. Hinton seconded by J. McCormick to accept the revised site plan into the minutes. The motion was carried unanimously.

The lot created on the southern boundary will become dual-zoned, but will be addressed if the rezoning request moves forward.

A. Phelan asked if the easement would be accepted by the city. W. Morgan confirmed.

Donovan Scruggs, 317 Pine Drive, agent for the applicant, addressed the commission. He spoke of their intention to rezone the property in the future, however, they are only requesting the lot split at this point.

A motion was made by K. O'Connell seconded by M. Johnson to recommend approval of a lot split of 3407 [3074] Government Street and described in the application and survey as amended by the revised lot split proposal entered into the minutes at this meeting and that those be filed with the city. The motion was carried unanimously.

- d) DEFERRED – PUBLIC HEARING:** 3074 Government Street / PID# 60128041.000 – Brantley Broome – Requesting a Rezoning from the CH, Regional Commercial District and R2, Single-Family Residential District, to the R1-a, Special Apartment Use District.

This item was deferred by the applicant to the August PC meeting.

- e) PUBLIC HEARING:** 320 Jackson Avenue / PID# 60137416.000 – Jake Travis for The First Presbyterian Church of Ocean springs – Requesting a Conditional Use Permit (CUP) to allow a church to use a residence as office space.

A motion was made by M. Hinton seconded by M. Johnson to go into public hearing. The motion was carried unanimously.

W. Morgan introduced the proposal. The property is zoned R-1 and is located in the Old Ocean Springs Historic District. It is across the street from the First Presbyterian Church of Ocean Springs, also the applicant. It will be used for church ministerial staff offices. Their parking will be shared with the church.

Jake Travis, agent for the applicant, addressed the commission. He discussed how the church has grown.

A. Phelan asked if the purpose is for administrative only or will there be meetings as well. Mr. Travis explained the main intent is for admin, however, there may be a few daily and/or nightly meetings as well.

M. Davis asked if there would be any signage. Mr. Travis discussed a campus-wide signage plan for the entire church property. W. Morgan added the Historic Preservation Commission has a sign committee that would review that request.

Roland and Patricia Creel, 305 Jackson Avenue, stated they are in favor of the request.

Greg Worch, 219 Washington Avenue, addressed the commission in favor of the request.

Kerri Cambre, 403 Jackson Avenue, addressed the commission in opposition to the request. She is concerned with future commercial activity in a residential neighborhood.

A motion was made by M. Johnson seconded by K. O'Connell to come out of public hearing. The motion was carried unanimously.

K. O'Connell asked for confirmation that the property is not being rezoned and the CUP would not pass on to another individual. C. Martin confirmed the property itself is not being rezoned, and CUP's are generally non-transferrable. W. Morgan added it would the non-transfer would need to be in the motion.

A motion was made by M. Johnson seconded by K. O'Connell to recommend approval of the Conditional Use Permit for the use of 320 Jackson Avenue for the religious institutional use for ministerial offices as described in the application and the associated site plan adding that the use permit does not transfer with the sale of the property.

K. O'Connell asked to add the use is for administrative purposes only.

The members discussed the transfer of ownership, as the applicant is not the current property owner, but acting on their behalf.

M. Johnson amended his motion to recommend approval of a Conditional Use Permit for the use of 320 Jackson Avenue for religious institutional use by First Presbyterian Church for ministerial offices as described in the application and the associated site plan and to be used for administrative purposes only. This Conditional Use Permit will not transfer should The First Presbyterian Church sell the property or not acquire it.

The motion was seconded by K. O'Connell. The motion was carried unanimously.

f) PUBLIC HEARING: 2302 Bienville Boulevard / PID# 60120390.000, 60120390.050, & 60129570.200 – Bryant Harvey – Requesting a CUP to allow the construction of apartments within the CH, Regional Commercial District.

A motion was made by M. Hinton seconded by M. Davis to go into public hearing. The motion was carried unanimously.

W. Morgan introduced the proposal. The applicant wishes to construct apartments on the property. He discussed the request and it's relation to the Comprehensive Plan. If approved, the project would still be subject to Design Review, which overlooks more detailed items.

M. Davis asked what concerns the moratorium address that was brought up by the Board of Aldermen. W. Morgan explained it particularly was focused on the drainage and sewer issues [impact to infrastructure] as well as the impact on the school district.

A motion was made by M. Davis seconded by M. Johnson to come out of public hearing. The motion was carried unanimously.

A motion was made by K. O'Connell seconded by M. Johnson to defer the application based on lack of information. The motion was carried unanimously.

g) PUBLIC HEARING: 1208 Bowen Avenue / PID# 61190012.000 – Tyler Smith – Requesting a Residential Short-term Rental permit.

A motion was made by M. Hinton seconded by M. Davis to go into public hearing. The motion was carried unanimously.

C. Martin introduced the proposal. The applicant will serve as the local property manager and meets the residency requirement. No input was received prior to the packet. A notice was sent to property owners within 500 ft. of the property. The inspection passed with a maximum occupancy requested and approved at six (6) and maximum vehicles at two (2). No code infractions or police activity were reported.

Eric Nichols, 929 Washington Avenue, representing the applicant, addressed the commission. There are other short-term rentals on Bowen Avenue and he is requesting approval as well.

A motion was made by M. Hinton seconded by M. Johnson to come out of public hearing. The motion was carried unanimously.

A motion was made by K. O'Connell seconded by M. Johnson to recommend approval of a short-term rental permit for 1208 Bowen Avenue subject to annual renewal. The motion was carried unanimously.

h) PUBLIC HEARING: 809 General Pershing Avenue / PID# 60119392.000 – Allison Pleasant-Headley – Requesting a Residential Short-term Rental permit.

A motion was made by M. Hinton seconded by M. Davis to go into public hearing. The motion was carried unanimously.

C. Martin introduced the proposal. Christopher Dearman will serve as the local property manager and meets the residency requirement. Notices were sent to 62 property owners inside the buffer with no input received. The inspection was approved on May

18th with a maximum occupancy of six (2) and two (2) vehicles. No code enforcement complaints or other infractions were reported.

Michael Pleasant, 1415 Government Street, representing the applicant, addressed the commission. The dwelling has been brought to compliance and they are requesting approval.

A motion was made by M. Davis seconded by M. Johnson to come out of public hearing. The motion was carried unanimously.

A motion was made by K. O'Connell seconded by M. Johnson to recommend approval of a residential short-term permit for 809 General Pershing Avenue subject to annual renewal. The motion was carried unanimously.

i) PUBLIC HEARING: 104 Keri Cove / PID# 61037401.000 – Jared Rhodes – Requesting a Residential Short-term Rental permit.

A motion was made by M. Johnson seconded by K. O'Connell to go into public hearing. The motion was carried unanimously.

C. Martin introduced the proposal. Chris Dearman will be the property manager and meets the residency requirement. A notice was sent to 68 property owners within the buffer. One (1) phone call with concerns was received. No other input was received. The inspection passed on July 8th with eight (8) occupants and four (4) vehicles as requested. No code violations or complaints were received.

M. Davis noted the phone call received states she was against the short-term rental and the rest of the neighborhood. C. Martin confirmed her input was the only one received.

Greg Williams, 132 Keri Cove, addressed the commission in opposition to the request. It is a small neighborhood containing two (2) cul-de-sacs. He presented 19 signatures of the neighbors in opposition adding that there are only 23 homes in the neighborhood.

A motion was made by M. Hinton seconded by J. McCormick to accept the petition into the minutes. The motion was carried unanimously.

Sally Diaz, 502 Heatherstone Circle, addressed the commission in opposition to the request. The neighborhood is older and most of them have been there forever.

Val Klish, 503 Heatherstone Circle, addressed the commission in opposition to the request. It's a dead-end neighborhood and she doesn't want a hotel in her neighborhood.

Tom Shaak, 516 Heathrestone Circle, addressed the commission in opposition to the request. He agrees with the previous comments. He feels Airbnb renters don't always follow the rules even if the owner lists them.

Angie Huckleby, 140 Keri Cove, addressed the commission in opposition to the request. She agrees with the previous comments.

Melissa Williams, 132 Keri Cove, addressed the commission in opposition to the request. She agrees with the previous comments.

Jared Rhodes, 104 Keri Cove, applicant, addressed the commission in regards to the input received. He lives in Hernando, MS. He understands the concern, but he wants this to be his second home, not just a full-time money maker. He encourages the neighbors to report any negative behavior.

A motion was made by M. Davis seconded by K. O'Connell to come out of public hearing. The motion was carried unanimously.

A motion was made by K. O'Connell seconded by M. Johnson to recommend approval for a short-term rental permit for 104 Keri Cove subject to annual renewal. The motion was carried unanimously.

j) PUBLIC HEARING: 428 Holly Street / PID# 61037317.000 – Oren Zweig – Requesting a Residential Short-term Rental permit.

A motion was made by K. O'Connell seconded by J. McCormick to go into public hearing. The motion was carried unanimously.

C. Martin introduced the proposal. The applicant will serve as the property manager and meets the residency requirement. No input was received. Notices were sent to 69 surrounding property owners. The inspection was approved on June 9th with a maximum occupancy of six (6) and vehicles of three (3). No complaints or code violations were reported.

A motion was made by M. Hinton seconded by M. Johnson to come out of public hearing. The motion was carried unanimously.

A motion was made by M. Hinton seconded by K. O'Connell to recommend approval for 428 Holly Street for a short-term rental permit subject to annual renewal.. The motion was carried unanimously.

5. General Public Comment

6. Commissioner's Forum

Gravel drives, Conditional Use Permits, and application processes were discussed.

7. Adjourn

A motion was made by M. Johnson seconded by M. Davis to adjourn the meeting. The motion was carried 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: August 9, 2022

APPLICANT(S): Angela Allen
CURRENT OWNER? Yes No ✓
If No, - List Current Owner: Woodhaven Baptist Church

LOCATION: 3111 Government Street / PID# 60127160.000

REQUESTED ACTION: Approval of a Conditional Use Permit (CUP) for a pre-school/day care facility in an R-1, single-family residential district.

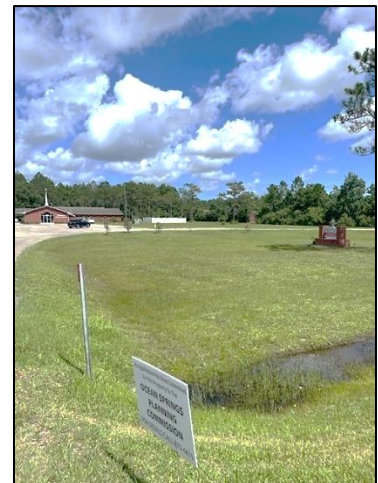
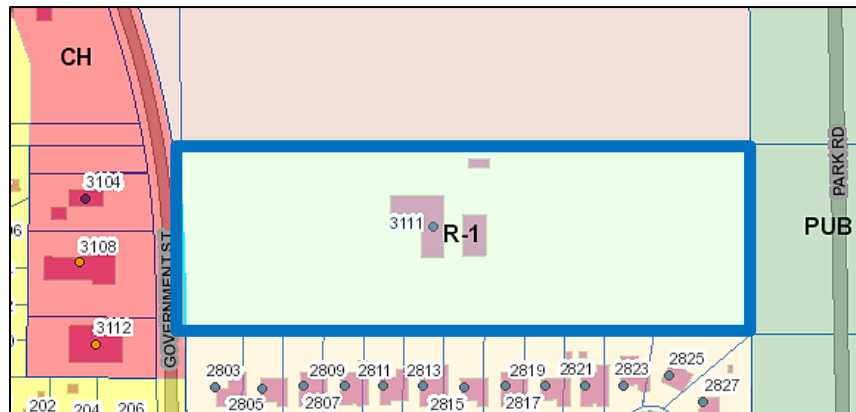
DATE OF APPLICATION: July 19, 2022

ADJACENT ZONING AND LAND USE:

Subject Property: R-1, Single-Family Residential District – Woodhaven Baptist Church;
North: R-1A, Special Apartment District – undeveloped land;
East: PUB, Public District – undeveloped, national park;
South: R-D, Two-Family Residential District – single-family dwellings;
West: across Government Street, C-H district – appliance repair and storage buildings.

CURRENT CONDITIONS:

- Property Size: 7.5 acres



DESCRIPTION OF REQUEST:

- The applicant requests approval of a CUP to use two (2) rooms of the church for the Little Hounds Academy Preschool. The pre-school will have 16 children ages four (4) to Pre-K 4.

FINDINGS:

- Child day care facilities may be permitted in the R-1, single-family residential district through the issuance of a CUP with a site plan adopted by the Planning Commission and Board of Aldermen (BOA).
 - The PC has the responsibility to ensure [1] that the use can be appropriately accommodated on the specific property; [2] that it will conform to the comprehensive plan; [3] that it can be constructed and operated in a manner that is compatible with the surrounding land uses and overall character of the community; and [4] that the public interest, health, safety, and general welfare will be promoted.
 - The PC can impose reasonable standards, conditions, or requirements, in addition to or that supersede any standard specified in the Unified Development Code (UDC), as it may deem necessary to protect the public interest and welfare.
- The pre-school will use the existing parking lot and driveway for drop-off and pick-up. The parking lot has 55 spaces and the driveway connects to Government Street, so that traffic from the daycare facility will not have an adverse impact on the adjacent neighborhood.
- COMPREHENSIVE PLAN: The following policies address institutional uses in residential areas:
 - Policy 4.3: Ensure that land uses abutting residential development are compatible with the scale, intensity and overall character of the neighborhood. Note: This policy is intended to facilitate a mix of residential unit types and better integration of residential and non-residential uses through the use of creative design, including the architecture, landscaping, building orientation, parking layouts, building scale and setbacks.
 - Policy 4.11 - Protect stable single-family neighborhoods from the intrusion of incompatible residential and non-residential land uses. This policy is intended to protect neighborhoods from blighting influences; it is not intended to preclude development of different types of residences, neighborhood commercial centers or community services within neighborhoods if they can be designed and maintained in a manner that enhances neighborhood stability.

OTHER FEEDBACK:

- None received

STAFF CONCLUSION: APPROVAL.

POTENTIAL MOTION: To recommend approval of a Conditional Use Permit for the use of 3111 Government Street for Little Hounds Academy Pre-school as described in the application and the associated site plan.



City of Ocean Springs, Mississippi
On the Mississippi Gulf Coast

Ocean Springs Planning Commission
PO Box 1800
Ocean Springs, MS 39564
228-875-6712 (Phone) 228-872-5427 (fax)

Office Use

Date Received _____

Received by _____

☐ App Fee Paid / Cash/Ck# _____

☐ Mailout Fee: \$ _____

☐ Mailout Pd: Cash / Ck# _____

CHANGE IN ZONING / USE PERMIT APPLICATION

Effective June 11, 2006, the following application fees apply:

Application Fee Required*: **\$250.00 (NON REFUNDABLE)**

*Does not include mail fee, to be determined by City.

Certified mail fee required for notification of property owners within 500' of applicant property. Exact fee to be determined by City, based on current postage rates. AND MUST BE PAID FOR BY THE APPLICANT BEFORE MAILING.

Application Date: 7/19/2022

(Applications are due by the 7th of each month for the meeting scheduled for the subsequent month.)

Indicate Request: Change In Zoning District ☐ Use Permit ☐ Conditional Use Permit ☒

Applicant Information

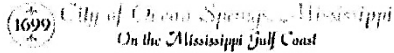
Address of Lot(s): 3111 Government st.

Parcel ID(s): 60127160.000

- | | |
|---|---|
| 1. Applicant: <u>Angela Allen</u> | Phone: <u>228.327.2097</u> |
| Address: <u>3104 Government St.</u> | Email: <u>Littlehoundsacademy@gmail.com</u> |
| 2. Owner of Record: <u>Woodhaven Baptist Church-Sam Johnson</u> | Phone: <u>228.875.3971</u> |
| Address: <u>3111 Government St.</u> | Email: _____ |

COMPLETE THE FOLLOWING:

- Current Zoning classification of property: R1
New Zoning District Requested (if applicable): _____
- Explain the present use of the property and condition of any existing structures:
Woodhaven Baptist Church is used to minister to people and worship God.
All buildings and structures are in good/proper working conditon.
- Describe the intended use of property:
Little Hounds Academy Preschool will be using two rooms in Woodhaven Baptist church for an extention of our Preschool program. We will only have 16 children ages 4 for PreK4.
We follow the Ocean Springs School District Hoilday closures and will be closed for summer. Hours will be 630am-430pm.



4. Reason for request: *Must include 1) A description of the change/changes in the neighborhood that justify the change (when/where) OR the mistake made in the zoning map if applicable; AND 2) The public need for the new zoning district type.*

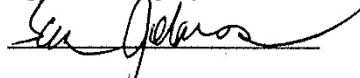
n/a

ATTACHMENTS REQUIRED:

- ☐ 1. Application Fee. Amount \$ 250.00
- ☐ 2. Map of the property and the surrounding neighborhood.
- ☐ 3. Diagram of intended use, showing dimensions and distances of property, building and their setbacks; parking spaces, entrances and exits.
- ☐ 4. Legal description; street address.
- ☐ 5. Copy of protective covenants or deed restrictions, if any.
- ☐ 6. Copies of approvals or requests of approval from other agencies such as: Health Department, Miss. Air and Water Pollution Control Commission, Corps of Engineers, Department of Marine Resources Council, etc.

***** If applicant is authorized to represent property owner, applicant must provide documentation signed by the property owner.**

Signature of Property Owner



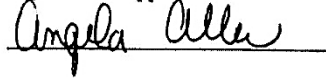
Woodhaven Baptist Church-Sam Johnson

Print name

7/19/22

Date

Signature of Applicant



Angela Allen

Print name

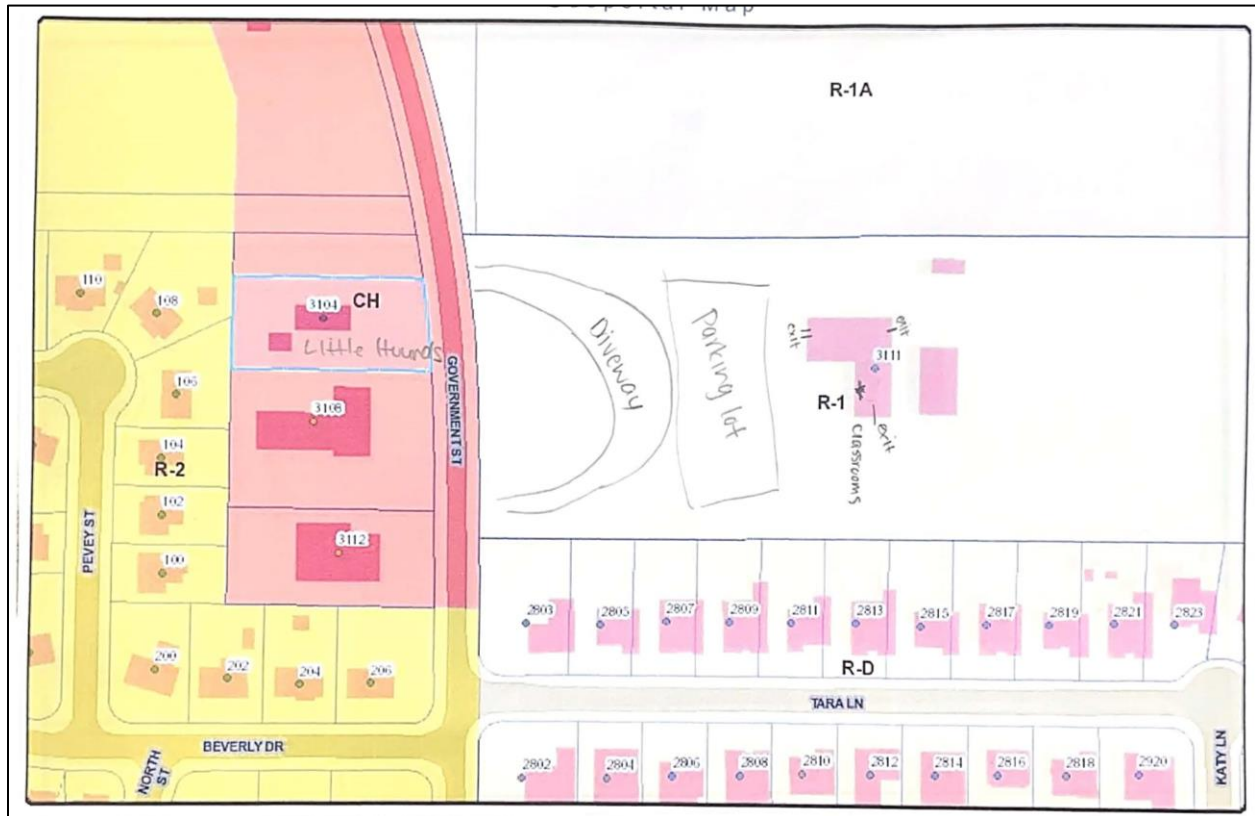
7/19/22

Date

Office Use Only: APPROVALS

Public Works Date: _____ / _____ Planning Department Date: _____
City Engineer Date: _____

SITE PLAN:





MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Data Sheet

Facility Name	<u>Little House Academy</u>	Date	<u>July 13 2022</u>
Physical Address	<u>3104 Government St Ocean Springs</u>		
Operator	<u>Angela Allen</u>	Daytime Telephone Number	<u>228-327-2097</u>
☒ Commercial Facility ☐ Occupied Residence <u>1</u> Year Building was constructed			
Total # of Floors _____ # of Floors Used for Child Care _____ # of Rooms _____ # of Rooms Used for Child Care _____			
Construction: Masonry _____ Brick ☒ Frame _____ Metal _____ Other _____			

I. Building/Grounds

Mark: In = Incompliance with Regulations Out = Out of compliance with regulations NA = Does not apply

A. General

- | In | Out | NA | |
|-------------------------------------|--------------------------|--------------------------|--|
| ☒ | ☐ | ☐ | 1. Two (2) easily opened outward opening doors (minimum 32 inches wide) equipped with single action opening hardware. |
| ☒ | ☐ | ☐ | 2. Walls – ☐ clean ☐ repair ☐ paint ☐ replace |
| ☒ | ☐ | ☐ | 3. Floors – ☐ clean ☐ repair ☐ paint ☐ replace |
| ☒ | ☐ | ☐ | 4. Ceiling – ☐ clean ☐ repair ☐ paint ☐ replace |
| ☒ | ☐ | ☐ | 5. Plug covers on all outlets. |
| ☒ | ☐ | ☐ | 6. Barriers installed as needed – ☐ kitchen ☐ stairways ☐ windows ☐ porches ☐ other _____ |
| ☒ | ☐ | ☐ | 7. Handrails – ☐ steps ☐ landings ☐ toilets ☐ other _____ |
| ☒ | ☐ | ☐ | 8. Heating/cooling – ☐ gas ☐ electric ☐ other _____
Note – Non-electric heat/cool systems or appliances require carbon monoxide monitors to be installed as well as smoke detectors. All gas heaters must be vented to outdoors. |
| ☒ | ☐ | ☐ | 9. Unapproved heaters (must be removed). |
| ☒ | ☐ | ☐ | 10. Adequate, proper heating and/or cooling systems. |
| ☒ | ☐ | ☐ | 11. Child safe thermometers at child level in every room utilized by children. |
| ☒ | ☐ | ☐ | 12. Adequate lighting. Note – All lights must be shielded. |
| ☒ | ☐ | ☐ | 13. Telephone accessible to caregivers. |
| ☒ | ☐ | ☐ | 14. Individual compartments or hooks for each child. |
| ☒ | ☐ | ☐ | 15. Diaper changing stations in all rooms housing children who are not toilet trained.
Note – Diaper changing stations must have hot and cold water and may not be used for any purpose except diapering. Number of diaper changing stations _____ |
| ☐ | ☐ | ☐ | 16. Approved – ☒ waste water ☒ water supply |
| ☒ | ☐ | ☐ | 17. Emergency evacuation plan posted. |
| ☒ | ☐ | ☐ | 18. Hot and cold running water at all handwashing sinks. |
| ☒ | ☐ | ☐ | 19. Building constructed prior to 1965 has been tested for lead. |

White Copy - Facility File Yellow Copy - Operator
 Mississippi State Department of Health

Revised 8-05-09

Form No. 286



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facilities Capacity Worksheet

Any change in use of space will affect maximum capacity. Attach matching floor plans.

County Jackson Date July 13 2023
 Facility Little House Academy License No. Pending
 Address 304 Rivermont Dr Ocean Springs Maximum/New Capacity 29

Maximum capacity is determined by the lowest number of the five categories listed below. Facilities must be measured by one standard only, e.g., preschool or school age, not both. Licenses are issued based on one standard only.

- Kitchen Size — 19.75 x 10.58 = 208
 (Minimum size - 90 sq. ft./Maximum - 300 sq. ft.) 1-50 children require 90 sq. ft.; 51-70 children require 150 sq. ft.; 71-100 children require 210 sq. ft.; over 100 children require 300 sq. ft. A separate stand alone freezer is required when serving 50 or more.

- Handwashing Sinks — 3 x 15 = 45 (Preschool)

Handwashing Sinks — _____ x 30 = _____ (School Age)
 (Do not count lavatories in kitchen or for use in diaper changing area.)

Diaper Changing Sinks — 1

- Toilets — 3 x 15 = 45 (Preschool)

Toilets — _____ x 30 = _____ (School Age)

Urinals — _____ x 15 = _____ (Both Licenses)
 (Urinals shall not exceed 33 percent of the toilet fixtures)

- Playground Space 1 — _____ x _____ = _____ ÷ 75 x 3 = _____

Playground Space 2 — _____ x _____ = _____ ÷ 75 x 3 = _____
 (Total outdoor playground area shall accommodate at least 33 percent of the licensed capacity at any one time.)

Playground Space 3 — _____ x _____ = _____ ÷ 75 x 3 = _____
 (Total outdoor playground area shall accommodate at least 33 percent of the licensed capacity at any one time.)

- Indoor Space — Add the total of the room capacities listed below: Refer to section 11-2 of the regulations for required square footage per child based on age. All maximum room capacities are rounded down to the nearest whole number.

Room Name/No.	Measurements	Maximum Capacity
#1	<u>15.67</u> x <u>14.917</u> = <u>233</u> ÷ <u>35</u> = <u>6</u>	
#2	<u>22.167</u> x <u>14.917</u> = <u>330</u> ÷ <u>35</u> = <u>9</u>	
#3	<u>14.83</u> x <u>22.67</u> = <u>336</u> ÷ <u>35</u> = <u>9</u>	
#4	<u>12.167</u> x <u>14.83</u> = <u>180</u> ÷ <u>35</u> = <u>5</u>	
	_____ x _____ = _____ ÷ _____ = _____	
	_____ x _____ = _____ ÷ _____ = _____	
	_____ x _____ = _____ ÷ _____ = _____	

Total Indoor Square Footage = _____

Maximum Facility Capacity = 29

Facility Operator J. Farney
 White Copy - Facility File Yellow Copy - Operator
 Mississippi State Department of Health

Child Care Representative [Signature]
 Revised 12/17/08 Form No. 28

Conversion Chart

1" = .083
2" = .167
3" = .25
4" = .33
5" = .417
6" = .5
7" = .58
8" = .67
9" = .75
10" = .83
11" = .917



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Encounter

District 9Date July 13, 2022

Name <u>Little House Academy</u>	License No. <u>Pending</u>
Address <u>3104 Government St Ocean Springs</u> Center/Organization/Individual	
Purpose <u>clinical</u>	Director <u>Angela Allen</u>
Mileage Start _____	Mileage End _____
County <u>Jackson</u>	Telephone No. <u>228-297-2097</u>
Time In <u>10</u>	Time Out _____ Total Time _____

Findings/Comments

Call when playground is completed

Paperwork needed -

1) CPR & 1st Aid cards

2) Fire Exam #333

3) Zoning

JEAN LEE
Center Director/Designee/Individual

Angela Allen
Child Care Representative

White Copy - Facility File
Yellow Copy - Operator

Mississippi State Department of Health

Revised 6-24-09

Form No. 287

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, August 9, 2022

APPLICANT: Todd & Jessica Finkbiner

LOCATION: 306 Sheppard Drive / PID#: 61595125.000

REQUESTED ACTION: Residential Short Term Rental Permit

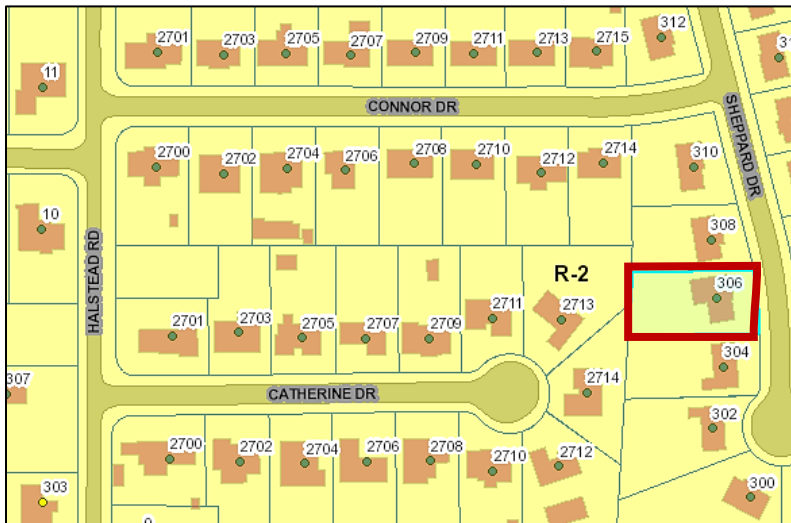
DATE OF APPLICATION: MAY 27, 2022

ADJACENT ZONING/LAND USE:

Subject Property: R-2, Low-Medium Density, Single-Family Residential
North, South, East, West: R-2, Low-Medium Density, Single-Family Residential

DESCRIPTION OF REQUEST:

- Per Ordinance 2015-11, 2018-02, 2021-05 and 2021-25, the application is for a short-term rental permit to allow usage for less than 30 days.
- Site Location: the property is located on Sheppard Drive south of Connor Drive



FINDINGS:

- **Local Property Manager:** The local property manager will be Liz Wakenhut. With an address of 3924 Acadian Village Drive, the residency requirement of within two (2) miles of the city limit is satisfied.
- **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 indicated that this is not a covenant-restricted neighborhood with an active HOA. A search of Jackson County Land Records did not discover filed covenants for this subdivision. The MS Secretary of State's Office does not have an active HOA listed on their website.
- **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 81 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 6/20/22 and was approved. Inspection form is attached for review.
- **Maximum Occupancy:** The requested a maximum occupancy of 8 was reduced to 7 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:

- No input was received.

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

RESIDENTIALLY-ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION

Application Date: 5/27/22

Submittal Requirements:

- Completed Application
- Copy of Proposed Rental Agreement
- Proposed Parking Plan
- 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.
- Fee of \$200 must be paid at the time application is submitted (includes occupancy inspection fee). ~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 AND ARE NOT TRANSFERABLE.

REQUIRED INFORMATION:

- Address of Rental Property: 306 Sheppard Drive, Ocean Springs, MS 39564
- Parcel Identification Number: 61595125.000 Number of bedrooms: 3
- Proposed maximum # guests: 8 Number of existing off-street parking spaces: 3
- Is this property located in a covenant-restricted subdivision? ☐ Yes ☒ No ~ If yes, a letter of support from the HOA must be included with the application.

Name of Property Owner <u>Jessica and Todd Finkbiner</u>	
Address of Property Owner <u>6722 Ground Ivy Court, Eastvale CA 92880</u>	
Phone No. <u>(909) 838-3828</u>	
Name of Local Property Manager <u>Liz Wackenhut</u>	
[Must RESIDE within two (2) miles of the OS City Limits] Address <u>3924 Acadian Village Drive, Ocean Springs MS 39564</u>	
Phone No. <u>(215) 377-0884</u>	Signature <u></u>

Copy of Ordinance 2015-11 Received: <u></u> (initials)	Copy of Ordinance 2019-19 Received: <u></u>
Copy of Ordinance 2018-02 Received: <u></u> (Initials)	Copy of Ordinance 2021-25 Received: <u></u>

Revised 02/23/2022

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ATTACHMENTS as listed above:

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) Todd and Jessica Finkbiner, 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, to the best of my knowledge, 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: Jessica and Todd Finkbiner

Parcel ID(s): 61595125.000

Date Property Acquired: 5-27-22

Owner's Signature  Date 5-27-22

.....

Office Use Only

Date of Inspection: 6/20/22

Maximum Occupancy Determination: 7

Maximum Parking Spaces: 3

PC Public Hearing Date: 8/9/22

Result of Occupancy Inspection: PASSED
(attached)

Permit Renewal Date: _____

BOA Approval Date: _____

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ADDRESS: 306 Sheppard Drive



City of Ocean Springs, Mississippi
On the Mississippi Gulf Coast

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>8</u> |
| ☒ Outlet and switch plate covers need to be
installed. (GFCI Circuits within 6 ft. of
water source) | ☒ Proposed # of Guests: <u>8</u> |
| ☒ No exposed wiring | Approved # of Guests per OSFD: <u>7</u> |
| ☒ Adequate emergency egress | ☒ Proposed # of vehicles: <u>3</u> |
| ☒ Operable windows in sleeping areas | Approved # of vehicles per OSFD: _____ |
| ☒ Guest rules (noise, garbage, etc.) must be
visibly posted. | |

Property Owner: Jessica Finkbner Phone #: 909-838-3828
Contact Name: _____ Phone #: _____

.....
Date of Inspection: 6-20-22

COMMENTS: _____

☒ PASSED

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

PUBLIC HEARING NOTICE

Residential Short-Term Rental



City of Ocean Springs, Mississippi
On the Mississippi Gulf Coast
Planning Department

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 no. 2015-11 governing the provision of Short Term Rentals of dwellings in residential zones after application, hearing, and approval.

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

Short-Term Rental Applied for: 306 Sheppard Drive

Public Hearing Date/Time: August 9, 2022 at 6:00 p.m.

Applicant Jessica & Todd Finkbiner

Local Contact Liz Wakenhut

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, again on December 17, 2019, and again on December 7, 2021. 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, if one is assigned, **MUST** reside within 2 miles of the city limits and be available 24/7 to address issues related to the property. The Planning Department will have a contact number in case of emergencies.
- 4) ***Do the property owners pay sales tax for this activity?*** Yes – the property owner will be issued a city privilege license that will allow them to register with the state for payment of sales tax, including the additional "bed tax" required for all hotel activity.
- 5) ***What review has been done by the City?*** The application, a \$200 application fee, and payment for mailing was received. All information was reviewed to ensure all administrative requirements have been met. The home

- 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.

- 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 an active Homeowner's Association (HOA) must provide a letter from that HOA supporting the activity. If you are aware of such a restriction in your neighborhood, please notify the Planning Department at 228-875-4415. The permit will not be approved unless supported by an ACTIVE HOA where applicable.
- 14) ***Will the property owner be required to maintain renter information?*** Yes, the property owner must maintain a guest registry and provide to the city for review upon request.
- 15) ***Will the renters be informed of the rules and regulations that are included in the permit?*** Yes, part of the application and inspection includes provision of the rental agreement for review and posting of the house rules in a visible location within the home.

PC Item 4.d

Hello,

I am wanted to introduce myself. My name is Jessica I am the new owner at 306 Sheppard Drive. I have 3 children: Noah (12), Sadie (9) and Emmy (8). I am married to my husband of 14 years, Todd. We purchased this home as a home we wanted to share with others to vacation and make memories in. We love turning spaces into beautiful places. It has been a dream of mine to own a home to do this with and we found the perfect place here on Sheppard Drive. I respect the community and neighborhood and have very clear rules for our home. I have installed a Ring camera on our front porch to make sure our guests are being respectful of our neighborhood. Our family will be having annual trips to the home and we hope to catch up with our neighbors. I have met some of you and can't wait to see you all again soon.

Thank you for supporting us in this endeavor,

Todd and Jessica Finkbiner

Stay Salty Beach House
Short Term/Temporary Rental Agreement

1. The Parties

This agreement made this ____ day of _____, 20____
Between _____ (hereinafter referred to as "Tenant")
and _____ (hereinafter referred to as "Landlord")

2. The Property

Property Address: 305 Sheppard Drive, Ocean Springs MS 39564

3. Period and Guests

Total people in rental party consists of _____ adults, _____ children, and do not exceed _____.

Rental period begins at ____:____ AM/PM on the ____ day of _____ 20____. And ends at ____:____ AM/PM on the ____ day of _____, 20____.

4. Rental Amount

Total rental amount for the period is _____ Dollars (\$_____) Or equal to _____ Dollars (\$_____) per night.

5. Fees, Taxes, and Deposits

Cleaning Fee \$_____

Security Deposit \$_____

Tenant Signature _____

Landlord Signature _____

Stay Salty Beach House

306 Sheppard Drive
Ocean Springs, MS 39564

Welcome to Stay Salty Beach House! We understand that you have many choices when it comes to accommodations in Ocean Springs. Everything you need to know will be listed here in this house manual. Please reference this as a guide for any questions you may have regarding the property. Should you need further assistance, please do not hesitate to call us:

Stay Salty mainline: (424) 256-8737

Upon your arrival, you will be provided with your own personal keyless entry code in a separate email (it will be the last 4 numbers of your provided phone number). Please follow the check-in instructions for access to the home.

Outdoor chairs, umbrellas, hammocks and outdoor games are located in the laundry room.

HOUSE RULES:

- Parking for 3 vehicles in the driveway.
- No more than 7 people are allowed to stay at home. We have a Ring camera at the front door.
- Absolutely no smoking or vaping of any kind in the house. Smoking outside is permitted. Extra cleaning fee will apply for butts found around the yard. Please use the ashtray provided and empty out at the end of stay.
- No food in the bedrooms, please eat meals in the kitchen/common dining area or any outside area to prevent spills/stains that will result in a cleaning fee.
- Ocean Springs has a city-wide noise ordinance rule from the hours of 10pm to 6am. A noise complaint WILL result in a fine.
- Please check the weather prior to your arrival to be prepared for your stay. To pack accordingly.
- No use of illegal drugs or illegal activities. Authorities will be called and you will be asked to leave the property immediately.
- This is not a party home, only agreed upon amount of guests at the time of booking are permitted.

OUTDOOR/GAMES:

- Outdoor games are provided for your entertainment.
- Please place the corn hole game back in the laundry room at the end of your stay.
- Please take Hammocks and umbrellas down and place them back in the laundry room at the end of your stay.
- Please move outdoor chair cushions to the laundry room as well at the end of stay.
- The play room has games and a 4 in 1 game table. Please be sure to place all items back where they belong so future guests can enjoy. Missing parts will result in a fee to have items replaced.
- All TV's are smart TV's for you to log into your favorite streaming channels. Be sure to log out at the end of your stay.
- Bluetooth speaker is provided for you during your stay on the kitchen counter. Please plug back in at the end of your stay.

BBQ USAGE:

-The BBQ is available for your usage, and uses briquettes. -Please clean the BBQ once you are finished using it.

GARBAGE & RECYCLING:

- There are trash cans in every bathroom as well as the kitchen.
- At the end of your stay, please collect all trash in the home and put it in the large trash cans to be disposed of on the next trash day. Trash cans are located in the backyard on the side of the home.
- If you are staying on a Sunday we kindly ask that you put the trash cans on the street for trash day on Monday's. If you are unable to put the trash cans on the street please let us know and we will make accommodations. Thank you!

A/C:

The AC will already be turned on for you prior to your arrival for the comfort of your stay. PLEASE DO NOT crank the air in an attempt not to make the house freezing. Please keep the air no lower than 72 degrees and the heater no higher than 70 degrees. There are additional cooling units in the house for your comfort if you choose to, however you should not need them.

Kids/Children:

- This is a kid friendly home, however it is not baby or toddler proof. We are not responsible for any accidental incidents.

PETS:

- Pets are allowed on case by case basis.
- We ask that pets are not allowed on beds or couches.
- If there is excessive pet hair, urine damage or other damage caused by pets there will be a \$250 fee.
- Our backyard is fenced in, however we are not responsible if any pet gets out or gets injured.

SECURITY:

- The neighborhood is very safe. Please remember to still lock the doors when leaving the property. We are not responsible for lost or stolen items during your stay.

DAMAGES:

- Damages and breakage must be reported in a timely manner (before checking out of the property).
- Damages are subject to fees to cover the expenses of the items ruined.
- We keep an inventory of towels, pillows, and all other items throughout the home. Should you decide to keep something as a souvenir please note you will be charged for such items.

LOST & FOUND:

- Items left at the house will be held for 72 hours. If you want the item returned to you, we have no problem returning the item however there will be a \$40 processing fee in addition to shipping costs which will need to be paid in full before items are sent out.

CHECK IN/OUT:

- Keypad is located on the front door.

-Enter the keyless entry code one digit at a time, then press the lock icon. Wait two seconds and door will unlock. Please note if the code/icon are entered too quickly, it may result in an error code message.

-Check in time is no earlier than 4:00pm

-Check out time is no later than 11:00am

-We are unable to make accommodations on check in and check out times. Thank you for understanding.

AT THE END OF YOUR STAY:

-Please gather all towels and bedding and place them on the floor in the room they are in.

-Bag all trash and dispose of the trash in the trash bins located in the backyard on the side of the home.

-If you are staying on a Monday please take trash bins to the street for trash day on Tuesday. If you are unable to do this please let me know and I will make accommodations.

-Place all used dishes in the dishwasher and run the dishwasher.

-Place remotes to TV's in the holders on walls by TV.

-Please place outdoor hammocks, umbrellas and corn hole in the laundry room.

-Plug in bluetooth speaker.

-Be sure to log out of your streaming channels.

-There will be 3 rolls of toilet paper in each bathroom and 2 rolls of paper towels. Should you need more we recommend packing extra or there is a market in town you can purchase more.

MAINTENANCE CREW:

-Occasionally we will have supplies for the house delivered through amazon. If a delivery is set up during your stay, we will notify you in advance and you can just leave the package in the laundry room for our house cleaners.

IMPORTANT REMINDERS:

-Please note we keep an inventory of all towels, games, glassware, devices and electronics etc. Should you choose to keep any of these items for yourself please note you will be charged for the missing items.

-

EMERGENCY CONTACT INFO:

-Should you encounter an emergency of any type, please immediately call 911.

-First Aid Kit is located in hall bathroom closet

-Fire Extinguisher is located in kitchen on wall

-We have emergency lights in case of a power outage that will automatically turn on.

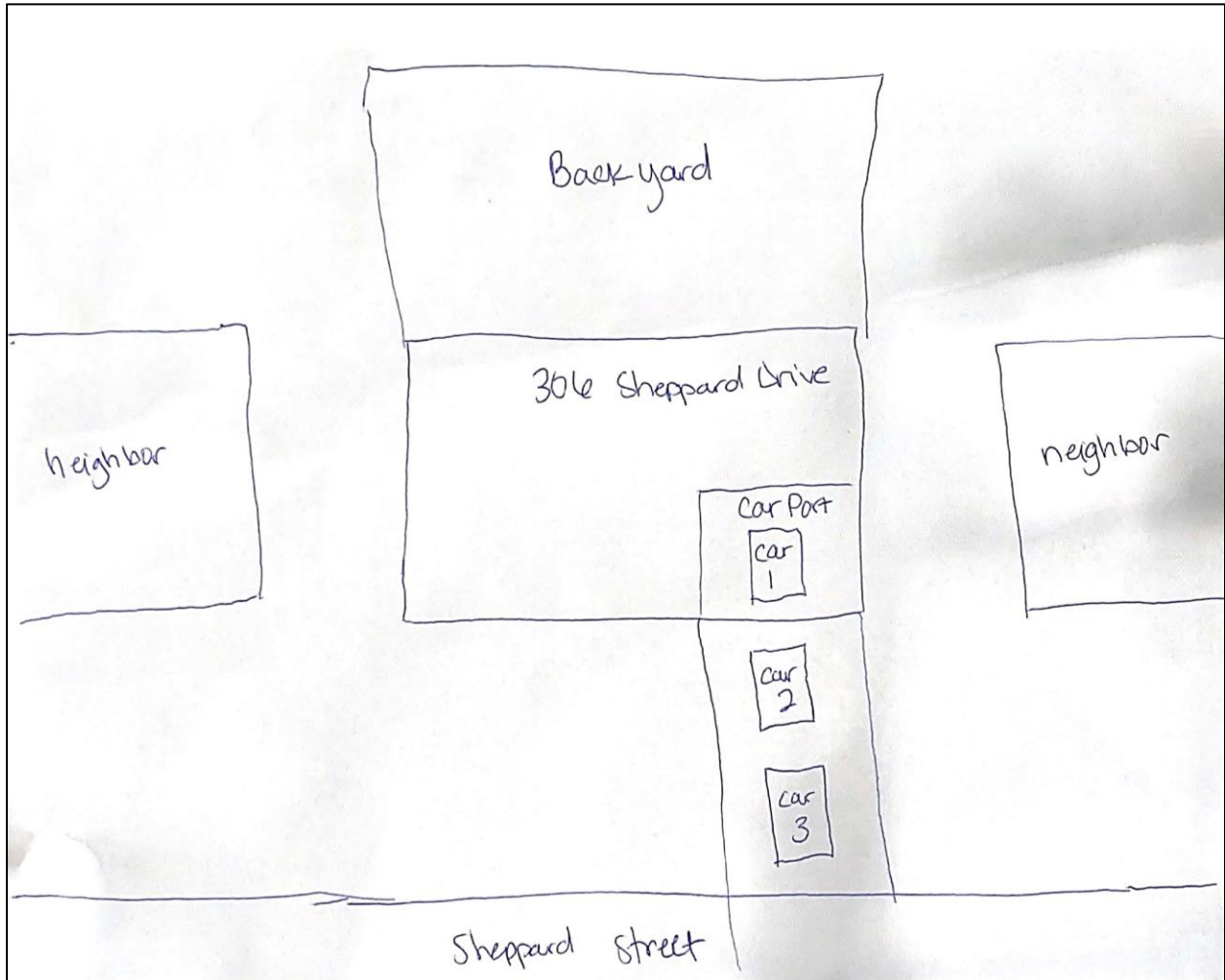
-If issues are non-life threatening, please don't hesitate to contact either Jessica via phone call or text message. It is our utmost priority to answer your safety questions and concerns.

WiFi: Sheppard Drive

Password: staysalty306

Thank you and enjoy your stay at the FN Lake House!

PARKING PLAN



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, August 9, 2022

APPLICANT: Nicole Bulick

LOCATION: 509 Bechtel Boulevard / PID#: 61037013.000

REQUESTED ACTION: Residential Short Term Rental Permit

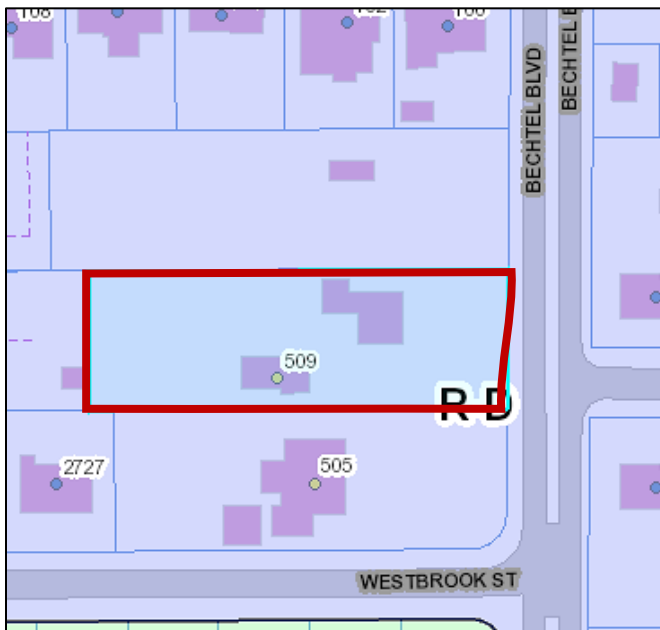
DATE OF APPLICATION: NOVEMBER 4, 2020

ADJACENT ZONING/LAND USE:

Subject Property: R-D, Two-Medium Density, Single-Family Residential
North, South, East, West: R-D, Two-Medium Density, Single-Family Residential

DESCRIPTION OF REQUEST:

- Per Ordinance 2015-11, 2018-02, 2021-05 and 2021-25, the application is for a short-term rental permit to allow usage for less than 30 days.
- Site Location: the property is located on Bechtel Boulevard north of Westbrook Street



FINDINGS:

- **Local Property Manager:** Debra Miller will serve as the local property manager. With an address of 101 Sherwood Circle, the residency requirement of within two (2) miles of the city limit is satisfied.
- **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 indicated that this is not a covenant-restricted neighborhood with an active HOA. A search of Jackson County Land Records did not discover filed covenants for this subdivision. The MS Secretary of State's Office does not have an active HOA listed on their website.
- **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 78 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 7/5/22 and was approved. Inspection form is attached for review.
- **Maximum Occupancy:** The requested a maximum occupancy of 8 was approved by the Fire Marshall during the above referenced inspection. *A maximum of 6 were approved for the main house and 2 were approved for the guest house.*
- **Maximum Number of Vehicles:** The request for a maximum number of 6 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:

- No input was received.

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

Office Use	
Date Received	11/14/20
Received by	G. Moser
App Fee Paid \$	200
CC or CC?	☒ CC
Chk #	11/19/20

RESIDENTIALLY-ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION

Application Date: 11-4-2020

Submittal Requirements:

- Completed Application
- Copy of Proposed Rental Agreement
- Proposed Parking Plan
- 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.
- Fee of \$200 must be paid at the time application is submitted [includes occupancy inspection fee]. ~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 AND ARE NOT TRANSFERRABLE.

REQUIRED INFORMATION:

- Address of Applicant Property: 509 Bechtel Blvd
- Parcel Identification Number: 61037018.009 Number of bedrooms: 5
- Proposed maximum # guests: 8 Number of existing off-street parking spaces: 4/6
- ☐ Is this property located in a covenant-restricted subdivision? ☐ Yes ☒ No ~ If yes, a letter of support from the HOA must be included with the application.

Name of Property Owner/Applicant	<u>Jean Marc Torve / Nicole Bullock</u>
Address	<u>509 Bechtel Blvd.</u>
Phone No.	<u>415-517-5657</u>
Name of Local Property Manager	<u>Debra Miller</u>
[Must RESIDE within two (2) miles of the OS City Limits] Address	<u>across from street</u>
	<u>101 Sherwood Drive. OS, MS 39564</u>
Phone No.	<u>415-517-5657</u>
Signature:	<u>[Signature]</u>

Copy of Ordinance 2015-11 Received: [Initials] Copy of Ordinance 2019-19 Received: [Initials]
Copy of Ordinance 2018-02 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) _____, 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. The property included in this application is, to the best of my knowledge, in compliance with all applicable building codes, zoning requirements, and deed restrictions and/or covenants.
4. The Homeowner's liability insurance does not exclude short term rentals from coverage.
5. Any existing mortgage or deed does NOT prohibit use of property as a short term rental.
6. 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: JEAN-MAIC TORRE / NICOLE BULICK

Parcel ID(s): 61037013.000

Date Property Acquired: 11-3-2020

Owner's Signature _____ Date 11-4-2020

Office Use Only

Date of Inspection: 7/05/22

Maximum Occupancy Determination: 8 (6/2)

Maximum Parking Spaces: 6

PC Public Hearing Date: 8/9/22

Result of Occupancy Inspection: PASSED
(attached)

Permit Renewal Date: _____

BOA Approval Date: _____

ADDRESS: 509 Bechtel Boulevard



City of Ocean Springs, Mississippi
On the Mississippi Gulf Coast

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 (5 main 3 guest house)

Approved # of Guests per OSFD: 6 main 2 guest

☒ Proposed # of vehicles: 6

Approved # of vehicles per OSFD: 6

Property Owner: Nicole Bulick
Contact Name: Debra Miller

Phone #: 415-517-5657
Phone #: ~~228-835~~ 228-235-8958

.....
Date of Inspection: 7-5-22

COMMENTS: _____

☐ PASSED

Building Official: [Signature]
Property Owner: _____

Fire Marshall: [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 no. 2015-11 governing the provision of Short Term Rentals of dwellings in residential zones after application, hearing, and approval.

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

Short-Term Rental Applied for: 509 Bechtel Boulevard

Public Hearing Date/Time: August 9, 2022 at 6:00 p.m.

Applicant Nicole Bullick

Local Contact Debra Miller

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, again on December 17, 2019, and again on December 7, 2021. 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, if one is assigned, **MUST** reside within 2 miles of the city limits and be available 24/7 to address issues related to the property. The Planning Department will have a contact number in case of emergencies.
- 4) ***Do the property owners pay sales tax for this activity?*** Yes – the property owner will be issued a city privilege license that will allow them to register with the state for payment of sales tax, including the additional "bed tax" required for all hotel activity.
- 5) ***What review has been done by the City?*** The application, a \$200 application fee, and payment for mailing was received. All information was reviewed to ensure all administrative requirements have been met. The home

Vacation Lease

This Lease Agreement (this "Lease") is dated November 05, 2020, by and between Jean-Marc Torre and Nicole Bullick ("Landlord"), and Unknown ("Tenant"). The parties agree as follows:

PREMISES. Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant 5 bedroom, 3 bath plus guest house (the "Premises") located at 509 Bechtel Blvd, Ocean Springs, Mississippi 39564.

TERM. The Tenant will have full control and use of the Premises beginning on December 16, 2020 and will terminate at 11:59p.m. on December 21, 2020.

LEASE PAYMENTS. The total rental payment owed for this Lease is \$0.00 payable in advance. A nonrefundable deposit of \$0.00 shall be paid on or before December 01, 2020 in order to reserve the Tenants reservation. Said deposit will be applied to the total rental payment. The balance of \$0.00 is due and must be delivered to the Landlord on December 01, 2020. Lease payments shall be made to Landlord at 509 Bechtel Blvd, Ocean Springs, Mississippi, 39564 which may be changed from time to time by Landlord.

POSSESSION. Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to Tenant, ordinary wear and tear excepted.

MINIMUM STAY. This property requires a 3 night minimum stay. Longer minimum stays may be required during holiday periods.

USE OF PREMISES/ABSENCES. Tenant shall occupy and use the Premises as a dwelling unit. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence. Tenant will maintain the premises in good order and appearance including keeping the premises free of trash and garbage. Reasonable wear and tear are the only exceptions to damage to the premises.

OCCUPANTS. No more than 8 person(s) may occupy the Premises at any one time unless the prior written consent of the Landlord is obtained. All guests over the age of 18 are counted towards the maximum. Any party falsely representing the number of

people, or exceeding the maximum may be subject to immediate eviction without refund.

PETS. Pets shall not be allowed without the prior written consent of the Landlord. At the time of signing this Lease, Tenant shall pay to Landlord, in trust, a deposit of \$50.00, to be held and disbursed for pet damages to the Premises (if any) as provided by law. This deposit is in addition to any other security deposit stated in this Lease.

KEYS. Tenant will be given 1 key(s) to the Premises and 0 mailbox key(s). If all keys are not returned to Landlord following termination of the Lease, Tenant shall be charged \$35.00.

LOCKOUT. If Tenant becomes locked out of the Premises, Tenant will be charged \$65.00 to regain entry.

PARKING. The maximum number of cars allowed at the Property at any one time is 6. Parking exceeding this limit may result in immediate eviction and forfeiture of all amounts paid.

PROPERTY INSURANCE. Landlord and Tenant shall each be responsible to maintain appropriate insurance for their respective interests in the Premises and property located on the Premises. Tenant shall also maintain any other insurance which Landlord may reasonably require for the protection of Landlord's interest in the Premises. Tenant is responsible for maintaining casualty insurance on its own property. It is recommended that travel or vacation insurance is obtained by the Tenant.

NON-DISTURBANCE CLAUSE. Tenant and their guests shall not disturb, annoy, endanger (fireworks) or inconvenience neighbors nor use the premises for any unlawful purposes.

CANCELLATIONS. (a) If the Property becomes unavailable to the Tenant prior to occupancy, for any reason, Landlord agrees to refund the full amount paid to the date of cancellation, and Tenant agrees to release any claims against Landlord. (b) If, for any reason, the Tenant cancels this Agreement more than 15 days from the Arrival Date, Tenant will receive a refund of amounts paid, less a \$0.00 cancellation fee. For Tenant cancellations made 14 days or less, all monies are forfeited unless Landlord is able to re-rent the Property under the same (or better) terms and conditions of this Agreement, for the full Term reserved. If the Property is re-rented under the same (or better) terms and conditions than this Agreement, Landlord will refund amounts paid, less a Cancellation Fee of \$0.00. (c) There are no cancellations permitted within 7 days of Tenant Arrival Date. All amounts paid (Reservation Deposit and Final Payment) will be forfeited. Failure to pay the Final Payment in a timely manner will

be considered a cancellation under this subparagraph and will result in forfeiture of the Reservation deposit.

SMOKING. Smoking is strictly forbidden inside the Property. Smoking is only allowed "outside". Evidence of smoking inside the Property will result in immediate eviction and forfeiture of all amounts paid and will result in additional Cleaning Fee charges to Tenant as Excess Damage Cost and will be charged against the credit card on file or Tenant's security deposit at Landlord's election.

COOKING. Tenant may cook only in the specific areas set aside by Landlord for cooking. No open fires are allowed other than in the grill, outdoor fireplace, or in the stone hearth. The grill must remain in open area, away from trees, house, etc. All fires must be thoroughly extinguished before leaving unattended .

CLEANING. The property will be inspected and cleaned after departure. The rental fee includes laundry service for the towels and linens. Tenant is required to leave the property in the same general condition that it was received in by making sure that the dishes are washed and put away, and the house is generally picked up and ready to be vacuumed, dusted and laundered.

CUMULATIVE RIGHTS. The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

CASUALTY OR DESTRUCTION. (a) Should the Property be destroyed or rendered uninhabitable by an Act of God (including, but not limited to, hurricanes, storms, floods or fires), or by environmental disaster, or loss of utilities prior to occupancy by Tenant, this Agreement shall become null and void, and all payments made hereunder shall be refunded to Tenant. (b) Should the Property be destroyed or rendered uninhabitable as above during occupancy, reimbursement on a pro-rated basis will be negotiated between Tenant and Landlord based on the following: No refund is due (or will be made) for inclement weather.

NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed to the party at the appropriate address set forth below. Such addresses may be changed from time to time by either party by providing notice as set forth below. Notices mailed in accordance with these provisions shall be deemed received on the third day after posting.

LANDLORD:

Jean-Marc Torre
509 Bechtel Blvd.
Ocean Springs, Mississippi 39564

LANDLORD:

Nicole Bullick
509 Bechtel Blvd.
Ocean Springs, Mississippi 39564

TENANT:

Such addresses may be changed from time to time by either party by providing notice as set forth above.

GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Mississippi.

ENTIRE AGREEMENT/AMENDMENT. This Lease contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

SEVERABILITY. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

BINDING EFFECT. The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

CAUSE FOR EVICTION. The Tenant and all parties with the Tenant will be subject to immediate eviction from the Property if the Tenant or parties of the Tenant violate any terms of this Agreement, including but not limited to, violation of the occupancy limits, pet provision, smoking, noise ordinance or parking. In the event of eviction from the Property, the Tenant shall forfeit all amounts paid and there will be no refund of money.

ATTORNEY'S FEES AND COSTS. If Landlord employs the services of an attorney to enforce any conditions of this Agreement, to collect any amounts due, the eviction of the Tenant, or because Tenant takes any action to recover deposits not due, Tenant shall be liable to Landlord for reasonable attorney's fees and costs incurred by Landlord.

ACKNOWLEDGMENT. The Parties hereby understand and accept the terms and conditions on all pages of this Agreement.

LANDLORD:

By: _____ Date: _____
Jean-Marc Torre

LANDLORD:

By: _____ Date: _____
Nicole Bullick

TENANT:

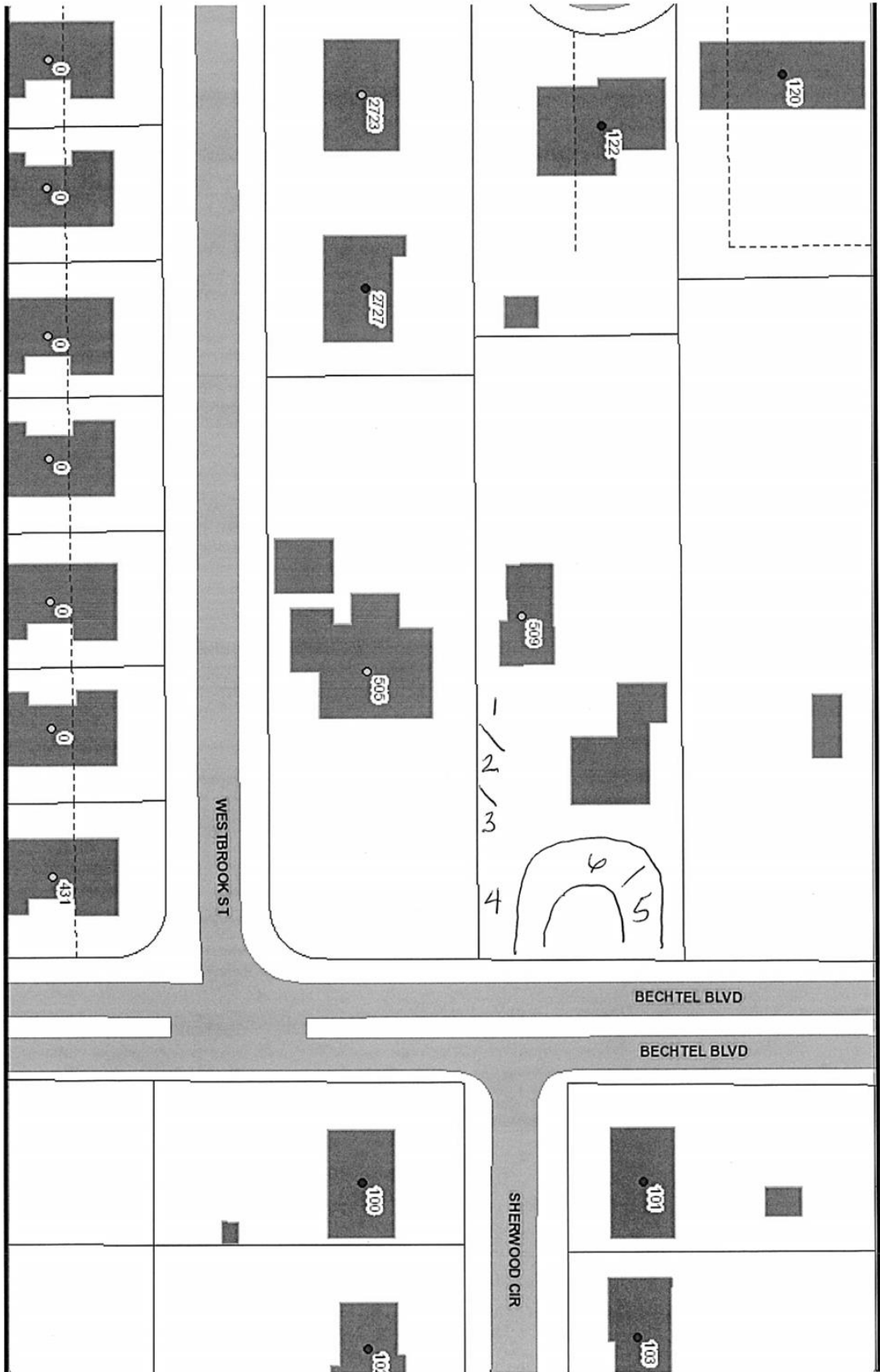
By: _____ Date: _____

This is a RocketLawyer.com document.

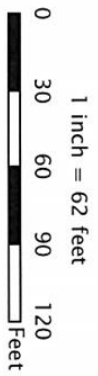
House Rules
509 Bechtel Boulevard

1. Guests and visitors should comply with the parking regulations and keep all vehicles in designated parking areas. There is no parking on public streets allowed.
2. This Home is a Non-Smoking Home. Smoking is only allowed outside of the house, cigarette butts must be disposed of in the ashtray provided in the backyard of the property.
3. No parties or events are allowed.
4. No unregistered guests or visitors allowed. The maximum property capacity is 8 people. (6 Guest in main house and 2 Guest in Cottage)
5. Quiet time from 10pm - 8am
6. No eating or drinking in bedrooms. Please enjoy your meals in the kitchen/dining room.
7. Dispose of the garbage in the trash bin provided under the kitchen sink.
8. No children are allowed on the balcony without an adult supervisor.
9. No pets allowed, unless otherwise approved.
10. Make sure to turn off the lights, air conditioning, and any electronics when you leave the house. Don't forget to close the windows and lock the door.
11. Report any damages and/or breakages in a reasonably timely manner. Damages exceeding the security deposit amount must be paid by guests and will be reported to Airbnb.
12. Wash the dishes, and consolidate the garbage before checkout.
13. Check-in after 3pm, Check-out 11am
14. Tuesday is trash day. Monday evenings, Debra will take the trash to the curb, you are welcome to help her if you are here.

Geoportal map



DISCLAIMER: Every reasonable effort has been made to assure the accuracy of the data presented. The City of Ocean Springs makes no warranties, express or implied, regarding the completeness, reliability or suitability of the site data and assumes no liability associated with the use or misuse of said data. The City retains the right to make changes and update data on this site at anytime, without notification. The parcel data on the base map is used to locate, identify and inventory parcels of land in the City of Ocean Springs for assessment purposes only and is not to be used or interpreted as a legal survey or legal document. Additional data layers not originating in the City's Offices are also presented for informational purposes only. Before proceeding in any legal matter, all data should be verified by contacting the appropriate county or municipal office.



September 21, 2021

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, August 9, 2022

APPLICANT: Guy & Faye Barnes

LOCATION: 443 Bills Avenue / PID#: 61043032.000

REQUESTED ACTION: Residential Short Term Rental Permit

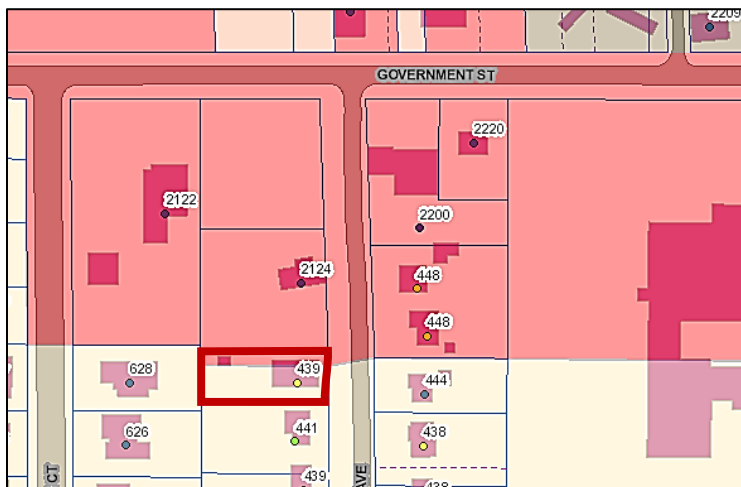
DATE OF APPLICATION: JUNE 27, 2021

ADJACENT ZONING/LAND USE:

Subject Property:	R-D, Two-Medium Density, Single-Family Residential
North:	C-H, Regional Commercial District
South, East, West:	R-D, Two-Medium Density, Single-Family Residential

DESCRIPTION OF REQUEST:

- Per Ordinance 2015-11, 2018-02, 2021-05 and 2021-25, the application is for a short-term rental permit to allow usage for less than 30 days.
- Site Location: the property is located on Bills Avenue south of Government Street



FINDINGS:

- **Local Property Manager:** The local property manager will be the applicant's daughter, Ainslee Carnahan. With an address of 7841 Rue Ramsey, the residency requirement of within two (2) miles of the city limit is satisfied.
- **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 indicated that this is not a covenant-restricted neighborhood with an active HOA. A search of Jackson County Land Records did not discover filed covenants for this subdivision. The MS Secretary of State's Office does not have an active HOA listed on their website.
- **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 37 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 7/14/22 and was approved. Inspection form is attached for review.
- **Maximum Occupancy:** The requested a 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 5 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:

- No input was received.

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

RESIDENTIALLY-ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION

Application Date: June 27, 2022

Submittal Requirements:

- Completed Application
- Copy of Proposed Rental Agreement
- Proposed Parking Plan
- 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.
- Fee of \$200 must be paid at the time application is submitted [includes occupancy inspection fee]. ~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 AND ARE NOT TRANSFERRABLE.

REQUIRED INFORMATION:

- Address of Rental Property: 443 Bills AVE
- Parcel Identification Number: N55 LOT 32, BK 1 Number of bedrooms: 2
- Proposed maximum # guests: 6 Number of existing off-street parking spaces: 5
- Is this property located in a covenant-restricted subdivision? ☐ Yes ☒ No ~ If yes, a letter of support from the HOA must be included with the application.

Name of Property Owner GEORGE F. G. BARNES, JR. AND FAYE B. BARNES
Address of Property Owner 443 Bills AVE, OCEAN SPRINGS, MS 39564
Phone No. 318-548-0975 AND 318-245-5397
Name of Local Property Manager AINSLEE B. CARNAHAN
[Must RESIDE within two (2) miles of the OS City Limits] Address 7841 RUE RAMSEY,
OCEAN SPRINGS, MS 39564
Phone No. 318-548-0975 Signature: [Signature]

Copy of Ordinance 2015-11 Received: [Signature] (initials) Copy of Ordinance 2019-19 Received: [Signature]
Copy of Ordinance 2018-02 Received: [Signature] (initials) Copy of Ordinance 2021-25 Received: [Signature]

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) GUY BARNES, JR., 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, to the best of my knowledge, 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: _____

Parcel ID(s): NORTH 55', LOT 32, BLK 1, BILLS ADP

Date Property Acquired: MARCH 30, 2022

Owner's Signature Guy Barnes Date June 27, 2022

.....
Office Use Only

Date of Inspection: 7/14/22

Result of Occupancy Inspection: PASSED

Maximum Occupancy Determination: 6

(attached)

Maximum Parking Spaces: 5

Permit Renewal Date: _____

PC Public Hearing Date: 8/9/22

BOA Approval Date: _____

Revised 02/23/2022

2 | Page

ADDRESS: 443 Bills Avenue



City of Ocean Springs, Mississippi

On the Mississippi Gulf Coast

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: 2
☒ Proposed # of Guests: 6

Approved # of Guests per OSFD: 6

☒ Proposed # of vehicles: 5

Approved # of vehicles per OSFD: 5

Property Owner: Guy Barnes
Contact Name: _____

Phone #: 318-548-0975
Phone #: _____

.....
Date of Inspection: 7-14-22

COMMENTS: _____

☒ **PASSED**

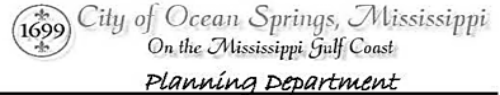
Building Official: [Signature]

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 no. 2015-11 governing the provision of Short Term Rentals of dwellings in residential zones after application, hearing, and approval.

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

Short-Term Rental Applied for: 443 Bills Avenue

Public Hearing Date/Time: August 9, 2022 at 6:00 p.m.

Applicant Guy & Faye Barnes

Local Contact Ainslee Carnahan

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, again on December 17, 2019, and again on December 7, 2021. 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, if one is assigned, **MUST** reside within 2 miles of the city limits and be available 24/7 to address issues related to the property. The Planning Department will have a contact number in case of emergencies.
- 4) ***Do the property owners pay sales tax for this activity?*** Yes – the property owner will be issued a city privilege license that will allow them to register with the state for payment of sales tax, including the additional "bed tax" required for all hotel activity.
- 5) ***What review has been done by the City?*** The application, a \$200 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 an active Homeowner's Association (HOA) must provide a letter from that HOA supporting the activity. If you are aware of such a restriction in your neighborhood, please notify the Planning Department at 228-875-4415. The permit will not be approved unless supported by an ACTIVE HOA where applicable.
 - 14) ***Will the property owner be required to maintain renter information?*** Yes, the property owner must maintain a guest registry and provide to the city for review upon request.
 - 15) ***Will the renters be informed of the rules and regulations that are included in the permit?*** Yes, part of the application and inspection includes provision of the rental agreement for review and posting of the house rules in a visible location within the home.

Questions and/or written comments can be sent to the Planning Department up to the day of the hearing and will be provided to the Planning Commission for consideration. Comments can be sent to:
1018 Porter Avenue, Ocean Springs, MS 39564.

Hello Neighbors,

In the last few months we purchased and upgraded the house and property of 443 Bills Avenue.

We would like to let you know our intentions of the property. We are both semi-retired and fell in love with Ocean Springs when our daughter's family moved here about 10 years ago.

We are very excited to now be a home owner in this fabulous small town with so much pride, atmosphere, historical aspects and one that is so welcoming. Now we look forward to being a member of the community and look forward to being involved.

We will be living at 443 Bills Avenue on a part time basis and do plan a permanent move in the future. When we are not in Ocean Springs we plan to offer the property as a vacation rental. We own one in North Louisiana. You can go to Airbnb and search for Meadows Manor in Ruston LA. I invite you to do this so you will see how we care for our property.

You may see when you drive by the property, the improvements we have already made to 443. We will continue with new landscaping to make the neighborhood more attractive.

We look forward to meeting you and becoming a contributing member of the neighborhood. Please stop by at your convenience. We would love to meet you!

Sincerely,

Guy and Faye Barnes

Rental Agreement for 443 Bills Aveue

Name

Address

City

Email

Phone

Names of all guests

The person renting must be 25 years of age and agree to all guest rules, Airbnb rules, VRBO rules.

HOUSE RULES FOR 443 BILLS AVENUE

Person renting must be 25 years of age

Check in at 3:00 pm

Check out at 11:00 am

No Smoking

No Pets

No parties or events (please refer to city noise ordinances posted)

Place all trash in containers provided in back yard
If you are a guests on Wednesday please place trash containers
by the street.

Return to the same location on Wednesday evening.

No parking on street. Only in driveway. We have room for 4 cars.

Maximum number of guests is 6.

443 BILLS AVE. PARKING

FENCE

20'

70'

FENCE

FENCE

HOUSE

DRIVEWAY

142' →

STREET

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, August 9, 2022

APPLICANT: Paula Rychtar

LOCATION: 103 Sherwood Circle / PID#: 61375017.000

REQUESTED ACTION: Residential Short Term Rental Permit

DATE OF APPLICATION: JUNE 21, 2022

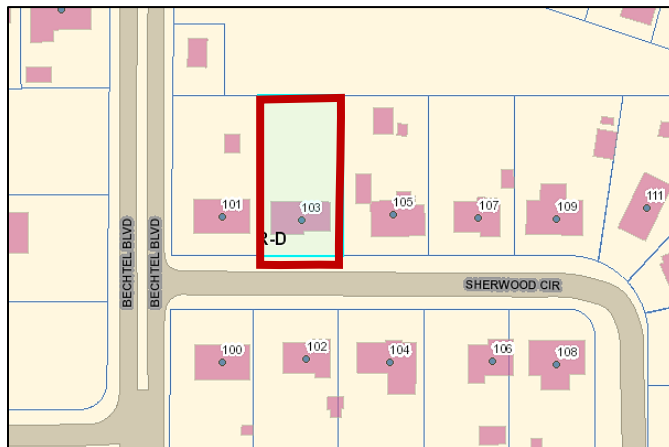
ADJACENT ZONING/LAND USE:

Subject Property: R-D, Two-Medium Density, Single-Family Residential

North, South, East, West: R-D, Two-Medium Density, Single-Family Residential

DESCRIPTION OF REQUEST:

- Per Ordinance 2015-11, 2018-02, 2021-05 and 2021-25, the application is for a short-term rental permit to allow usage for less than 30 days.
- Site Location: the property is located on Sherwood Circle east of Bechtel Boulevard



FINDINGS:

- **Local Property Manager:** Christopher Dearman will serve as the local property manager. With an address of 2003 Government Street, the residency requirement of within two (2) miles of the city limit is satisfied.
- **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 indicated that this is not a covenant-restricted neighborhood with an active HOA. A search of Jackson County Land Records did not discover filed covenants for this subdivision. The MS Secretary of State's Office does not have an active HOA listed on their website.
- **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 80 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 7/18/22 and was approved. Inspection form is attached for review.
- **Maximum Occupancy:** The requested a 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 2 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:

- No input was received.

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

Office Use	
Date Received	6/21/22
Received by	a. moser
App Fee Paid \$	_____ Chk or CC ?
	Chk # _____

RESIDENTIALLY-ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION

Application Date: June 21, 2022

Submittal Requirements:

- Completed Application
- Copy of Proposed Rental Agreement
- Proposed Parking Plan
- 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.
- Fee of \$200 must be paid at the time application is submitted [includes occupancy inspection fee]. ~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 AND ARE NOT TRANSFERRABLE.

REQUIRED INFORMATION:

- Address of Applicant Property: 10.3 Shearwood Circle
- Parcel Identification Number: 61375017-000 Number of bedrooms: 3
- Proposed maximum # guests: 6 Number of existing off-street parking spaces: 2
- ☐ Is this property located in a covenant-restricted subdivision? ☐ Yes ☒ No ~ If yes, a letter of support from the HOA must be included with the application.

Name of Property Owner/Applicant	<u>Paula Marie Ryektar</u>
Address	<u>516 Martin Avenue O.S. 39564</u>
Phone No.	<u>228 327 3210</u>
Name of Local Property Manager	<u>Chris Deerman</u>
[Must RESIDE within two (2) miles of the OS City Limits] Address _____	
Phone No.	<u>847 307 1491</u> Signature: <u>Paula Marie Ryektar</u>

Copy of Ordinance 2015-11 Received: PM (initials) Copy of Ordinance 2019-19 Received: PM
Copy of Ordinance 2018-02 Received: PM (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) Paula M. Rychtar, 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. The property included in this application is, to the best of my knowledge, in compliance with all applicable building codes, zoning requirements, and deed restrictions and/or covenants.
4. The Homeowner's liability insurance does not exclude short term rentals from coverage.
5. Any existing mortgage or deed does NOT prohibit use of property as a short term rental.
6. 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: Paula M. Rychtar
Parcel ID(s): 01375017.000
Date Property Acquired: 2008
Owner's Signature: Paula M. Rychtar Date: June 21, 2022

.....
Office Use Only

Date of Inspection: <u>7/18/22</u>	Result of Occupancy Inspection: <u>PASSED</u>
Maximum Occupancy Determination: <u>6</u>	(attached)
Maximum Parking Spaces: <u>2</u>	Permit Renewal Date: _____
PC Public Hearing Date: <u>8/9/22</u>	BOA Approval Date: _____

Revised 03/05/2020

2 | Page

ADDRESS: 103 Sherwood Circle



City of Ocean Springs, Mississippi
On the Mississippi Gulf Coast

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: 2

Approved # of vehicles per OSFD: 2

Property Owner: Paula Rychar
Contact Name: _____

Phone #: 228-327-3210
Phone #: _____

.....
Date of Inspection: 7-18-22

COMMENTS: _____

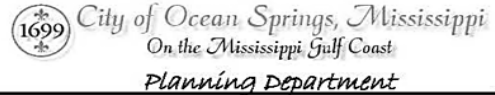
☒ PASSED

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

Fire Marshall: [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 no. 2015-11 governing the provision of Short Term Rentals of dwellings in residential zones after application, hearing, and approval.

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

Short-Term Rental Applied for: 103 Sherwood Drive

Public Hearing Date/Time: August 9, 2022 at 6:00 p.m.

Applicant Paula Rychtar

Local Contact Christopher 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, again on December 17, 2019, and again on December 7, 2021. 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, if one is assigned, **MUST** reside within 2 miles of the city limits and be available 24/7 to address issues related to the property. The Planning Department will have a contact number in case of emergencies.
- 4) ***Do the property owners pay sales tax for this activity?*** Yes – the property owner will be issued a city privilege license that will allow them to register with the state for payment of sales tax, including the additional "bed tax" required for all hotel activity.
- 5) ***What review has been done by the City?*** The application, a \$200 application fee, and payment for mailing was received. All information was reviewed to ensure all administrative requirements have been met. The home

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.

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.

- 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

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.

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.

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.

PC Item 4.g

Neighbors of 103 Sherwood Circle,

For the past several years I have provided my house as a long term rental to multiple families, as you have probably witnessed each family does not take very good care of the property with one or two exceptions since 2008. I am sure it has been the neighborhood eyesore. There has been too many cars parking in the yard as well as the driveway, dogs and/or cats that were not considered in the lease agreement were kept outside during storms, heat, and cold barking excessively; causing mud pits in the back yard and ripping out window screens, the lawn left to become overgrown. Many families would place furniture and such that are no longer wanted piled up under the carport. I will tell you that the interior suffered as well. At times it took three months or more to repair the damage. I am so sorry and I strive to correct this situation by turning this sweet little home into a short term rental.

This short term rental will be geared towards hosting high end visitors which will be expecting to stay in a home that looks amazing, is clean and comfortable and a quiet place to rest after spending the day shopping, eating at our amazing restaurants, visiting the beach, attending one or more of our many festivals and of course our famous Walter Anderson museum and Shearwater Pottery. Folks who stay in a short term rental are held immediately responsible for any damage and neglect to following the rules to stay in the rental. Rules/ordinances for me as the property owner are strict and benefit neighbors as well as safeguarding my house from neglect. I will be posting (as required) rental unit rules inside the house which each guest is required to abide. These rules cover max occupancy; parking limits; noise ordinances and state laws regarding disturbing the peace; premises and garbage management. I know, without a doubt, that this effort will benefit the neighborhood. I am sure some of you have already seen a huge improvement to the property, and it will continue to improve in the following weeks.

Respectfully,

Paula

Booking Confirmation

Thank you for choosing Ms. Paula's Coastal Hideaway for your vacation! We hope that you have a pleasant stay.

Our home is located at:

103 Sherwood Circle
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. 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 cabin owners assume no responsibility for illness or injury that humans or pets may incur while on the premises.

CANCELLATIONS –

Option A) 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 –

Option A) 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 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.

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.

Ms. Paula's Coastal Hideaway Lodging Policies

Ms. Paula's Coastal Hideaway 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 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.

Check-in begins at 4:00 PM. Check-out 10:30:00 AM. Unfortunately, due 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 Ms. Paula's Coastal Hideaway 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

Parking: Up to two cars can park on the driveway in front of the home. There is no on-street parking in Ocean Springs unless explicitly stated. A large public parking lot for guests is located behind the home.

Quiet Hours: We ask that our guests observe quiet hours beginning at 10pm and continuing through 9am. No loud noises or music is permitted during quiet hours. Please be considerate to our neighbors at all times.

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 Ms. Paula's Coastal Hideaway! We would love to have you return for years to come, so please contact me directly for any future visits. If things have gone smoothly for both parties during your initial stay, we most likely can offer you a discounted rate for you, friends & family for future visits.

Sincerely,

Chris Dearman
Property Manager

