



**PLANNING COMMISSION MEETING AGENDA
CITY OF OCEAN SPRINGS
PLANNING COMMISSION
TUESDAY, FEBRUARY 11, 2025 - 6:00 PM**

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - a. January 14, 2025
- 3. Old Business**
- 4. New Business** *The public is invited to address the Planning Commission for up to 3 minutes for each item, for each speaker, for a maximum period of 30 minutes. The Planning Commission will take all comments under advisement. Please identify yourself before speaking.*
 - a. Public Hearing: Approve a request for Madison Place Phase II / PIDN: 60124060.000 – Elliott Land Development – Requesting Preliminary Plat approval of a 51-lot subdivision.
 - b. 5717 Peacock Street/PIDN: 61057134.940 – Gulf Coast Digs, LLC – Requesting a lot split. The property is zoned R-4.
- 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 January 14, 2025

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 January 14, 2025. The members present were Andy Phelan, Matthew Hinton, Joseph McCormick, Kevin O'Connell, Marshall Johnson, and Nicholas Geiser. Absent was Joey Conwill. Also present was Planner Elizabeth Dill, Planning Administrator Hannah Sullivan, and City Attorney Will Norman.

A motion was made by Matthew Hinton, seconded by Joseph McCormick to accept the second amended agenda. The motion carried unanimously.

A motion was made by Joseph McCormick, seconded by Marshall Johnson to accept the public comments packet into the minutes. The motion was carried unanimously.

2. Approval of Minutes:

- a) December 10, 2024

A motion was made by Matthew Hinton, seconded by Marshall Johnson to accept the minutes as submitted. The motion carried unanimously.

3. Old Business:

- a) None.

4. New Business:

- a) **Approve a Lot Split for 209 Dewey Avenue PID# 60137474.000 – Donovan Scruggs Agent. The lot is zoned R-1. The applicant has asked for a variance to the lot width that will be heard at ZAB on January 14th, 2025, at 5:00PM**

A motion was made by Kevin O'Connell, seconded by Joseph McCormick to approve the lot split contingent on the variance recommended for approval by ZAB being approved by the Board of Aldermen. The motion carried unanimously.

- b) **PUBLIC HEARING: Approve a Short-Term Rental at 1712 Carpenter Avenue/PIDN: 61220023.000. Paul and Katina Porter. The property is zoned R-1**

A motion was made by Matthew Hinton, seconded by Marshall Johnson to open public hearing. The motion carried unanimously.

A motion was made by Marshall Johnson, seconded by Joseph McCormick to close

public hearing. The motion carried unanimously.

A motion was made by Marshall Johnson, seconded by Kevin O'Connell to recommend approval for the short-term rental. The motion carried unanimously.

- c) **PUBLIC HEARING: Approve a Conditional Use Permit for a 66-Unit Condominium Complex PIDN: 60225300.000 on the north side of Highway 90. The property is zoned CH- Regional Commercial.**

The agenda was amended prior to the meeting and this item was removed from the Second Amended Agenda.

- d) **PUBLIC HEARING: Approve a major Preliminary Plat for Madison Place SD/PIDN: 60124060.000. Elliot Development LLC. The property is zoned R-1.**

The agenda was amended prior to the meeting and this item was removed and deferred to the Planning Commission Meeting February 11, 2025.

- e) **PUBLIC HEARING: Approve a Preliminary Plat for a major commercial subdivision plat 3419 Bienville Blvd PIDN: 690127491.050. The property is zoned CH- Regional Commercial.**

A motion was made by Matthew Hinton, seconded by Marshall Johnson to open public hearing. The motion was carried unanimously.

A motion was made by Kevin O'Connell, seconded by Joseph McCormick to close public hearing. The motion carried unanimously.

A motion was made by Kevin O'Connell, seconded by Matthew Hinton to recommend approval of preliminary plat. The motion carried unanimously.

- f) **PUBLIC HEARING: Approve the Draft Ocean Springs 2045 Comprehensive Plan update. Slaughter and Associates/Mike Slaughter/ Nathan Willingham.**

The agenda was amended prior to the meeting and this item was removed to be deferred to a later date.

5. General Public Comment

- a) None.

6. Commissioner's Forum

A motion was made by Marshall Johnson, seconded by Matthew Hinton to go into closed session to determine the need to go into executive session. The motion carried unanimously.

Returned from closed session.

A motion was made by Marshall Johnson, seconded by Joseph McCormick to come out

of closed session. The motion carried unanimously. There were no items to be discussed in executive session, and executive session was not entered.

7. Adjourn

A motion was made by Marshall Johnson, seconded by Matthew Hinton, to adjourn the meeting. The motion 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 —

MEETING DATE: February 11, 2025

APPLICANT: Elliott Land Developments, LLC
Amanda Crose (Agent)

REQUESTED ACTION: Madison Place Phase II – Preliminary Plat

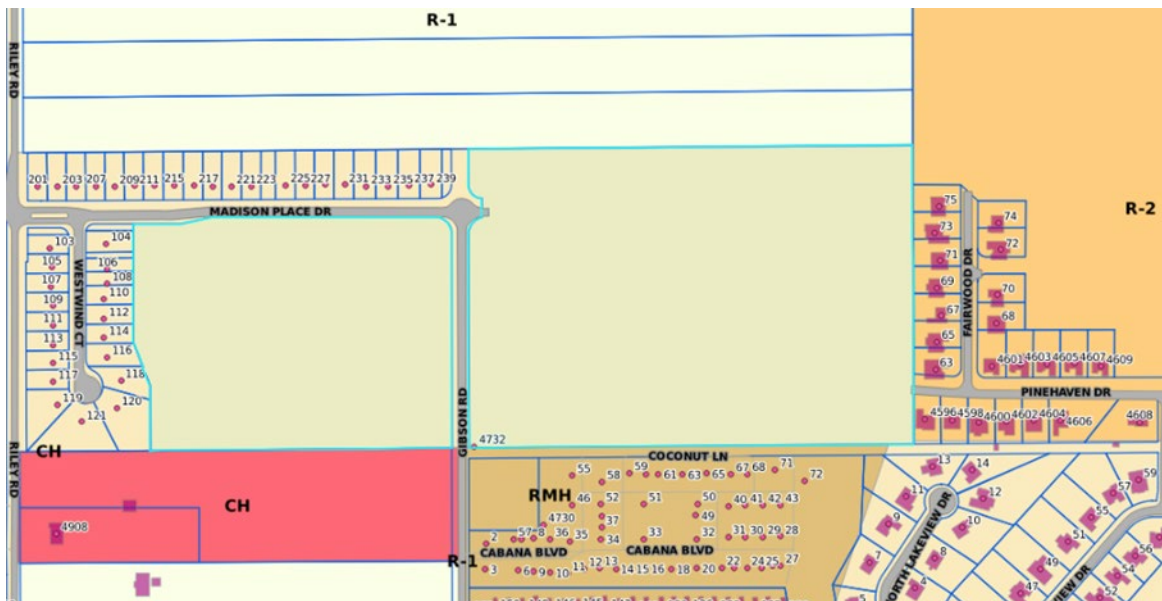
DATE OF APPLICATION: October 10, 2024

LOCATION: South side of Madison Place & an extension of Pinehaven Drive

PIDN: 60124060.000

ADJACENT ZONING/LAND USE:
Subject Property: R-D Two Family Residential District
South: C-H Regional Commercial & RMH Mobile Home Parks
North: R-D District Two Family Residential & R-1 Low Density Single Family
East: R-2 Single Family district
West: R-D District Two Family Residential

VICINITY:



DESCRIPTION OF THE REQUEST:

- Approval of the preliminary plat of a 51-lot subdivision for single family dwellings on existing and proposed public streets.
- The subdivision is using the **Conservation Subdivision** provisions of the UDC – Section 3.9.6.
- The preliminary plat indicates 32.58 acres total area within wetlands, and 53.8% of the total land area of Phases 1 and 2 are to be dedicated as a conservation easement.
- 4' wide sidewalks are illustrated on all streets within the subdivision.

FINDINGS:

- Sketch plat for the subdivision was recommended for approval by the Planning Commission on June 8, 2021, and was approved by the Board of Aldermen on July 6, 2021.
- Preliminary plat serves as a guide to the density, intensity, land uses, pedestrian and bicycle ways, bus stops, trails, park, open space, and future lot, street, and drainage patterns established for a site in the platting process.
- The purpose of the preliminary plat is to provide plan for the construction of the subdivision and its improvements as well as a draft of the final plat of the subdivision.
- **CONSERVATION SUBDIVISION:** Are intended to “promote the use of strategies to preserve wetland and woodland habitat as well as preserving common open spaces. The intended outcome of developing under these district guidelines is also to improve water quality and minimize local flooding.” Their goal is to work within their landscape in order to:
 - a. Protect the natural features of a site that relate to its topography, shape, and size; and to provide for a minimum amount of open space;
 - b. Provide for a more efficient arrangement of land uses, buildings, circulation systems, and infrastructure; and
 - c. Encourage the development of sites where property shape, size, environmental constraints including wetlands and floodplains and, or topography make it difficult to establish conventionally designed development.
- Lots in a Conservation Subdivision are allowed to vary as much as 25% in lot size, lot width or lot frontage in order to provide undivided open space for direct view and access. A typical lot is illustrated as 62 feet wide, which is a variation of 11% from the R-D district minimum. The typical lot area of 8,060 sq. ft. exceeds the R-D district minimum area.
- A minimum of 30% of the lots in a Conservation Subdivision must abut the conservation area. There are 34 of the 51 proposed lots that abut a conservation area, for 67% of the total.
- The approved sketch plat has 5' sidewalks along all streets which is the standard requirements of the UDC. The current preliminary plat indicates 4' sidewalks. The plan should be revised to show 5' wide sidewalks or the applicant can request a waiver.

INFORMATIONAL NOTES FOR THE PRELIMINARY PLAT:

1. Provide a transition in the sidewalk on Madison Place Dr., at its west end where it terminates at the alley to Westwind Crt.
2. Provide an easement by lot 22 for access to clean the concrete ditch;
3. A pedestrian circulation system, a min. of 5 ft. width, is required to connect to other sidewalks, trails and conservation areas;
4. Provide approvals from outside agencies: MS Dept. of Environmental Quality, MS Dept. of Health, Corps of Engineers, etc.

PUBLIC WORKS COMMENTS:**Water:**

- All taps and services must meet commercial regulations;
- Any water services within 5' of road or driveway must be in a traffic rated box;
- No water services can be in a driveway or sidewalk;
- 21" taps for each lot.

Sewer:

- Penetrations into manhole must be done with a rubber root and grouted;
- Any cleanout within 5' of road or driveway must be in a traffic rated box;
- No doghouse manholes;
- Must follow all the city spaces and regulations as stated in our construction plan review check list.

Drainage/Street:

- Drainage easements must have open access or 10' gates;
- Pipes and catch basins must be cleaned out after construction and swells graded;
- Fences must stay on right of way not property line.

City Engineer Comments:

- No Comments

PUBLIC INPUT:

- None

STAFF RECOMMENDATION: Approval of Preliminary Plat for Madison Place Phase II.

POTENTIAL MOTIONS:

To recommend approval of Preliminary Plat for Madison Place Phase II.

– OR –

To recommend denial of Preliminary Plat for Madison Place Phase II.



City of Ocean Springs Planning Department
1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564
(228) 875-4415

APPLICATION: SUBDIVISION DEVELOPMENT

—Specific Requirements Outlined in Chapter 2 of the Unified Development Code—

SUBDIVISION TYPE: ☐ Minor (4 lots or less) ☒ Major (more than 4 lots)

Phase of Development: ☐ Sketch Plat ☒ Preliminary Plat ☐ Final Plat

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

	<u>Minor S/D</u>	<u>Major S/D</u>
Sketch Plat	\$ 250 + \$1	\$ 300 + \$1
Preliminary Plat	\$ 250 + \$ 50/lot	\$ 250 + \$ 50/lot
Final Plat	\$ 250 + \$ 50/lot	\$ 250 + \$ 50/lot

\$1.00 fee per Ordinance 2022-17 following requirements of Section 25-60-5 MS Code Annotated.

Standard 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.

Application Date: 10/7/24 (Applications are due by the 7th of each month.)

Name of Subdivision: Madison Place Phase 2

Address of Original Parcel(s): Madison Place Drive

Parcel ID(s): 60124060.000

- Applicant: Amanda Crose Phone 228-213-0783
Address 1402 Pass Road Gulfport, MS 39501 Email acrose@myelliottthome.com
- Local Agent: _____ Phone _____
Address _____ Email _____
- Owner of Record: Elliott Land Developments, LLC Phone 228-213-0783
Address 1402 Pass Rd. Gulfport, MS 39501 Email acrose@myelliottthome.com
- Engineer: Daniel Boudreaux Phone 228-297-1647
Address 14797 Cleopatra Road Gulfport, MS 39563 Email boudreaux.daniel@gmail.com
- Land Surveyor: Patrick Martinio Phone _____
Address 17010 Kayleigh Cove Biloxi, MS 39512 Email patrick@martinosurveying.com
- Attorney: _____ Phone _____
Address _____ Email _____

☐ **Attach Appropriate Checklist for Requested Phase of Review**

Property Information

1. Tax Map Designation: Section 24 Township: 7 Range: 8 WEST
2. Proposed Subdivision Location: On the N & S side of Madison place Drive (street)
+/- 1360' (distance in feet) east (relative direction) of Gibson Road (street)
3. List all contiguous holdings in the same ownership:
Section _____ Lot(s) _____
4. Zoning of Parcel(s): R-1 5. Total Acreage: 40.59
6. Smallest Lot Size: 7974 7. Proposed # of Lots: 51
9. Is the property located within a special district? (historic district, waterview preservation, or other designated overlay district, etc.) No.
11. Does the property include any wetlands? If so, include professional wetland delineation. Yes
12. Has any lot included in this request been previously split or reconfigured, to your knowledge? No.
13. Are there any easements or other legal restrictions on the property? If so, please explain. Conservation easements and drainage easements.
14. Are there any existing structures on the property? If so, will they be kept or demolished? No.

Proposed Subdivision Information

15. Is the subdivision infrastructure proposed to be: ☒ PUBLIC or ☐ PRIVATE?
16. Are any commercial or multi-use activities proposed? ☐ Yes ☒ No
If so, please describe: _____
17. Are any variances being requested for the proposed subdivision? If so, please explain.
No.
18. Have there been any variances, exceptions, appeals or special uses granted for any properties in this request?
☐ Yes ☒ No If yes, please explain and state the date(s) of approval: _____
19. Is any open space or common area included in this subdivision? (Include any bus stops.) ☐ Yes ☒ No
If yes, please describe: _____
20. Is the subdivision ingress/egress onto a "major" road, as classified by the City? ☐ Yes ☒ No
21. **Complete where applicable:**
For Preliminary Plat: Date **SKETCH PLAT** was approved by Board of Aldermen: _____
For Final Plat: Date **PRELIMINARY PLAT** was approved by Board of Aldermen: _____
 - Were any changes made subsequent to preliminary plat approval? ☐ Yes ☐ No
If yes, please describe: _____
 - Does this final plat request include the entire area approved in the preliminary plat? ☐ Yes ☐ No

Notes and Next Steps for each phase are provided on the REQUIRED checklists.

Affidavit of Ownership

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the County Records of Deeds (Chancery Clerk) office. This affidavit shall indicate the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

I, (print name) Brandon Elliott, 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 original parcel(s).

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

Owner(s) Name: Elliott Land Developments, LLC Parcel ID(s): 60124060.000

Date Property Acquired Date: 11/4/2020 Book and Page of Each Conveyance: _____

Owner's Signature [Signature] Date: 10/7/24

NOTE: If corporate ownership, attach a list of all directors, officers, stockholders of each corporation owning more than 5% of any class of stock.

STATE OF Mississippi

COUNTY OF Harrison

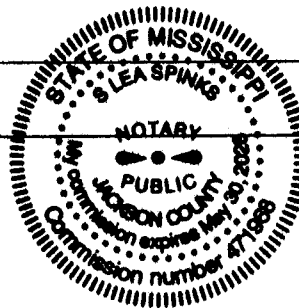
I Brandon Elliott, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

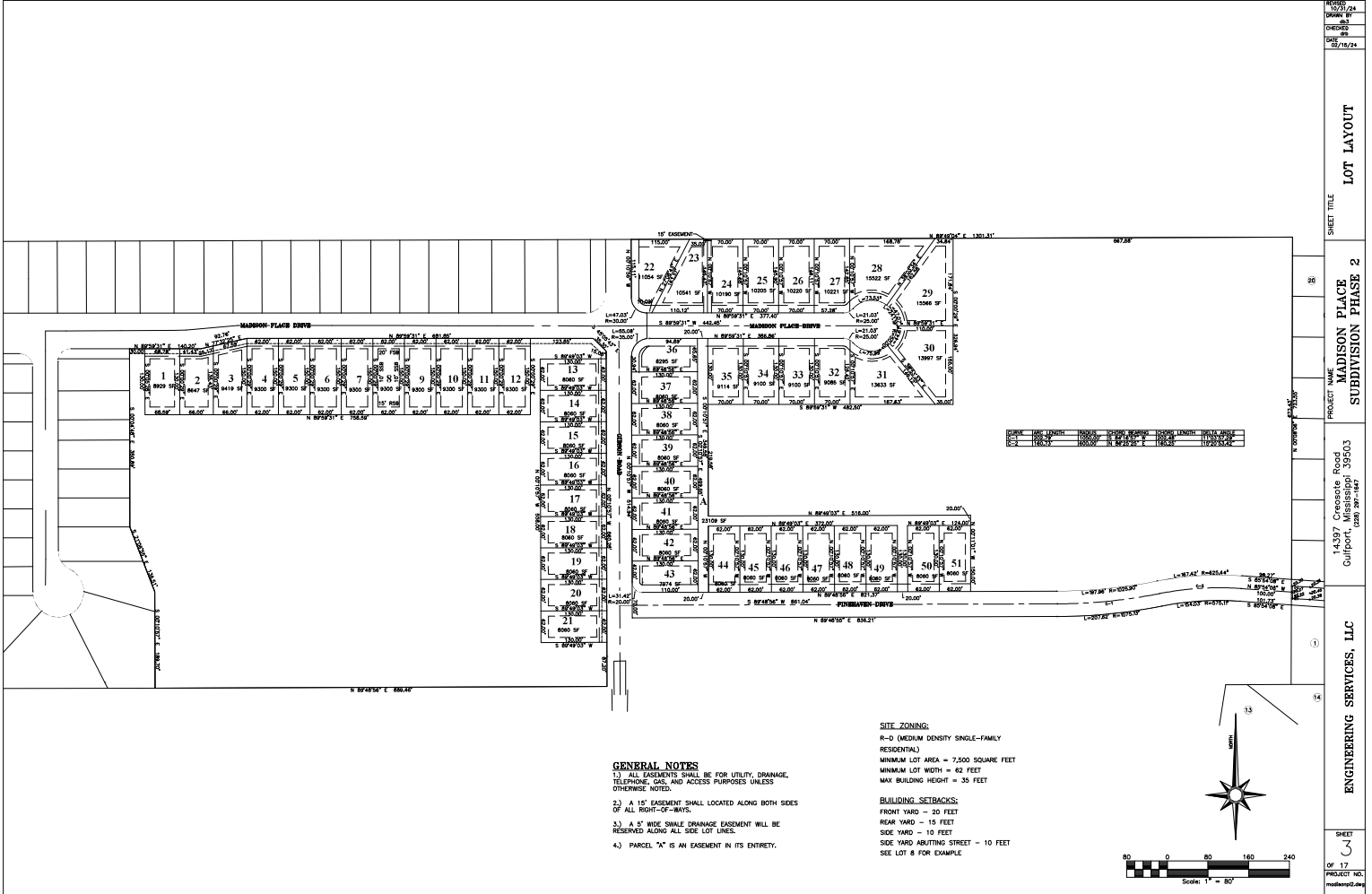
Mailing Address 1402 Pass Road Gulfport, MS 39501

Subscribed and sworn before me this 7th day of October, 2024.

My Commission expires: May 30, 2028

Notary Signature: [Signature]





GENERAL NOTES

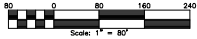
- 1.) ALL EASEMENTS SHALL BE FOR UTILITY, DRAINAGE, TELEPHONE, GAS, AND ACCESS PURPOSES UNLESS OTHERWISE NOTED.
- 2.) A 15' EASEMENT SHALL LOCATED ALONG BOTH SIDES OF ALL RIGHT-OF-WAYS.
- 3.) A 5' WIDE SWALE DRAINAGE EASEMENT WILL BE RESERVED ALONG ALL SIDE LOT LINES.
- 4.) PARCEL "A" IS AN EASEMENT IN ITS ENTIRETY.

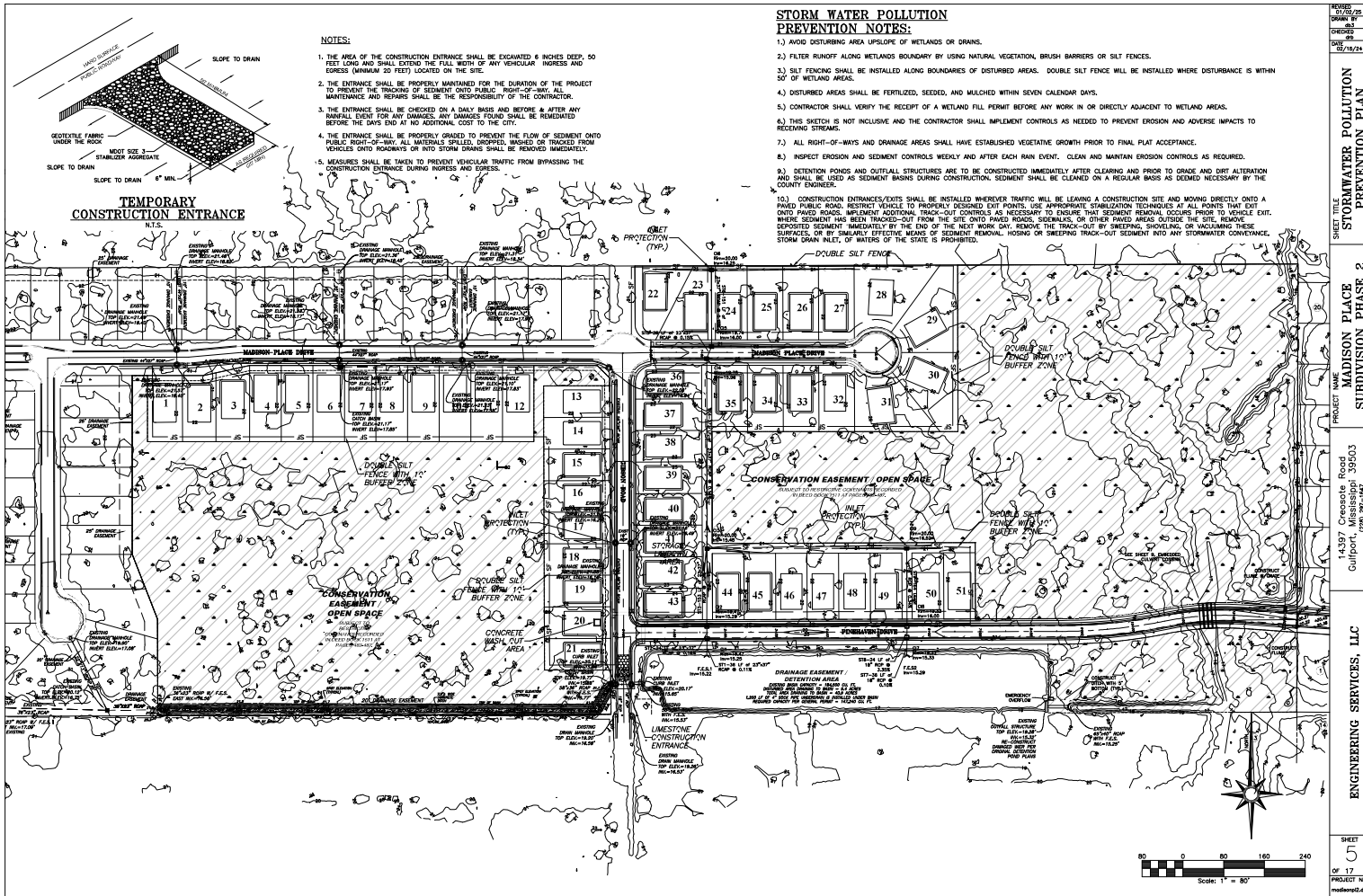
SITE ZONING:

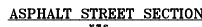
R-D (MEDIUM DENSITY SINGLE-FAMILY RESIDENTIAL)
MINIMUM LOT AREA = 7,500 SQUARE FEET
MINIMUM LOT WIDTH = 62 FEET
MAX BUILDING HEIGHT = 35 FEET

BUILDING SETBACKS:

FRONT YARD - 20 FEET
REAR YARD - 15 FEET
SIDE YARD - 10 FEET
SIDE YARD ADJUTING STREET - 10 FEET
SEE LOT 8 FOR EXAMPLE







NOTES: 1.) CENTERLINE ELEVATION IS EQUAL TO TOP OF CURB ELEVATION
2.) WHEELCHAIR RAMPS REQUIRED AT EVERY INTERSECTION.

ALL WORKMANSHIP AND MATERIALS TO MEET
CITY OF OCEAN SPRINGS APPROVAL AND MDOT SPECIFICATIONS.

GENERAL NOTES

10. **MINIMUM SLOPES**
a. ALL DISTURBED AREAS SHALL BE RESPONSIBLE FOR HAVING EXISTING UPTILES LOCATED PRIOR TO COMMENCEMENT OF WORK.
b. ALL CUTSLOPES AND SHOULDS SHALL HAVE A MINIMUM DRAIN OF 1/2" AND A MINIMUM SLOPE OF 0.25%.
11. ALL UNSATURABLE MATERIAL LOCATED UNDER ROAD BASE SHALL BE WACKED OUT TO COMPACTED SUBGRADE. ALL EXPOSED AREAS SHALL BE COVERED WITH SANDY NATURAL MATERIAL AND COMPACTED TO 95% STANDARD PROCTOR SPECIFIC GRAVITY IN 6" LIFTS.
12. DISTURBED SHALL NOT BE EXCAVATED IN NEIGHBORS UNLESS NOTED OTHERWISE ON THE CONTRACT.
13. IF A SIDE SLOPE DRAINAGE DEVICES WILL BE REQUIRED ALONG ALL SIDE UDS. LINES.
14. IF STOCK PIPE SHALL BE PLACED AT BACK OF CURB WITH PEAK GRAVEL FILL AS REQUIRED UPON ENCOUNTERING GROUNDWATER.
15. ADA RAMPS SHALL BE INSTALLED AT INTERSECTIONS FOR SIDEWALK ACCESS.
16. ALL TRAFFIC SIGNS AND TRAFFIC CONTROL DEVICES SHALL BE IN SIZE, SHAPE AND DESIGN TO CONFORMANCE WITH THE MICHIGAN STANDARD SPECIFICATIONS.
17. ALL WOOD CULVERTS ALONG PROPERTY LINE SHALL BE OFFSET A MINIMUM 1' FROM THE OUTSIDE EDGE FROM THE PROPERTY LINE FOR PLACEMENT OF FUTURE FENCE POSTS.
18. ALL FLARED END SECTIONS SHALL BE REINFORCED CONCRETE.





Permit #: 6797

Permit Date: 10/08/24

Permit Type: Plat - Preliminary

Floodzone:

BFE:

Building Permit Sub-Type:

Electrical Permit Sub-Type:

Mechanical Permit Sub-Type:

Plumbing Permit Sub-Type:

Golf Cart Permit Sub-Type:

Tree Permit Sub-Type:

Sign Permit Sub-Type:

Applicant Name: Amanda Crose

Applicant Address: 1402 Pass Rd

Applicant City, State, Zip: Biloxi Ms 39501

Applicant Phone: 228-213-0783

Applicant Email: acrose

Owner Name: Amanda Crose

Job Address: 0 Riley Rd Parcel # 60124060.000

Job City: Ocean Springs

Owner Phone:

Owner Email:

Square Feet: 0

Project Cost: 0

Job Description: 60124060.000

HPC District:

Status: Active

Assigned To: Hannah Sullivan

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
60124060.000	0 RILEY RD	BEG SEC SW1/4 SECT 24 N 880' S 8 9* W 2620.64' TO E/M RILEY RD S 880' N 89* E 2616.87' TO POB DB 1999-606 LESS PT TO MADISON PLAC E S/D & RD (1 MAP786.24-03)	ELLIOTT LAND DEVELOPMENTS LLC		

Fees

Fee	Description	Notes	Amount
Preliminary Plat	Enter # of lots		\$2,800.00
Total			\$2,800.00

Payments

Date	Paid By	Description	Payment Type	Accepted By	Amount
10/08/2024	Amanda Crose	Madison Place Phase 2	Check #5847	Hannah Sullivan	\$2,800.00
Outstanding Balance					\$0.00

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

PLANNING COMMISSION REPORT

PUBLIC MEETING: February 11, 2025

APPLICANT(S): Gulf Coast Digs, LLC

CURRENT OWNER: Gulf Coast Digs, LLC

LOCATION: 5717 Peacock Street

PARCEL NUMBER: 61057134.940

REQUESTED ACTION: Lot Split

DATE OF APPLICATION: January 8, 2025

DESCRIPTION OF REQUEST:

The applicant is requesting that lots 240, 241, and 242 be split into two equal lots.

ADJACENT ZONING AND LAND USE:

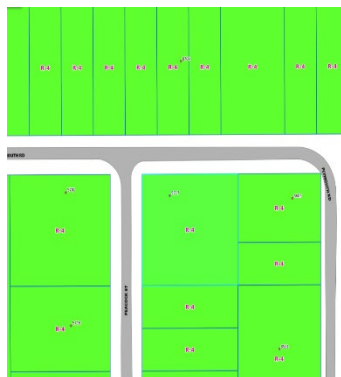
Subject Property: R-4 High-Density Residential

North: R-4 High-Density Residential

South: R-4 High-Density Residential

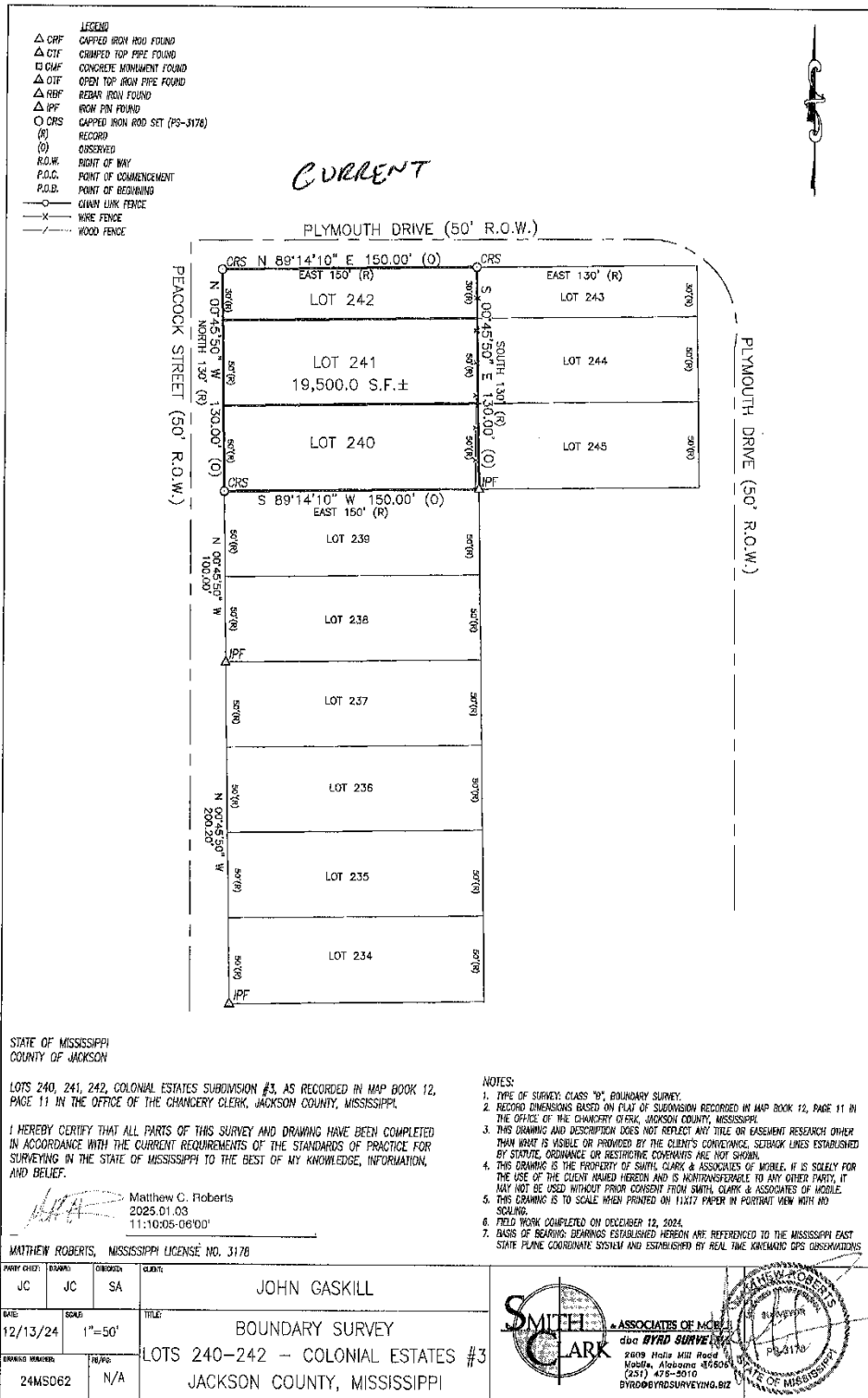
East: R-4 High-Density Residential

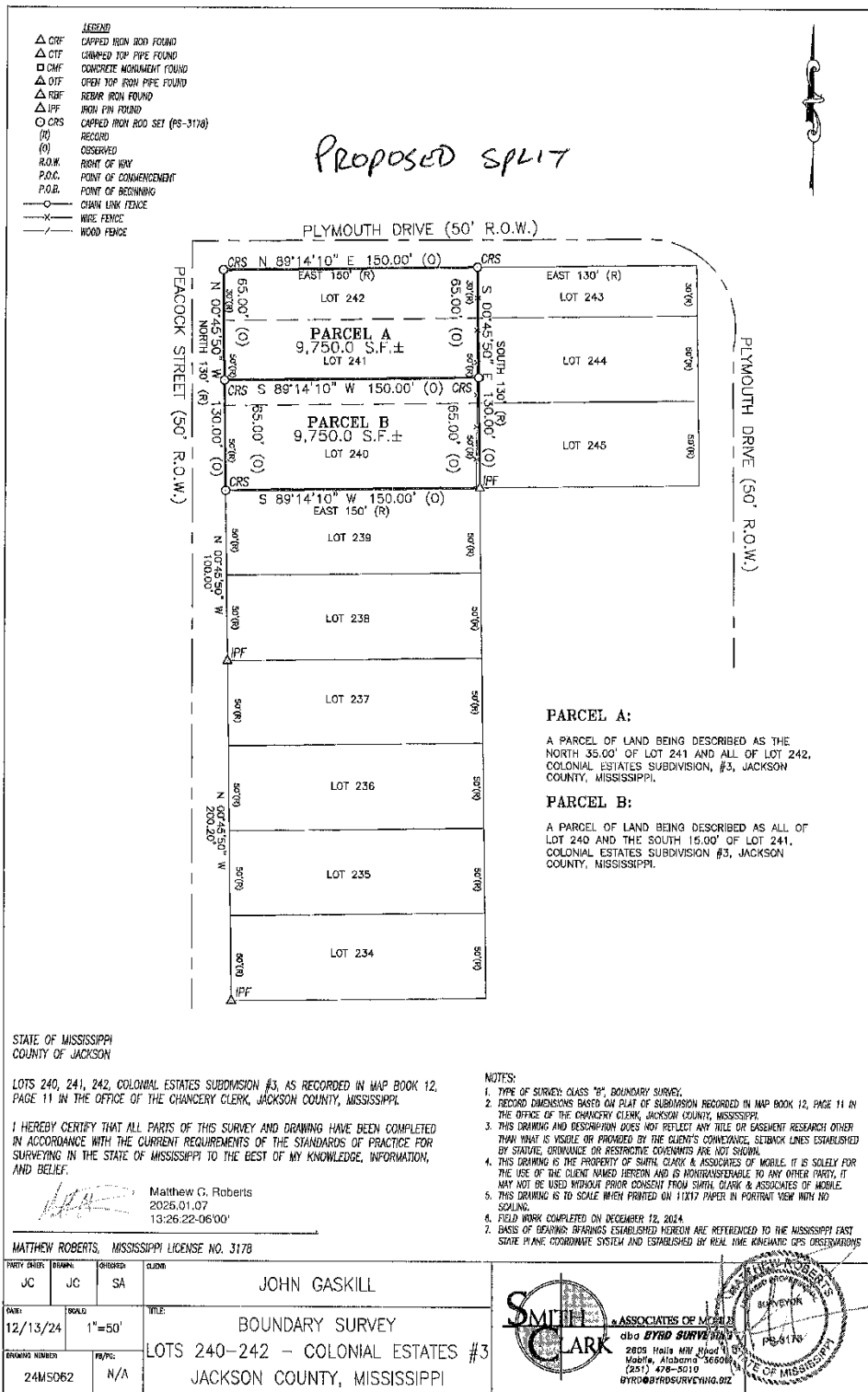
West: R-4 High-Density Residential



CURRENT CONDITIONS:**Minimum Lot Size:** 5,000 SF – Proposed 9,750 SF & 9,750 SF**Lot Width:** Required 50 feet – Proposed 130 feet and 130 feet

District	Maximum			Minimum				
	Density-Dwelling Units	Lot Coverage	Building Height ¹	Lot Area	Lot Width ²	Setbacks		
						Front Yard	Side Yard ³	Rear Yard ⁴
Residential								
A-1	1.0/ac	30%	35'	43,560 S.F.	100'	50'	20'	25'
A-2	2.2/ac	30%	35'	20,000 S.F.	100'	35'	20'	25'
A-3	2.9/ac	30%	35'	14,800 S.F.	100'	30'	10'	25'
R-1	4.5/ac	30%	35'	9,600 S.F.	80'	35'	10'	25'
R-1A	6.2/ac	30%	35'	7,000 S.F.	70'	25'	10'	25'
R-1B	4.5/ac	30%	35'	9,600 S.F.	80'	35'	10'	25'
R-2	5.4/ac	30%	35'	8,000 S.F.	70'	25'	10'	25'
R-3	8/ac	N.A.	35'	7,000 S.F.	70'	25'	7'	25'
R-4	8.7/ac	N.A.	35'	5,000 S.F.	50'	25'	7'	10'
R-5	1.0/ac	30%	35'	43,560 S.F.	100'	35'	20'	25'





FINDINGS:

1. The proposed lot split does meet the required lot size and lot width of the R-4 Zoning District.
2. Notification was sent to adjacent property owners with a 500-foot radius.
3. Yard signs were posted for the Planning Commission meeting.

Development Application	Publication	Mail	Signage	Internet
Concept Plan	✓	✓	✓	✓
Site Plan	✓	✗	✓	✓
Tree Preservation Plan	✓	✗	✓	✓
Lot Split		✗	✓	✓

POTENTIAL MOTIONS:

To recommend **approval** of the lot split at 5717 Peacock St.

– OR –

To recommend **denial** of the lot split at 5717 Peacock St.



City of Ocean Springs Planning Department
1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564
(228) 875-4415

LOT/ PARCEL RECONFIGURATION/SPLIT APPLICATION

Indicate Request: SPLIT ☒ RECONFIGURATION ☐

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

Lot/Parcel Reconfiguration/Split \$200
Additional Fee \$1 (Per Ordinance 2022-17 following the requirements of Section 25-60-5 MS Code Annotated)

Application Date: 11/8/25 (Applications are due by the 7th of each month.)

Applicant Information

Address of Lot/Parcel(s):	<u>5717 PEACOCK ST</u>
Parcel ID(s):	<u>61057134.940</u>

- | | | | |
|---------------------|---|-------|--------------------------------|
| 1. Applicant: | <u>GULF COAST DIGS, LLC</u> | Phone | <u>228 217 1600</u> |
| Address | <u>100 ETHEL CIR. OCEAN SPRINGS</u> | Email | <u>CAPTAINJOHN84@yahoo.com</u> |
| 2. Local Agent: | | Phone | |
| Address | | Email | |
| 3. Owner of Record: | | Phone | |
| Address | | Email | |
| 4. Engineer: | | Phone | |
| Address | | Email | |
| 5. Land Surveyor: | <u>JEFF CRAWFORD/SMITH & CLARK</u> | Phone | <u>251 475 5010</u> |
| Address | <u>2609 HALLS MILL RD. MOBILE 36606</u> | Email | <u>BYRD@BYRDSURVEYING.BIZ</u> |
| 6. Attorney: | | Phone | |
| Address | | Email | |

Property Information

1. Tax Map Designation: Section _____ Township: _____ Range: _____
2. Is this lot/parcel located in a Platted Subdivision: Yes ☒ No ☐ Name of Subdivision: COLONIAL ESTATES
3. Zoning of Lot(s): R4
4. Current lot area (sq. ft.) 19,500

Reconfiguration Request

1. Describe lot split/reconfiguration request (existing/proposed size of lot(s), reason for request, etc.).
SPLIT 130' X 150' INTO 2 65' X 150'. BUILD 2 HOUSES
2. Has Zoning and Adjustments Board granted any variance exceptions or special permits for this property?
☐ Yes ☒ No If so, please explain and state the date of approval: _____
3. Has any lot included in this request been previously split or reconfigured? NO
4. Are there any easements or existing structures that would interfere with this lot reconfiguration? NO
5. Are the proposed lots adjacent to public water and sewer lines? YES

LOT SPLIT/ LOT RECONFIGURATION COMPLIANCE CHECKLIST

This checklist **to be completed by applicant** and verified by City Planning Department.

- ☐ Application complete and submitted.
- ☐ Application fees paid in full (\$201.00)
- ☐ Vicinity map submitted, identifying lot(s) relationship to nearby parcels, roadways, or other landmarks.
- ☐ Survey submitted, including all required information (see survey requirements, p. 3)
- ☐ Evidence of ownership submitted (tax statement, deed, etc.)
- ☐ If corporate ownership, attach a list of all directors, officers, stockholders of each corporation owning more than 5% of any class of stock.
- ☐ Affidavit of Ownership and notarized signature submitted (see attached)
- ☐ Adequate legal and physical access to all proposed lots is provided (no "land locked" parcels).
- ☐ All proposed lots in conformance with lot setback requirements of zoning ordinance.
- ☐ All proposed lots in conformance with lot width requirements of zoning ordinance.
- ☐ All proposed lots in conformance with lot area requirements of zoning ordinance.
- ☐ Neither non-conforming lots nor non-buildable lots are formed as result of proposed split/reconfiguration.
- ☐ Proposed split/reconfiguration does not impair existing access, easements, or public improvements.
- ☐ There are no outstanding City of Ocean Springs property taxes or special assessments on the original parcel(s). (also stated in Affidavit)
- ☐ The split/reconfiguration will not result in significant increases in service requirements (utilities, traffic control, streets, etc.), nor will it interfere with maintaining existing service level (i.e. no additional curb cuts, repaving, etc.)
- ☐ If not located in a platted subdivision, this lot has never been previously split.
- ☐ Lot reconfiguration will provide for development conformable with existing development and City's Comprehensive Plan.

Survey Requirements for Lot Split/Lot Reconfiguration

Information for Applicant, Items to be included in submittal:

- ☐ Date, north arrow and scale
- ☐ Parcel ID number(s)
- ☐ Existing and proposed lot lines, lot widths, lot areas, and any other lot dimensions
- ☐ Existing driveway(s), roads and road easements/rights-of-way
- ☐ Existing utilities, including any septic tanks or other private utilities
- ☐ All existing structures
- ☐ Setbacks from existing structures to existing and proposed property lines
- ☐ Location of any existing structures on the lots, with nature, location and dimensions
- ☐ Any existing and proposed utility or road easements

Next Steps

Once the application is received (with all attachments) and fee is paid, the City will review the package and schedule the request on the next month's Planning Commission agenda. The Planning Commission will make a recommendation to the Board of Alderman, which will approve or reject the request. Applicants are encouraged to attend both the Planning Commission and Board of Aldermen meetings to respond to questions. The Planning Commission meets the 2nd Tuesday of each month at 6:00 pm and the Board of Aldermen meets the 1st and 3rd Tuesday of each month at 6:00 pm. Applicants will be notified when their request will be considered. All meetings occur in the City Hall Board room at 1018 Porter Avenue.

When the approved lot split or lot reconfiguration results in a new deed, the property owner or agent shall record lot split/reconfiguration survey and deed in the Land Records Office (Chancery Clerk) of Jackson County, MS.

Affidavit of Ownership

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the County Records of Deeds (Chancery Clerk) office. This affidavit shall indicate the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

I, (print name) JOHN GASKILL, 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 original parcel(s).

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

Owner(s) Name: JOHN GASKILL GULF COAST DIGGS, LLC

Parcel ID(s): 61057134.940

Date Property Acquired Date: _____

Book and Page of Each Conveyance: _____

Owner's Signature [Signature] Date 1/8/25

STATE OF _____

COUNTY OF _____

I _____, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Mailing Address _____

Subscribed and sworn before me this _____ day of _____.

My commission expires _____

OFFICIAL RECORDS JACKSON COUNTY, MS
Josh Eldridge, Chancery Clerk
Electronically Recorded
RECORDING FEE: \$ 26.00
MINERAL TAX: \$0.00
202403224
BK: 2155 PG: 786 - 788
02/23/2024 03:52:03 PM 3 PG(S)
Receipt # 3957

PREPARED BY AND RETURN TO:
MICHAEL B. MCDERMOTT (2379)
PAGE, MANNINO, PERESICH & MCDERMOTT, P.L.L.C.
759 HOWARD AVENUE
BILOXI, MS 39530
(228)374-2100

STATE OF MISSISSIPPI
COUNTY OF JACKSON

WARRANTY DEED

FOR AND IN CONSIDERATION of the sum of Ten and no/100 Dollars (\$10.00), cash in hand paid, and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the undersigned,

KEVIN MICHAEL MCCARTHY
105 Lynne Therese Circle
Ocean Springs, MS 39564
(228)217-6118

does hereby sell, convey and warrant unto

JMG HOME SOLUTIONS, LLC
100 Ethel Circle
Ocean Springs, MS 39564
(228)217-1600

the following described real property, together with all improvements thereon, located in Jackson County, State of Mississippi, more particularly and certainly described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

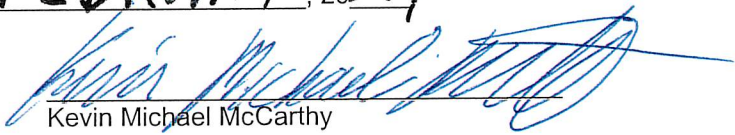
INDEXING INSTRUCTIONS: Exempt

This conveyance is subject to all restrictions, reservations, easements affecting said property on file and of record in the Office of the Chancery Clerk of Jackson County, Mississippi.

Ad valorem taxes for the current tax year have been prorated between the parties hereto and the obligation to pay same is assumed by the Grantee herein, who will pay same when due.

Page 1 of 3

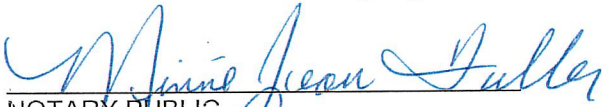
02/23/2024 03:52:03 PM 3 PG(S)
BK 2155 PG 786 - 788
202403224
Receipt # 3957

WITNESS my signature on this the 23rd of FEBRUARY, 2024

Kevin Michael McCarthy

STATE OF MISSISSIPPI
COUNTY OF HARRISON

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the said county and state,
on this the 23rd of February, 2024, the within named KEVIN MICHAEL
MCCARTHY, who acknowledged that he executed and delivered the above and foregoing instrument.

(SEAL)


NOTARY PUBLIC

My Commission Expires:

File No.: A00827



EXHIBIT "A"
LEGAL DESCRIPTION

Lots 240, 241 and 242 Colonial Estates Subdivision, No. 3, as per map or plat thereof on file and of record in the Office of the Chancery Clerk of Jackson County, Mississippi in Plat Book 12, Page 11.



Permit #: 7461

Address: 100 ETHEL CIR

City:

State:

Zip:

Owner: GASKILL JOHN M

Owner Address: 140 FRENCH BRANCH CV

Owner City: MADISON MS

Owner State:

Owner Zip: 39110

Owner Phone:

Owner Email:

Applicant: Gulf Coast Digs

Applicant Address: 100 Ethel Circle

Applicant City, State, Zip: Ocean Springs MS 39564

Receipt #: 6948

Date: 01/09/2025

Paid By: Gulf Coast Digs

Description:

Payment Type: Check

Payment Type Description: Check #1059

Accepted By: Hannah Sullivan

Fees Paid

Fee Name	Description	Factor	Total Fee Amount	Amount Paid
Administrative Fee		0.00	1.00	1.00
Lot Split		0.00	200.00	200.00
			Total:	\$201.00