

AGENDA
January 11, 2018
REGULAR MEETING OF THE PLANNING and DEVELOPMENT COMMISSION
CITY OF LONG BEACH, MISSISSIPPI
5:30 O'CLOCK P.M.
LONG BEACH CITY HALL
MEETING ROOM
201 JEFF DAVIS AVENUE

- I. CALL TO ORDER**
- II. ROLL CALL AND ESTABLISH QUORUM**
- III. ANNOUNCEMENTS**
- IV. APPROVE MINUTES**
 1. December 14, 2017
- V. UNFINISHED BUSINESS**
 1. Discussion – public and/or private ingress/egress, perpetual easements and right-of-way.
 2. Tree Removal Request – Magnolia tree – 709 Dogwood Drive, Tax parcel 05110-03-008.000 – submitted by Phillip Kies.
- VI. NEW BUSINESS**
 1. Public meeting – Sidewalk Variance – Property located at 1130 East Old Pass Road, tax parcel 0611P-01-001.001 submitted by Donald Frazer.
 2. Preliminary plat approval – Castine Pointe Subdivision, Phase II – Submitted by Castine Pointe, LLC.
- VII. DEVELOPMENT & RESEARCH**
 1. Discussion – Available and/or vacant commercial property and buildings.
- VIII. ADJOURN**

*****NOTES*****

**All decisions made at this meeting are subject to a fifteen (15) day appeal for a Public Hearing and/or the Mayor and Board of Aldermen approval on January 16, 2018.

**The agenda for the Planning Commission meeting closes at 5:00 p.m. the Thursday prior to the meeting day (one week before).

**MINUTES OF JANUARY 11, 2018
REGULAR MEETING
LONG BEACH PLANNING and DEVELOPMENT COMMISSION**

Be it remembered that a regular meeting of Long Beach, Mississippi, was begun at 5:30 o'clock p.m., Thursday, the 11th of January 2018, in the Long Beach City Hall Meeting Room, 201 Jeff Davis Avenue, in said City, and the same being the time, date and place fixed for holding said meeting.

There was present and in attendance on said Commission and at the meeting following named persons: Commission Chairman Frank Olaivar, Commissioners Jeff Hansen, Chris Carrubba, Mark McMillan, Mike Gundlach, minutes Clerk Veronica Howard, and Planning and Development Commission Consultant/Advisor Bill Hessel.

Commissioner(s) Shawn Barlow, Judy Wood, Eddie Seal, and Randy Fischer were absent the meeting.

There being a quorum present and sufficient to transact the business of this meeting, the following proceedings were had and done.

Commissioner Carrubba made motion, seconded by Commissioner Hansen and unanimously carried to approve the regular meeting minutes of December 14, 2017, as submitted.

It came for discussion under unfinished business public and/or private ingress/egress, perpetual easements and rights-of-way.

No action was taken.

It came for discussion under unfinished business, tabled from the December 14, 2017 meeting, a tree removal request for a Magnolia tree for property located at 709 Dogwood Drive, tax parcel 0511O-03-008.000 submitted by Phillip Kies.

Commissioner Hansen made motion, seconded by Commissioner Gundlach and unanimously carried to table the request until the next meeting, to allow time for a certified arborist to inspect the tree's condition.

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It came for consideration a sidewalk variance, in accordance with Ordinance 615, for property located at 1130 East Old Pass Road, Tax parcel number 0611P-01-001.001, submitted by Donald Frazer as follows:



CITY OF LONG BEACH
201 Jeff Davis Avenue
PO BOX 929
Long Beach, MS 39560
(228) 863-1554 office
(228) 863-1558 fax

Office use only	
Date Received	12/27/17
Zoning	R-1
Agenda Date	1/11/18
Check Number	
Ward	3

**APPLICATION FOR
SPECIAL-USE APPROVAL**

- I. Tax Parcel Number(s): 2017-7648-T-JT 0611P-01-001.001
- II. Address of Property Involved: 1130 E Old Pass Rd Long Beach
- III. Statement clearly explaining the request being made. (Attach supplemental pages if necessary.)
Requesting a side walk variance. My home is the last home being built on a deadend street. This would be the only home w/ a side walk.

PLEASE COMPLETE THE FOLLOWING:

- A. Describe any special condition that justify the granting of this request and that are peculiar to the property and do not apply to other properties in the general area. What are the reasons for the request and why the applicant cannot meet the stated code requirement?
last home on the street. NO SIDE
- B. Describe how the special condition discussed above is not the result of action taken by the applicant. Show that the applicant did not cause the need for this request.
Deadend street w/ no other sidewalks on the road
- C. Show that unnecessary hardship exists due to the character of the property and that this hardship makes the request necessary. State what hardship is caused if the applicant is required to meet code requirements? What is the result of this hardship? What would result if the Zoning Board denied this request?
None standard road.
- D. Show that denial of this request will deprive the applicant of rights commonly enjoyed by other properties in the general area and that the granting of this variance request will make possible the reasonable use of land while not conferring any special privilege. Outline how the subject of the variance is common in the area and if the applicant were to be denied this variance a right would be taken away which is granted to other properties. State how the variance makes reasonable use of the existing land and why the same action cannot be done in a way that does not require a variance. Show that granting of this variance does not give the applicant any special privileges that the properties in the area would find desirable.

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IV. REQUIRED ATTACHMENTS:

- A. **Interest and Ownership.** The applicant's name, address and interest of every person, firm or corporation represented by the applicant in the application, the name of the owner or owners and their respective addresses of the entire land area proposed to be changed in classification or to be included within the structures then existing thereon, and sufficient evidence to establish that the applicant has the right of possession to the land area and structures, the names and address of all owners of adjacent property (exclusive of the width of intervening streets, alleys, or bodies of water). Claims of support or "no objection" from owners of adjoining property should be substantiated in writing or by the appearance of such owner(s) at the hearing. Such support is usually considered material but not conclusive.
- B. **Survey and Site Plan.** a site plan showing the land area which would be affected, easements bounding and intersecting the designated area, the locations of existing and proposed structures with supporting open facilities, and the ground area to be provided and continuously maintained for the proposed structure or structures;
- C. **Recorded Warranty Deed.** A deed which includes a legal description of the specific piece of property involved in the request. If, several parcels are included in a request, individual parcel deeds AND a composite legal description of all parcels involved in the request must be provided.
- D. **Fee.** Attach a check in the amount of \$100.00 made payable to the City of Long Beach to cover administrative cost. You will also be responsible to actual costs, such as advertising and mailing incurred with the processing of your application. The City of Long Beach will notify, by certified letter, adjacent property owners within 200' (feet), to the requested action identified in this application, using the Harrison County Tax Assessor's Land Roll database.

INCOMPLETE APPLICATIONS MAY DELAY APPROVAL OF YOUR REQUEST, PLEASE SUBMIT ALL REQUIRED DOCUMENTS.

V. OWNERSHIP AND CERTIFICATION:

READ BEFORE EXECUTING. Attendance by the applicant(s) at the public hearing is mandatory; however, the applicant may designate a representative to attend the public hearing on his/her behalf, provided said representative has been properly designated to speak on the applicant's behalf either by written permission or oral designation by the applicant at the Public Hearing. If a continuance is to be granted, the applicant must request same in writing a minimum of seven (7) days in advance of the scheduled public hearing. The applicant acknowledges that, in signing this application, all conditions and requirements inherent in the process have been fully explained and understood, including the timetable for processing the application, the completed application with all necessary documents and payments must be returned to the Planning office not later than 21 days before the 2nd or 4th Thursday of each month (SEE ATTACHED MEETING DATES & DEADLINES.) Receipt of fee(s) does not constitute receipt of a completed application.

I the undersigned hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.

<p><u>Donald Frazer</u> (PRINT) Name of Rightful Owner</p> <p><u>1130 E Old Pass Rd.</u> Owner's Mailing Address</p> <p><u>Long Beach MS. 39540</u> City State Zip</p> <p><u>228-343-2082</u> Phone</p> <p><u>wopressurellc@gmail.com</u> Email address (*You may be contact by email regarding your application)</p> <p><u>[Signature]</u> <u>12/27/2017</u> Signature of Owner Date</p>	<p>_____ (PRINT) Name of Agent</p> <p>_____ Agent's Mailing Address</p> <p>_____ City State Zip</p> <p>_____ Phone</p> <p>_____ Email address (*You may be contact by email regarding your application)</p> <p>_____ Signature of Agent Date</p>
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**MINUTES OF JANUARY 11, 2018
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The clerk reported that thirteen (13) notices of public meeting were sent by regular mail, to property owners within two hundred feet (200') of the subject property. Notices were also posted on the bulletin boards at City Hall, the Building Official's office, and the Water Department, 201 Jeff Davis Avenue; Said notice was ordered as part of these proceedings:

City of Long Beach



LEGAL NOTICE

PUBLIC MEETING

In accordance with Section 4 of the City of Long Beach Sidewalk Ordinance 587 as amended by Ordinance 615, notice is hereby given advising that the Planning and Development Commission for the City of Long Beach will hold a public meeting for the purpose of considering a variance.

Donald Frazer, 1130 East Old Pass Road, Long Beach, Mississippi 39560 has filed an application for a variance in accordance with the Long Beach Sidewalk Ordinance. The applicant is requesting a variance from the placement of a sidewalk on a newly developed lot.

The tax parcel number is 0611P-01-001.001. The legal description is as follows:

A parcel of land situated and being located in the Widow N. Ladner Claim, Township 8 South, Range 11 West and Range 12 West, City of Long Beach Section Block 3, First Judicial District of Harrison County, Mississippi and being more particularly described as follows with the bearings being based on state plane grid North:

Commencing at an iron rod found at the intersection of the north margin of E. Old Pass Road with the East margin of Louisiana Avenue; thence along said East Margin of Louisiana Avenue, N 28° 30' 40" W 150.06' to an iron rod found; thence S 59° 30' 25" W 40.02' to an iron rod set on the West margin of Louisiana Avenue, being the point of beginning; thence S 59° 30' 25" W 152.23' to a 1" iron pipe found; thence N 28° 28' 00" W 75.02' to an iron rod set; thence N 59° 30' 47" E 152.13' to an iron rod set on the West margin of Louisiana Avenue; thence along said West margin, S 28° 32' 53" E 75.00' to the point of beginning.

A public meeting to consider the above variance will be held in the City of Long Beach, Mississippi 39560, Thursday, January 11, 2018, at 5:30 p.m., in the Long Beach City Hall Meeting Room located at 201 Jeff Davis Avenue. The City encourages all residents, groups and organizations to contact the City if they have any questions concerning the petition.

/s/ signed
Chairman
Planning Commission

**MINUTES OF JANUARY 11, 2018
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LONG BEACH PLANNING and DEVELOPMENT COMMISSION**

AFFIDAVIT

STATE OF MISSISSIPPI
COUNTY OF HARRISON
CITY OF LONG BEACH

BEFORE ME, the under signed legal authority authorized to administer oaths in and for the jurisdiction aforesaid, on this day personally appeared before me, VERONICA HOWARD, known to me to be the Minutes Clerk of the City of Long Beach, Mississippi, Planning Commission, who being by me first duly sworn, deposes and says on oath as follows, to-wit:

1. That she is the duly appointed and acting Minutes Clerk of the City of Long Beach, Mississippi, Planning Commission;
2. That in such capacity, she is responsible for mailing Notices of Public Meeting for the purpose of notifying property owners within One Hundred Sixty Feet (160') of the subject property, when applications for zoning map changes, variances, appeals, etc., are filed, all as stipulated in The Zoning Ordinance Number 615 of the City of Long Beach; and other matters pertaining to such public meetings and the business of the Planning Commission in and for the City of Long Beach;
3. That on December 29, 2017, she did cause to be mailed, Notice of Public Meeting, a copy of which is attached hereto, to 13 (thirteen) property owners within 200' of 1130 East Old Pass Road – Tax Parcel No. 0611P-01-001.001 notifying them that a public meeting will be held, January 11, 2018, to consider an application for a Variance filed by Donald Frazer.

Given under my hand this the 29th of December, 2017.


STACEY DAHL, AFFIANT

SWORN TO AND SUBSCRIBED before me on this the 29th day of December, 2017.


NOTARY PUBLIC

-My Commission Expires-



AFFIDAVIT- PHOTOS; POST NOTICE

JEANNINE & BODISCH BROUSSEAU
304 DOGWOOD AVE WEST
RICHTON MS 39476

JULIE DAVIS
130 EDMUND DR
LONG BEACH MS 39560

BRUCE & BEVERLY CARVER
1149 OLD PASS RD E
LONG BEACH MS 39560

STEVEN & JENNIFER MINK
1134 OLD PASS RD E
LONG BEACH MS 39560

ANN MINK
1134 OLD PASS RD E
LONG BEACH MS 39560

BRUCE GERARD JR & DENISE CARVER
1151 OLD PASS RD E
LONG BEACH MS 39560

RICHARD VANCOURT JR
137 EDMUND DR
LONG BEACH MS 39560

ROBERT & JOY ANN SULLIVAN
1130 OLD PASS RD E UNIT B
LONG BEACH MS 39560

JAY REED
209 JAMES DR
LONG BEACH MS 39560

KENNETH & LINDA SHARP
207 JAMES DR
LONG BEACH MS 39560

KIRK & DONNA SHARP
205 JAMES DR
LONG BEACH MS 39560

JAMES COCKRELL
203 JAMES DR
LONG BEACH MS 39560


ERICA SHIRK
201 JAMES DR
LONG BEACH MS 39560

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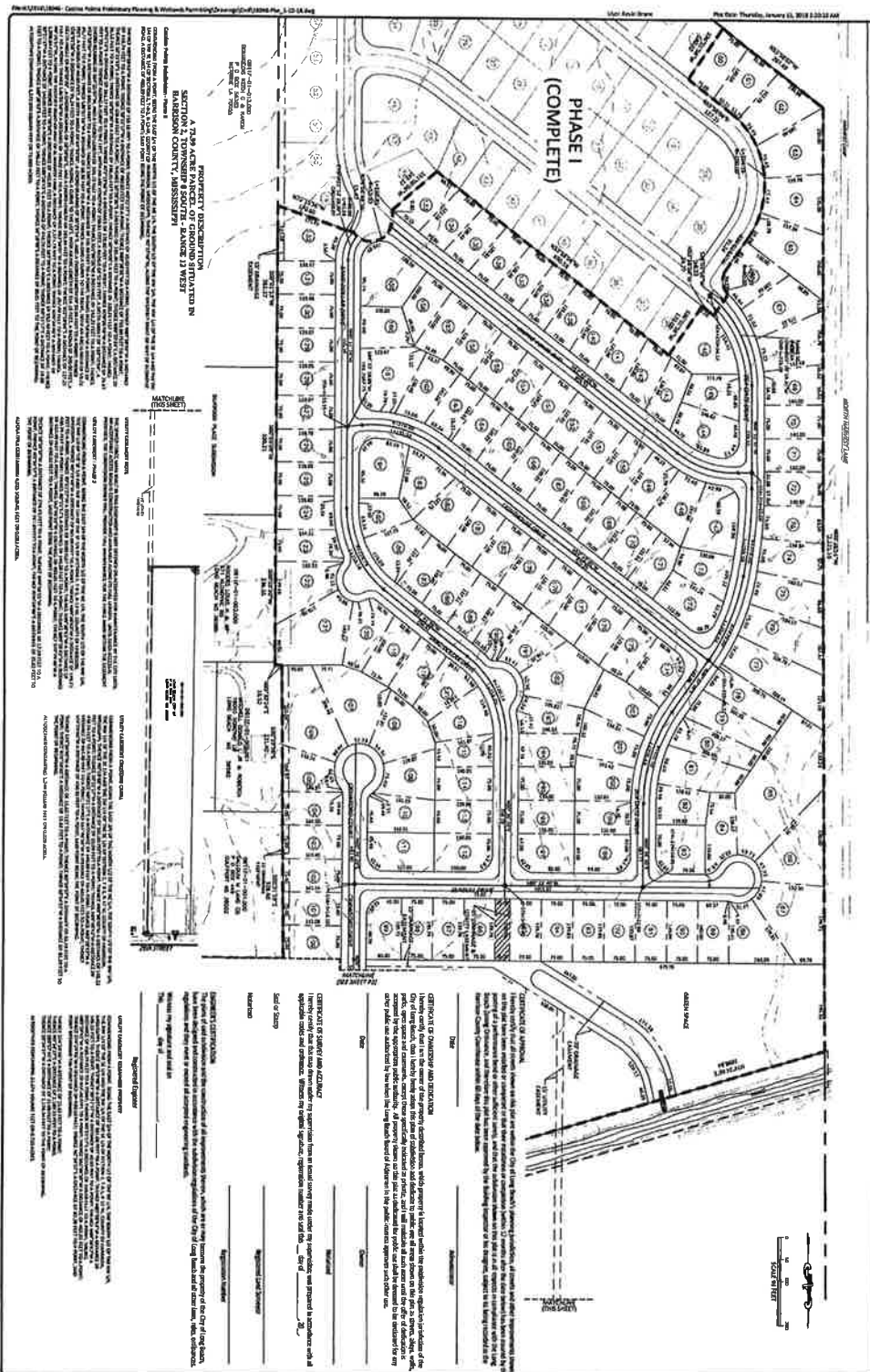
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After considerable discussion Commissioner Carrubba made motion, seconded by Commissioner Gundlach and unanimously carried recommending approval of the variance, stating due to the topographical area the construction of a sidewalk was not practical.

It came for consideration preliminary plat approval for Castine Pointe Subdivision, Phase II submitted by Castine Pointe, LLC as follows:

	CITY OF LONG BEACH 201 Jeff Davis Avenue PO BOX 929 LONG BEACH, MS 39560 (228) 863-1554 office (228) 863-1558 fax	Office use only Date Received <u>8/21/17</u> Zoning <u>R-1</u> Agenda Date <u>01/11/2018</u> Check Number <u>7087</u>		
<p>I. TYPE OF CASE: <input checked="" type="checkbox"/> PRELIMINARY PLAT APPROVAL FOR A SUBDIVISION <input type="checkbox"/> FINAL PLAT APPROVAL FOR A SUBDIVISION</p>				
<p>II. ADVALOREM TAX PARCEL NUMBER(S): <u>0611C-01-002,000</u></p>				
<p>III. GENERAL LOCATION OF PROPERTY INVOLVED: <u>Commission Road Long Beach, MS</u></p>				
<p>IV. ADDRESS OF PROPERTY INVOLVED: <u>Commission Road</u></p>				
<p>V. GENERAL DESCRIPTION OF REQUEST: Subdivision of <u>Castine Pointe</u> Into _____</p>				
<p>VI. REQUIRED ATTACHMENTS:</p> <p>A. Please refer to the City of Long Beach Subdivision Regulations for required documents.</p> <p>B. Cash or Check payable to the City of Long Beach in the amount as follows:</p> <p style="margin-left: 40px;">2-3 Lots \$100.00 4-10 lots \$150.00 11-50 lots \$300.00 50-100 lots \$400.00 100 + lots \$500.00</p> <p>C. Proof of ownership (copy of recorded warranty deed), if applicable proof of authority to act as agent for owner.</p> <p style="text-align: center;">***NOTE*** APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE LISTED DOCUMENTS.</p>				
<p>VII. OWNERSHIP AND CERTIFICATION: <u>READ BEFORE EXECUTING.</u> The applicant acknowledges that, in signing this application, all conditions and requirements inherent in the process have been fully explained and understood, including the timetable for processing the application, the completed application with all necessary documents and payments must be returned to the Planning office not later than fifteen (15) days before the 2nd or 4th Thursday of each month. Receipt of fee(s) does not constitute receipt of a completed application.</p> <p>Ownership: I the undersigned do hereby agree to all the rules and regulations as set forth in the Long Beach Zoning Ordinance and also agree to pay all fees and charges as stated.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Castine Pointe LLC</u> Name of Rightful Owner (PRINT)</p> <p><u>17940 Painters Row</u> Owner's Mailing Address</p> <p><u>Covington LA 70435</u> City State Zip</p> <p><u>985-892-1545</u> Phone</p> <p><u>[Signature]</u> <u>8/21/17</u> Signature of Rightful Owner Date</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Steve Drown</u> Name of Agent (PRINT)</p> <p><u>15525 Poole St GPT MS</u> Agent's Mailing Address</p> <p><u>GPT. MS 39505</u> City State Zip</p> <p><u>228 313 1063</u> Phone</p> <p><u>[Signature]</u> Signature of Applicant Date</p> <p style="text-align: right;"><u>SteveDrown1@gmti.com</u></p> </td> </tr> </table>			<p><u>Castine Pointe LLC</u> Name of Rightful Owner (PRINT)</p> <p><u>17940 Painters Row</u> Owner's Mailing Address</p> <p><u>Covington LA 70435</u> City State Zip</p> <p><u>985-892-1545</u> Phone</p> <p><u>[Signature]</u> <u>8/21/17</u> Signature of Rightful Owner Date</p>	<p><u>Steve Drown</u> Name of Agent (PRINT)</p> <p><u>15525 Poole St GPT MS</u> Agent's Mailing Address</p> <p><u>GPT. MS 39505</u> City State Zip</p> <p><u>228 313 1063</u> Phone</p> <p><u>[Signature]</u> Signature of Applicant Date</p> <p style="text-align: right;"><u>SteveDrown1@gmti.com</u></p>
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**MINUTES OF JANUARY 11, 2018
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<p>P1</p>	<p>Kyle Associates, LLC Professional Engineers - P.E. License No. 10000 Professional Surveyors - S.L. License No. 10000</p>	<p>CASTINE POINTE DEVELOPMENT HARRISON COUNTY, MISSISSIPPI OWNER/DEVELOPER - CASTINE POINTE DEVELOPMENT, INC. PRELIMINARY PLAT PLAN</p>	<p>SCALE: SHEET 1 1" = 100'-0"</p>	<p>SCALE: SHEET 2 1" = 200'-0"</p>	<p>DATE: OCT 2017</p>	<p>PROJECT NO.: 16046</p>
			<p>DATE: OCT 2017</p>	<p>DATE: OCT 2017</p>	<p>DATE: OCT 2017</p>	<p>DATE: OCT 2017</p>

**MINUTES OF JANUARY 11, 2018
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LONG BEACH PLANNING and DEVELOPMENT COMMISSION**

GARNER RUSSELL & ASSOCIATES

520 33rd Street, Gulfport, MS 39507



CONSULTING ENGINEERS

Tel 228.863.0667 Fax 228.863.5232

January 10, 2018

City of Long Beach
P.O. Box 929
Long Beach, MS 39560

RE: Castine Pointe – Phase 2

Ladies and Gentlemen:

It is my understanding that the developer of the referenced subdivision is requesting preliminary plat approval at tonight's meeting of the Planning Commission. Together with Public Works, I have worked closely with the developer's engineer to ensure the subdivision plans are acceptable and meet the City's standards. While the submitted documents appear to be mostly in order, we do have the following comments which should be addressed before construction begins:

PLANS

1. We have recently received final pipe sizing calculations for the drainage culverts internal to the subdivision. On quick review, the calculations seem satisfactory, but we'll need more time for a thorough review.
2. The developer should submit the Stormwater Pollution Prevention Plan / Erosion Control Plan, as approved by the MS Dept. of Environment Quality (DEQ).
3. The developer should submit copies of the approvals of all State agencies, including the MS Dept. of Health, MS Dept. of Environmental Quality, and other concerned agencies.
4. Per the Long Beach Fire Dept., the entrance island for the road connecting to Klondyke Rd. (Addison Blvd.) should be relocated to allow more room for vehicles turning onto Addison from Klondyke.
5. Based on recent communications with the local US Postmaster, there should be a community mailbox "kiosk" for mail delivery and pickup. Such location should be suitably documented in the Final Plat.

The developer and his engineer have worked closely with the City in the past and we expect that the needed changes and documentation will be forthcoming soon. Further, the submitted preliminary plat and specifications for the work seem acceptable. We therefore see no reason to withhold approval of the preliminary plat phase of this subdivision, contingent upon full satisfaction of all concerns of the City as noted by Public Works, myself, and other City agencies. Construction should not begin until these concerns are addressed.

Sincerely,

David Ball, P.E.

DB:539

161 Lameuse Street, Suite 203, Biloxi, MS 39530 • Tel: 228.207.6574 • Fax: 228.207.6513
633 Delmas Avenue, Suite B, Pascagoula, MS 39567 • Tel: 228.207.6574 • Fax: 228.207.6513
SERVING THE GULF COAST SINCE 1969 CONTACT@GARNERRUSSELL.COM

O:\539\Castine Ph. 2 - preliminary plat contingent approval to City 20180111.docx

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LONG BEACH FIRE DEPARTMENT

Subdivision/Site Inspection Form

Subdivision and/or Site: Castine Point Phase II

Address or Location: Commission Rd

Subdivision Site and Acceptance Test

For all new subdivisions located within the City of Long Beach, a minimum of \$80.00 plus \$20.00 per fire hydrant shall be levied. This fee includes initial site plan review, with the inspection and test on each hydrant for the final acceptance test. The fee is payable upon submittal of the initial plans for review to the Long Beach Building Code Office.

Site Plan

Preliminary Site Plan Review Date: 08/24/2017

Preliminary Site Plan: Accepted Rejected

Hydrants Test

Water Main Size: 8 & 10 Inch (9 Hydrants)

Accepted: Rejected

Hydrant Number: # 1
Gallons per Minute: Not Tested

Location:
Accepted: Rejected:

Hydrant Number: #2
Gallons per Minute:

Location:
Accepted: Rejected:

Hydrant Number: #3
Gallons per Minute:

Location:
Accepted: Rejected:

Hydrant Number: #4
Gallons per Minute:

Location:
Accepted: Rejected:

Hydrant Number: #5
Gallons per Minute:

Location:
Accepted: Rejected:

Hydrant Number: #6
Gallons per Minute:

Location:
Accepted: Rejected:

** All hydrants will be tested before the final acceptance is given on the site plan. Please make sure all water valves are turned on. **

Reviewed by: Griff Skellie/Tim Darden 08/24/2017

Fee: \$ 0



*** Notes: Island on Addison Blvd. at Klondyke Rd. must have a Setback 20' from the edge of Klondyke Rd.

Protecting Life and Property

**MINUTES OF JANUARY 11, 2018
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Noted for the record the City Engineer's recommendation letter.

Noted for the record the City of Long Beach's Fire Department recommendation letter.

After review and discussion Commissioner Carrubba made motion, seconded by Commissioner Hansen and unanimously carried recommending approval of the preliminary plat approval in accordance with the City Engineer's and Fire Department's recommendation.

It came for discussion under Development and Research available and/or vacant commercial property and buildings.

No action was taken or needed.

There being no further business to come before the Planning Commission at this time Commissioner Hansen made motion, seconded by Commissioner Gundlach and unanimously carried to adjourn the meeting until the regular scheduled meeting in due course.

APPROVED:

Commission Chairman, Frank Olaivar

Date: _____

ATTEST:

Veronica Howard, Minutes Clerk