

1 City of Pass Christian  
2 Municipal Complex Auditorium  
3 105 Hiern Avenue

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5 **Planning Commission**  
6 **Meeting Minutes**  
7 **Wednesday, May 18, 2016, 6:00 PM**  
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9 **CALL TO ORDER**

10 Chairman Tom Phares called the meeting to order at 6:00 PM. In attendance were Commissioners Lisa  
11 Smith, Margaret Jean Kalif, Michael Lizana, Adam Pace, Rebecca O'Dwyer, Ken Austin and Steve Hunter.  
12 Commissioner Lisea Johnson was not in attendance.  
13

14 **ADOPTION OF MINUTES**

15 The first order of business was to table the adoption of the minutes from the monthly Planning  
16 Commission meeting held on March 16, 2016. A *Motion* by Commissioner Austin, seconded by  
17 Commissioner Pace, was made to table the adoption of the minutes. The motion passed unanimously.  
18

19 The second order of business was the adoption of the minutes from the monthly Planning Commission  
20 meeting held on April 27, 2016. A *Motion* by Commissioner Kalif, seconded by Commissioner Johnson,  
21 was made to adopt the minutes. The motion passed unanimously.  
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24 **NEW BUSINESS**

- 25 ○ *Application PD-17-2016, Tim Norton as agent for Thomas M Jr & Ainslie B Tatum, 130 W Scenic Drive*  
26 *& 146 W 2<sup>nd</sup> Street, Parcels #0313G-03-016.000 & #0313G-03-017.000, Warrant request regarding*  
27 *the courtyard and parking requirements within the Cottage Court Special Building Type Standards.*  
28

29 Chairman Phares introduced the project.  
30

31 Commissioner Austin recused himself and left the room.  
32

33 The City Planner, Danit Simon, briefed the Planning Commission on the project: The applicant proposes  
34 constructing nine cottages on a 63-foot wide lot that runs between Scenic Drive and 2<sup>nd</sup> Street. Because  
35 the lot is narrow, the courtyard and parking requirements of the Cottage Court Special Building Type  
36 cannot be met. Included in your packet is the site plan, an aerial of the Cottages on 2<sup>nd</sup> Street, which are  
37 an example of a successful cottage court layout, and the section of the code that illustrates typical  
38 layouts for this style of housing.  
39

40 The typical layout requires for the cottages to be fronting two to three sides of the courtyard, which is  
41 what frames or creates the courtyard itself. Because the lot is only 63 feet wide the applicant has  
42 proposed creating a 40 by 51 foot courtyard along Scenic Drive, instead of a central courtyard in the  
43 middle of the houses. The cottage court layout also requires for parking to be accessed by a rear alley  
44 and be located to the rear of the courtyard. If you reference the site plan, the parking will be  
45 underneath the elevated houses and accessed by a one-way-street that will run from Scenic Drive to 2<sup>nd</sup>  
46 Street.  
47

48 I have included the aerial of the Cottages on 2<sup>nd</sup> street to illustrate that the layout can be achieved  
49 without meeting every aspect of the code and in the end provide alternative housing options within our  
50 City. This community has 40 cottages, but only the central 17 cottages actually front the common  
51 courtyard.

52

53 The proposed plan does meet the spirit of the cottage layout by creating a community of smaller  
54 residential units with a communal space. And besides for the courtyard and the parking, all other code  
55 requirements are met, including setbacks, square footage maximums, architectural standards,  
56 screening, etc. The applicant is here if you have any questions, and this concludes my report.

57

58 Chairman Phares asked about the location of the driveway on the site plan.

59

60 Simon explained that the driveway will most likely be moved to the west side of the lot, and the  
61 sidewalk will remain on the east side of the lot. There are a elements of the site plan that need to be  
62 flushed out, this application is for the general concept to be approved before the extensive plans are  
63 developed and the expenses are inquired.

64

65 Commissioner Pace stated the project is great and fits the character of the City. He asked for further  
66 clarification of the site plan and whether it will be considered a subdivision. I don't want to approve the  
67 project today, and then it has to return in a month because they weren't able to meet every required  
68 aspect of the code.

69

70 Simon explained that this is not a subdivision, the code specifies that with the cottage court layout the  
71 lot does not need to be subdivided, but can have multiple houses on one lot. The cottage court layout is  
72 allowed by right in this zone, the question is with the applicant's interpretation of the cottage court  
73 layout, does the Commission feel that you can utilize the cottage court layout with a courtyard at the  
74 frontage instead of at the center of the lot?

75

76 Commissioner Paces responded that he does not see a problem with the location of the courtyard as  
77 shown on the site plan. Where I take pause, is with all the other details that have not been addressed  
78 yet. If we approve tonight, I don't want the applicant to need to return with additional requests and  
79 variances.

80

81 Simon clarified that tonight's approval is to address the courtyard and parking, the Commission will not  
82 lock yourselves in if you approve. The applicant is aware that he needs to meet all other aspects of the  
83 Code, and needs to submit complete plans to be reviewed by the City Engineer, the Fire Chief, the  
84 Building Code Official, etc.

85

86 The applicant Tim Norton explained that he wants to develop short-term vacation rentals to fill a  
87 housing gap that is currently not available in the City. I am looking for general approval tonight, before I  
88 move forward with the plans, which will comply with all requirements- driveway, drainage, etc.

89

90 Commissioner Pace asked if the use is allowable.

91 Simon explained that the Code does not distinguish between owning or renting. This is the cottage  
92 court layout, which is allowed by right, for up to 12 single-family residential houses on one lot.

93  
94 The Commissioners further discussed the location of the driveway and how to achieve the rear-parking  
95 requirement underneath the house. Placing the driveway on the west side will allow for parking  
96 underneath the house from the rear, per the code.

97  
98 A *Motion* by Commissioner Kalif, seconded by Commissioner Johnson, was made to approve the  
99 Warrant Application with an emphasis on the location of the courtyard, with the driveway moved to the  
100 west side of the parcel, and with the condition to adhere to parking from the rear and with the code's  
101 screening requirements. The motion passed unanimously.

102  
103 Commissioner Kalif added that this is a wonderful plan for our community, very similar to the motels  
104 that used to be along Highway 90.

105  
106 Commissioner Austin returned to the room.

107  
108 ○ *Review Additions to SmartCode Updates*

109  
110 The City Planner, Danit Simon, reviewed the additional five items on the SmartCode update list, which  
111 will be brought back to the Planning Commission for a public hearing and final approval at a future  
112 meeting.

113  
114 The Commissioners were extremely relieved that items one and two in the memorandum were  
115 addressed and better defined, and requested that all five items be placed on the SmartCode update list  
116 at the next meeting.

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118 **OLD BUSINESS**

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120 **OTHER BUSINESS/PUBLIC COMMENT**

121  
122 **ADJOURN**

123 A *Motion* by Commissioner Kalif, seconded by Commissioner Smith, was made to adjourn the meeting at  
124 6:50P.M. The motion passed unanimously.