



## MINUTES

**PLANNING AND ZONING COMMISSION**  
**Diamondhead, Mississippi**  
**Diamondhead City Hall Council Chambers**  
**February 26, 2014**  
**2:00 p.m. CST**

1. Meeting was called to order by Chairman, Norm Parker at 2:00 p.m. CST.
2. Pledge of Allegiance was recited.
3. Chairman Parker called roll- The following Commissioners were present: Chuck Garrison, Nita Hensley, Norm Parker, E. J. Bice, David Malley, Mark Miller and Roger Smith. Also in attendance were City Attorney Tricia Tisdale and Building Official, Ron Jones.
4. **Approve Minutes of December 18, 2013 Meeting** - Motion was made by Commissioner Garrison, seconded by Commissioner Smith to approve the Minutes of December 18, 2013. Motion unanimously carried.
5. **Confirmation or Adjustments to the Agenda** – None presented.
6. **Unfinished Business** - Commissioner Garrison inquired into the status of Subdivision Ordinances. Counsel advised the regulations were being totally rewritten.
7. **New Business** Planning and Zoning Commission By-Laws were presented for review, attached hereto and identified as "Exhibit A." Commissioner Miller provided copies of proposed amendments to Section H: COMMISSION RECUSAL attached hereto and identified as "Exhibit B." Discussion regarding the Commission's conflict on the By-Laws would result in an independent review by the City Council. Chairman Parker requested ample time for the Commission to review Commissioner Miller's proposed changes and have the finalized draft for Commission approval three (3) days prior to its next meeting. Commissioner Garrison made question to last sentence "A discussion among the Commission will be used to resolve the issue." Commissioner Miller suggested total revamping of the language. Commissioner Garrison suggested a potential conflict would appear to make meeting longer. Commissioner Miller responded in his opinion the process would be streamlined. Commissioner Malley questioned "matter de novo." Commissioner Miller explained the phrase "like heard it for the first time." Counsel asked for any other proposed amendments. Commissioner Garrison asked for clarification of "what constitutes a quorum?" Counsel responded "simply majority." Commissioner Garrison then questioned a possible grammatical error "The Commission." Counsel confirmed by interjecting "the" should not be capitalized. Commissioner Miller referred to Section 4. J.- Robert's Rules of Order (Relaxed.) Counsel responded by recommending "Relaxed" should be removed. Chairman Parker gave final notice that all suggested changes to the By-Laws be completed and provided to the Commission three days prior to the next Commission meeting.

- 8. 2014 MEETING DATES AND APPLICATION DEADLINES FOR THE PLANNING & ZONING COMMISSION:** Motion was made by Commissioner Smith, seconded by Commissioner Garrison with upon unanimous approval, Planning & Zoning Meetings will be held at 5:30 p.m. CST in Council Chambers in City Hall located at 5000 Diamondhead Circle, Diamondhead, Mississippi on the dates as follows:

<u>MEETING DATE</u>	<u>*AGENDA DEADLINE</u>	<u>**APPLICATION DEADLINE</u>
February 25, 2014	February 18, 2014	January 21, 2014
March 25, 2014	March 18, 2014	February 18, 2014
April 22, 2014	April 15, 2014	March 18, 2014
May 27, 2014	May 20, 2014	April 15, 2014
June 24, 2014	June 17, 2014	May 20, 2014
July 22, 2014	July 15, 2014	June 17, 2014
August 26, 2014	August 19, 2014	July 15, 2014
September 23, 2014	September 16, 2014	August 19, 2014
October 28, 2014	October 21, 2014	September 16, 2014
November 19, 2014	November 12, 2014	October 14, 2014
December 30, 2014	December 23, 2014	November 25, 2014

\*DEADLINE FOR AGENDA REQUESTS IS 12 NOON ON THE DATE SPECIFIED ABOVE.

\*\* APPLICATION DEADLINE IS SUBMISSION OF THE COMPLETE APPLICATION TO BE HEARD AT THE FOLLOWING MONTH'S COMMISSION MEETING. DEADLINE FOR SUBMISSION IS 5:00 P.M. CST ON THE DATE SPECIFIED ABOVE.

- 9. Open Public Comments** – None presented.
- 10. Commissioner's Comments** - Commissioner Malley questioned whether his deliberation at the upcoming March 25, 2014 meeting in the matter of The Pantry's variance request to expand an existing carwash would constitute a conflict of interest since Malley is the owner of carwash business located outside the city limits. Counsel responded no conflict would exist.
- 11. Communications / Announcement** – Next scheduled meeting of the Commission will be Tuesday, March 25, 2014 at 5:30 p.m. CST, Diamondhead City Hall Council Chambers.
- 12. Adjourn / Recess** – On motion of Commissioner Miller, seconded by Commissioner Hensley and unanimously carried, Chairman Parker adjourned the meeting at approximately 3:30 p.m. CST.



Norman Parker, Chairman  
 Planning & Zoning  
 City of Diamondhead, MS