

CITY OF PASS CHRISTIAN
PLANNING COMMISSION MEETING

MEETING & HEARING DATE: September 30, 2025

ACTION REQUESTED: Variance for front load parking at the property located at 480 Royal Oak Drive, lot 21, timber Ridge Shores, Unit III

ZONE: T3R

APPLICANT AND OWNER: William (Chip) S. Williams, Jr.

REVIEWED BY: Melodie Hayes, City Planner

RECOMMENDATION: Recommend approval to Board of Aldermen

Background

The applicant is requesting consideration of approval for a second variance of a front load parking adjustment at 480 Royal Oak Drive.

This property was granted a previous front load parking variance that was approved by the Board of Aldermen on September 3, 2024 and there is now a need for a second variance due to a deviation of the original variance that needs to provide an apron across the driveway area to keep rock out of the street. The revised site plan has the proposed revision highlighted in yellow that is attached to packets and will have the 10-foot apron at the parking area, with rock thereafter and 12" curbing on each side and the required 8 foot of concrete from street to the rock area as per city ordinance.

Staff has reviewed the request and suggests a recommendation to the Board of Aldermen an approval to allow the second variance request as this is working to follow city ordinance. This lot would be consistent with other lots that have been awarded front load parking variances in the Timber Ridge development.

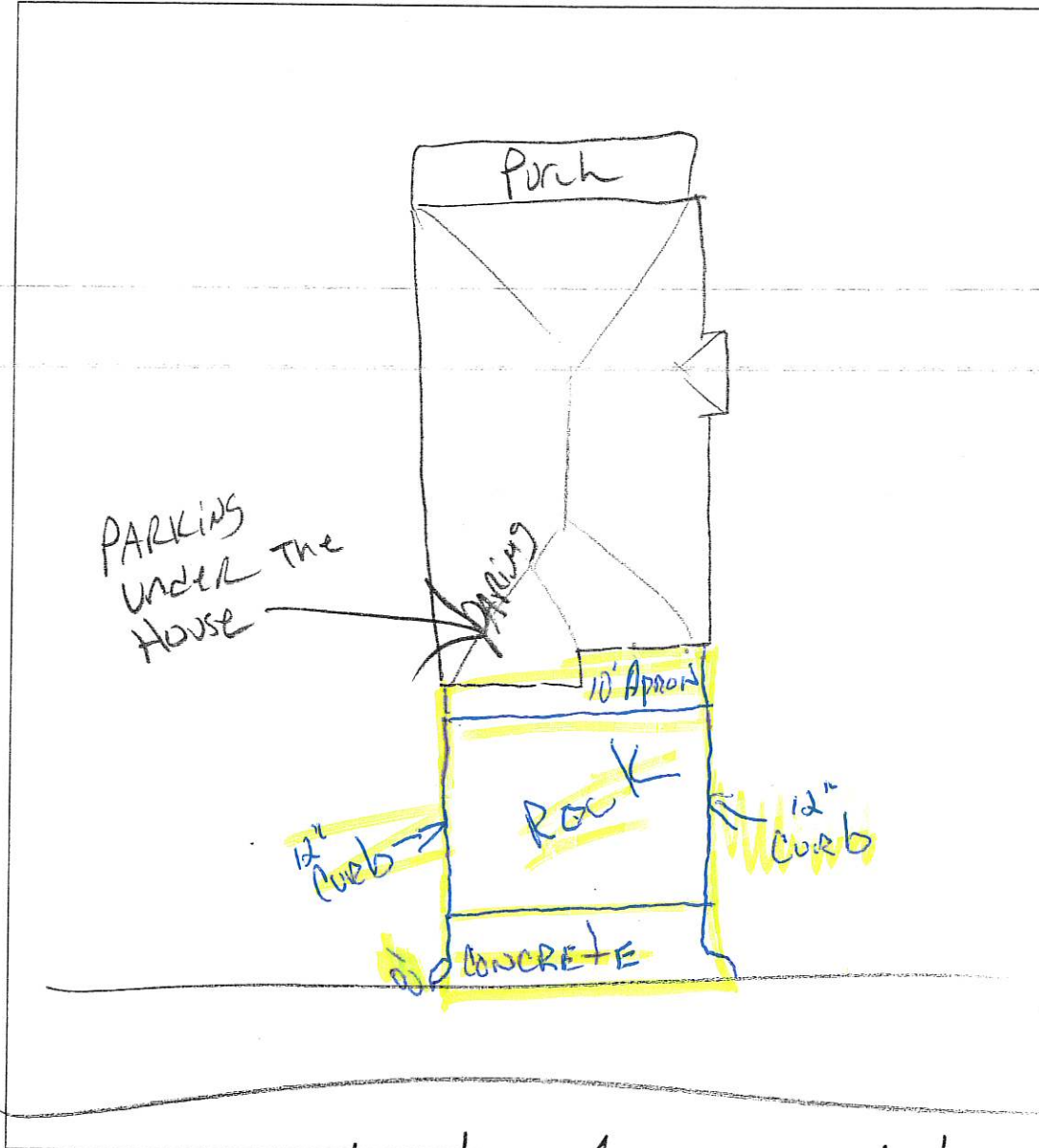
PARKING PLAN

A PART OF THE BUILDING PERMIT APPLICATION

PARCEL NO. 312M-03-013.00 ADDRESS OF SITE _____

Driveway construction type ☐ Concrete ☒ Loose fill (shell, gravel) with confinement by _____.
Note loose fill drives must be confined with edging guaranteed to last for 20 years or more.

Sketch the site below showing the following: abutting public streets and alleys, lot dimensions, all setbacks, any protected trees on the site (or other trees you wish to keep) planned or existing driveway and parking area including pavement width. Indicate overnight parking areas (including garage space) and the total number of provided off-street spaces.



Applicant signature: _____

Date: 6/18/24

Planning Office Approval _____

My Map



0 90 180
Feet

HARRISON COUNTY, MISSISSIPPI

DISCLAIMER: THIS MAP IS FOR PROPERTY TAX ASSESSMENT PURPOSES ONLY. IT WAS CONSTRUCTED FROM PROPERTY INFORMATION RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AND IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP.
TAL FLURRY, TAX ASSESSOR.

MAP DATE: August 13, 2025





Planning Commission Variance Application

City of Pass Christian
Planning & Zoning Department 200 W
Scenic Drive
Pass Christian, MS 39571
(228) 452-5047
planning@pass-christian.com

I. Project Address

480 Royal Oak Dr.

II. Parcel Number

0312M-03-013.000

III. General description of request

PLAN DEVIATED FROM ORIGINAL VARIANCE
PUT APRON ACROSS DRIVE AT STREET TO KEEP ROCK
OUT OF STREET.

T3R Zone Timber Ridge Shores Unit III

IV. Ownership and Certification

I hereby certify that I have read and understand this application, and that all information and attachments are true and correct. I further certify that I agree to comply with all applicable City codes, ordinances and state laws, and 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.

Applicant

William S. Williams Jr.

8/11/25

Print name

Signature

Date

480 Royal Oak Dr.

Mailing Address

228-697-4176

FINALSCORE 2-3@hotmail.com

Phone Number

Email

Owner if different from Applicant

Print Name

Signature

Date

Mailing Address

Phone Number

Email

In the case of multiple owners, please include names and contact information for all owners. Each owner must sign the application, and original signatures are required.

V. Conditions for a Variance

Please answer the following questions on a separate sheet(s) of paper.

1. Are there extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography that are not applicable to other lands or structures in the same district?
2. Would a literal interpretation of the provisions of this ordinance deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located?
3. Will granting the variance requested confer upon the applicant any special privileges that are denied to other residents of the district in which the property is located?
4. Will the requested variance be harmonious with the purpose and intent of this ordinance and not be injurious to the neighborhood or to the general welfare?
5. Are the special circumstances resulting from the actions of the applicant?
6. Is the existence of non-conforming use of the neighboring land, buildings, or structures in the same district or of permitted or non-conforming uses in other districts constitute a reason for the requested variance?
7. Will the variance requested be considered to be the minimum variance that will make possible the legal use of the land, building, or structure?
8. Is the variance an adjustment in the terms of the zoning regulations where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant? Will the literal enforcement of the ordinance result in unnecessary and undue hardship? Yes or No

REQUIRED ATTACHMENTS:

1. Complete application with original signatures
2. Site plan drawn to scale (including property lines, streets, existing structures, proposed structures, driveways and parking locations, setbacks, all dimensions, etc.)
3. ²¹⁶\$200 Fee – (cash, credit cards with surcharge & in-person only, or check made out to the City of Pass Christian)
4. Copy of the Deed with County's Stamp
5. If applicable, proof of authority to act as the agent of the owner
6. Responses to the Conditions for a Variance questions
7. A survey – At the discretion of the City Planner



City of Pass Christian AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: SEPTEMBER 3RD, 2024.

REQUESTING DEPARTMENT: COMMUNITY DEVELOPMENT

REQUEST LOCATION ON AGENDA:

Administrative ☐
Requesting Department ☒
Consent ☐
Executive Session ☐
Other ☐

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund ☐
BP Fund ☐
001- ☐
Other ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☒ No ☐

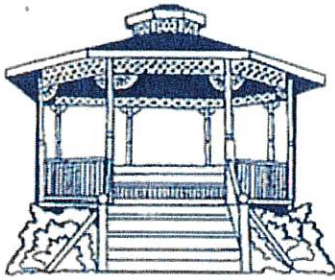
Consider Consider approving application of 480 Royal Oak Blvd/William Williams, Jr./Tax Parcel No. 0312M-03-013.000 (Subdivision - Lot 21, Square 48, Timber Ridge Shores, Unit III) requesting a variance for front load parking, in the City of Pass Christian, MS, a T3R Transect /Zone. (This action has been approved by the Planning Commission on 8/27/2024.)

, as requested by PLANNING TECHNICIAN, JENNIFER RIVERA.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APPROVED ☐

ADDITIONAL INFORMATION NEEDED ☐



Planning Commission Variance Application

City of Pass Christian
Planning & Zoning Department 200 W
Scenic Drive
Pass Christian, MS 39571
(228) 452-5047
planning@pass-christian.com

- I. Project Address 480 Royal Oaks Blvd
- II. Parcel Number 0312M-03-013.000
- III. General description of request Front Load Parking Variance

THE Lot is TOO NARROW FOR SIDE ENTRANCE UNDER
HOUSE. NEED TO ENTER FROM FRONT OF HOUSE.

IV. Ownership and Certification

I hereby certify that I have read and understand this application, and that all information and attachments are true and correct. I further certify that I agree to comply with all applicable City codes, ordinances and state laws, and 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.

Applicant

William S Williams JR. 6/18/21

Print name Signature Date

224 Harbor Station DR. LONG BEACH, MS 39560

Mailing Address

228-697-4176 FINALSCORE2-3@hotmail.com

Phone Number Email

Owner if different from Applicant

Print Name Signature Date

Mailing Address

Phone Number Email

In the case of multiple owners, please include names and contact information for all owners. Each owner must sign the application, and original signatures are required.

Response to Conditions of Variance

William Williams

480 Royal Oak Dr

Pass Christian, MS

1. I do not know. What I do know is there are other properties in the area/district that have variances for front parking due to the setbacks and width of the lots.
2. Yes
3. No
4. Yes
5. No
6. Yes
7. Yes
8. The request for the variance is due to the lot size and having 10' setbacks, it will be impossible to build on this lot without a front entrance.

ROYAL OAK BLVD

CENTER PAVEMENT

POB IRS

S 69°40'06" W
60.00'

POC IRS

N 69°40'06" E
60.00'

AE 18

2055 SqFt +/-
25%

29.00'

60.91'

LOT 21

AE

6045 S
75'

LOT 20

Drainage
Plan

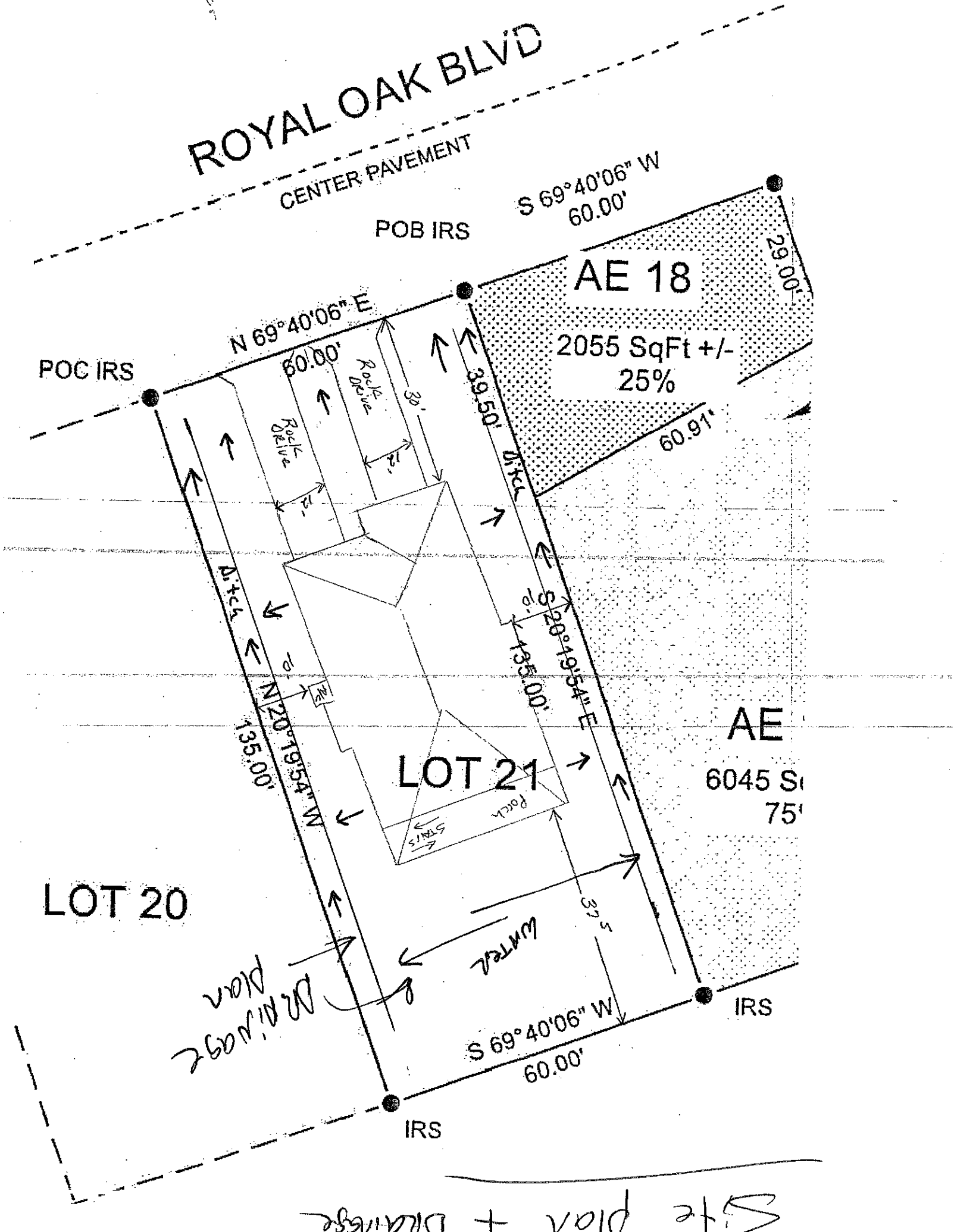
WATER

S 69°40'06" W
60.00'

IRS

IRS

Site Plan + Drainage



City of Pass Christian
Building Permits Department
Pass Christian, Mississippi 39571
Phone: (228)-452-3316 Fax: (228)-452-3044

APPLICATION FOR PERMIT TO DEVELOP IN A FLOOD HAZARD AREA

The undersigned hereby makes application for a permit in a designated flood hazard area. The work to be performed is described below and in attachments here to. The undersigned agrees that all such work shall be done in accordance with the requirements of the Flood Ordinance (Ordinance No. 476) of the City of Pass Christian, Mississippi and with all other applicable local, state and federal regulations. All necessary required and State permits/certifications attached.

APPLICANT NAME William (Chip) Williams JR
ADDRESS/PHONE 774 Arbor Station DR Long beach

SITE ADDRESS _____

LEGAL DESCRIPTION/ Lot 21 Square 48 timber Ridge shores Unit II
TAX PARCEL # 312M-03-013.000

NAME/ADDRESS William (Chip) Williams
OF PROPERTY OWNER 774 Arbor Station DR Long beach

A. DESCRIPTION OF WORK

1. PROPOSED DEVELOPMENT DESCRIPTION

☒ NEW CONSTRUCTION _____ DREDGING
☐ ALTERATION _____ MANUFACTURED/MOBILE HOME/TRAILER
☐ FILLING _____ LOGGING
☐ GRADING _____ OTHER

2. TYPE OF CONSTRUCTION

☒ NEW RESIDENTIAL _____ IMPROVEMENT
☐ NEW NON-RESIDENTIAL _____ RENOVATION
☐ ADDITION _____ ACCESSORY STRUCTURE
☐ TEMPORARY STRUCTURE

3. DESCRIBE DEVELOPMENTAL PROJECT, EG PLOT AREA SQ FT., AMT OF FILL, GRADE ELEVATION, ELEVATION AFTER FILL ADDITIONAL INFO

B. ALTERATIONS, ADDITIONS OR IMPROVEMENTS TO AN EXISTING STRUCTURE

1. ESTIMATED MARKET VALUE OF EXISTING STRUCTURE \$ 300,000
2. COST OF PROPOSED CONSTRUCTION \$ 300,000
3. IF THE COST OF THE PROPOSED CONSTRUCTION EQUALS OR EXCEEDS 33 1/3% OF THE MARKET VALUE OF THE STRUCTURE THEN THE SUBSTANTIATED IMPROVEMENT REQUIREMENTS

THE NOTICE TO PROPERTY OWNER MUST BE COMPLETED AND RETURNED PRIOR TO ISSUANCE OF PERMIT.

C. NON RESIDENTIAL CONSTRUCTION

1. Flood protection method

 Floodproofing
 ✓ Elevation

2. Please check the appropriate certification required in section E.

D Subdivisions

1. ~~Does~~ this subdivision or other development contain 50 lots or 5 acres (whichever is less) -
 yes no

2. If yes, the base flood elevation data must be provided by the developer prior to issuance of a permit.

E. THE FOLLOWING CERTIFICATIONS CHECKED BELOW ARE APPLICABLE AND MUST BE SUBMITTED FOR ALL CONSTRUCTION WITHIN THE SPECIFIED TIME FRAME.

1. As built elevation certificate, certified by a registered land surveyor professional engineer, must be submitted at the time of completion of the lowest floor, prior to any further vertical construction.

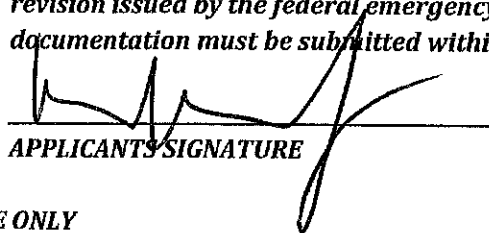
~~2. A floodproofing certificate, certified by a professional engineer or architect must be submitted at the time of completion of the lowest floor prior to any further vertical construction.~~

3. For V-zones only. A breakaway wall certification certified by a registered professional engineer or architect and submitted with 7 days of completion of the breakaway walls.

4. For V-zones only. A certification on the superstructure substructure design must be submitted with this permit application.

5. The proposed development is located in an identified floodway and a no-rise certification completed by a registered professional engineer must be submitted prior to the issuance of a permit or the start of construction.

6. The proposed development includes an alteration of a watercourse and a letter of map revision issued by the federal emergency management agency is required. This documentation must be submitted within 6 months or completion of the project.


APPLICANT'S SIGNATURE

6/18/24
DATE

FOR INTERNAL USE ONLY

1. Community number: _____
2. Panel Number: _____
3. Zone: _____
4. Base flood structure at site: _____
5. Required lowest floor elevation: _____
6. If the structure is to be floodproofed the required floodproofing elevation is _____ ft. MSL
7. Elevation to which all attendant utilities include all heating, duct work, and electrical equipment will be installed or floodproofed, _____ ft. MSL

APPROVED:

COMMUNITY OFFICIAL: _____

EXTERIOR MATERIALS LIST FOR PERMIT APPLICATION

CITY OF PASS CHRISTIAN

PARCEL #: 3/2 M-03-03.000 ADDRESS of SITE: ?

As a general rule please note that Pass Christian Zoning regulations limit exterior materials to paintable wood and solid wood-substitute materials. Metals or composite roofing is permitted, with raw galvanized 5-v crimp type preferred.

The plans for construction associated with this building permit are restricted to the following materials:

- (1) Siding Material: Hardy
- (2) Trim Material: _____
- (3) Soft Material: _____
- (4) Fascia Material: _____
- (5) Roofing Material: 26 ga. Metal
- (6) Screening Material (If provided, note that screening must be supported at least every 4 horizontal feet): _____
- (7) Shutter Materials (if any): _____
- (8) Other Exterior Materials (if any): _____
- (9) Driveway construction type: Rock
- (10) OTHER-INTERIOR: _____

Reminder: Note that all exposed wood (including decks, railings, screening, and foundation columns) visible from the street along the front or sides of the structure must be painted or solid-stained before an occupancy permit will be issued.

Is any of the above materials require Warrant Approval, please attach completed and signed Warrant Agreement showing proof of compliance of selected materials.

Applicant Signature [Signature] Date: 6/18/27

Planning Office Approval: _____