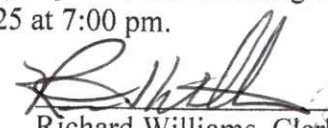


**Town of Taylor Minutes for the Regular Monthly Meeting of the  
Mayor and Board of Aldermen**

**April 1, 2025**

1. **CALL TO ORDER** The meeting of the Mayor and Board of Aldermen of the Town of Taylor, Mississippi, was called to order by Mayor Christi Hardy at 7:00 pm on Tuesday, the 1st day of April, 2025, with the following officers and members present, constituting a legal quorum to-wit:  
Mayor Chrsti Hardy; Aldermen: Shawn Edwards; Lyn Roberts; Bill Taylor; and Jimmie Willingham.  
Clerk Richard Williams, Deputy Clerk Mark Woods, Board Attorney Chris Latimer, Planning Consultant Judy Daniel, Town Engineer Jeff Williams, Attorney John Mayo, and Citizen Tim Carter were also present.  
Alderman Sarah Hewlett was absent.
2. **ADOPT AGENDA** Mayor Hardy presented the meeting agenda. Alderman Taylor moved to adopt the agenda. Alderman Willingham duly seconded that motion which then carried unanimously.
3. **APPROVE PREVIOUS MEETING MINUTES** Alderman Edwards moved to approve the minutes from the March 4, 2025, regular Board meeting. Alderman Taylor seconded the motion. All of the Aldermen present voting aye, Mayor Hardy declared the motion carried.
4. **APPROVE CURRENT CLAIMS DOCKET** Mayor Hardy presented the current Claims Docket. Alderman Roberts made a motion that the Claims Docket be approved and paid and Alderman Willingham seconded the motion. All the Aldermen present voting aye, Mayor Hardy declared the motion carried.
5. **TOWN CLERK'S REPORT** Clerk Williams reported that one (1) building permit had been issued the same day as the meeting.
6. **OLD BUSINESS** Consultant Daniel presented a report about proposed revision to Taylor's Flood Ordinance which was made at the request of the Mississippi Emergency Management Agency. A robust discussion was held regarding the revised Flood Ordinance. The discussion included the Aldermen present, Consultant Daniel, Engineer Williams, Attorney Latimer, Clerk Williams, and Deputy Clerk Woods. The Board took the matter under advisement.
7. **NEW BUSINESS** Consultant Daniel presented a report about a revision to the lot line between Lots 46 and 47 in Phase IV of Plein Air, which required approval of a revised plat. Consultant Daniel noted a corrected plat must also be filed. Said report is attached to these minutes. Alderman Taylor made a motion to approve the revision. Alderman Taylor duly seconded that motion which then carried unanimously.  
Consultant Daniel presented a report about technical modifications to the Planning and Development Code considered by the Planning Commission at their February Meeting. Consultant Daniel noted no action would be taken due to the noticing of a public hearing, which would occur at the May meeting. In the same report, Consultant Daniel provided an update on the status on the dedication of the first set of roads in Plein Air to Taylor and Lafayette County. Said report is attached to these minutes.
8. **MAYOR'S REPORT** Mayor Hardy noted that she had spoken with a lawn care company that gave a preliminary quote to do landscaping work in front of Town Hall for \$1,000.
9. **PUBLIC COMMENT** Citizen Carter noted that Ole Miss has an upcoming service day and students may be available to provide landscaping services. Citizen Carter also made comments about the proposed revisions to the Flood Plain Ordinance.
10. **ADJOURN** There being no further business Mayor Hardy adjourned the meeting until the next regularly scheduled meeting, set for Tuesday, May 6, 2025 at 7:00 pm.

  
Christi Hardy, Mayor

  
Richard Williams, Clerk (seal)



**TO:** Taylor Mayor and Board of Aldermen  
**FROM:** Jeff Williams, Town Engineer/Floodplain Administrator  
Chris Latimer, Town Attorney  
**RE:** Taylor Floodplain Ordinance Update  
**DATE:** April 1, 2025

**Staff Comments:** As discussed at the February meeting, MEMA (Mississippi Emergency Management Agency) has requested that Taylor update its Floodplain Ordinance to conform to the recently revised Model Ordinance for Mississippi. MEMA offered several options for some sections of the Ordinance. The Floodplain Administrator discussed those with MEMA staff. Most of the options were more applicable to larger jurisdictions and were not recommended. At your March meeting a proposed version of the new Floodplain Ordinance was discussed. Staff recommended approval of the MEMA proposed new Ordinance.

Two other specific changes were recommended:

1. Currently no floodplain permit review fee has been established for Taylor. A fee of \$85 is recommended for this service by the Floodplain Administrator.
2. Currently the fine for a floodplain violation is \$500. The Floodplain Administrator recommends raising that to \$1,000

These fees are normally charged in most communities for Floodplain regulations. No decision was made and a vote on these items was deferred.

Two items related to the proposed ordinance were discussed, and no resolution was reached. The concerns relate to when a Base Flood Elevation (BFE) study would be required. The Town Attorney and the Floodplain Administrator were tasked to discuss this further and return at the April with a recommendation.

**1. Ordinance Applicability.**

The existing version of the Floodplain Ordinance states that *"all subdivision proposals and all developments with more than 5 lots or 5 acres must include the base flood elevation data"*. This is a confusing standard and conflicts with the definition of "development" in the proposed Ordinance.

The proposed version of the Floodplain Ordinance states that its provisions are applicable to all area of special flood hazard (SFHA) area within the jurisdiction of the Board of Aldermen of the Town of Taylor. This is a less confusing standard. The proposed version also states that all subdivision proposals must provide BFE data. (Article 5, Section E). This is also a less confusing standard. Determination of whether a "development" is in a SFHA area is still determined by the applicant and indicated on the building permit application.

**2. Floodplain Development Permit Requirement.**

Article 4, Section B. of the revised Ordinance covers the requirements for obtaining a Floodplain Development Permit. It requires that such permit be approved before beginning any development activities (as defined in Article 2) in identified areas of special flood hazard.

**3. Determination of Floodplain BFE Requirement on Building Permit Application.**

Currently, in Taylor (as in Lafayette County) there is no requirement that a person requesting a building permit on a single property provide verified Base Flood Elevation (BFE) data before the building permit is issued. The owner is responsible for self-reporting if building in a floodplain area. A statement that the property is not in a floodplain area is required, but no proof of that is required.

According to the Town Attorney, if a flooding problem later occurs on a property (or adjoining property) where no floodplain area was reported; any damage would be the responsibility of the property owner, and the Town could not be held responsible. And if that property was later found to actually be in a flood prone area, any structure on the property would be considered an illegal nonconforming use.

This policy is advantageous for property owners, as determining the BFE is relatively expensive. There are many areas in Taylor that can only estimate whether they are in a floodplain from the map on the website, and the fee to have an engineer calculate that precisely is in the range of \$700 to \$800. The owner is usually, however, required to get an official BFE determination by a lending institution or insurance company when a building is proposed.

An alternative policy was proposed for your consideration that is commonly used in larger municipalities. Taylor could choose to change the permitting system and require that the Floodplain Administrator verify that any property claiming to not be in a floodplain does meet that standard. That could mean that a property found to be in a questionable location when the map is studied, could be required to get the BFE verified before a building permit could be issued. This would also mean that the Floodplain Administrator would need to evaluate all building permit requests that are not in a recorded subdivision.

If this standard were chosen, there are few such requests on an annual basis. You will need to decide whether to continue allowing the BFE information to be a self-reporting item or if you wish to add the verification step. It is generally used when there are substantial concerns about the potential for off-site flood damage in the community.

**Minor Corrections:**

1. A clarifying reference to the definition of "Development" in Article 2 is added to Article 3, Section D.
2. A clause noted the availability of the Taylor Flood Maps on the town website is added to Article 3, Section B,

**Staff Recommendation:**

1. The staff recommend that you adopt the revised version of the Floodplain Ordinance as presented by the Floodplain Administrator, including the two minor corrections.
2. You will need to decide whether to continue allowing the "self-reporting" of whether a property proposed for building is in a flood prone area; or to require that the Floodplain Administrator review such applications to determine if he agrees with the assessment.
3. The staff also recommend that you approve the new floodplain permit review fee and higher fine for violations, as recommended by MEMA.

**To:** Taylor Board of Aldermen  
**From:** Judy Daniel, AICP, Town Planner, and Jeff Williams, Town Engineer  
**Date:** April 1, 2025  
**Subject:** Plein Air – Revision to Lot Line between Lots 46 & 47, Phase IV Preliminary and Final Plat

**Comments** - John Mayo has submitted a request for a revision to the Final Plat of Plein Air Phase IV that affects two lots located in the southwest corner of Prytania Street. The application is on behalf of the owners of these lots, Donald and Virginia Kitchens (lot 46) and Amy Fusting (lot 47). The proposal is to change the lot line between these two lots, increasing the size of lot 46. Ms. Fusting has agreed to sell a 2,178sf portion of Lot 47 to the Kitchens. Drawings indicating the changed lot sizes and location of the homes on these lots were properly submitted.

Revisions to subdivision plats are governed under Sec. 11.8.2 of the Planning and Development Code. The proposal will not cause any need for variances, and the revised lot sizes and shapes will meet all setback requirements. Lot 46 will change from .20 acre (8,712sf) to .25 acre (10,890 sf), and Lot 47 will change from .16 acre (6,970 sf) to .11 acre (4,792 sf). Plein Air has other lots of a similar size to the reduced size of Lot 47.

Mississippi subdivision law has strict requirements for modifying a final plat. A public hearing is required, and a sign must be posted at the location of the requested change. And it requires that the applicant proposing any change in a platted subdivision notify all the persons the applicant believes to be "adversely affected thereby or directly interested" in the proposed change, and requires their written approval of the proposed modification. The applicant is responsible for identifying any such person and obtaining their written approval as part of the application.

In considering parties named as affected or interested, the Aldermen can decide whether those persons' approvals are sufficient or whether additional parties must be named and their signatures acquired. If the applicant cannot obtain those signatures, the application cannot proceed. In this instance the applicant has identified the only two parties they believe to be directly interested in this change, and they are the applicants for the change. Their signatures of approval have been submitted.

### **Recommendation**

After evaluation of the submitted materials at a meeting on February 25, the Planning Commission recommended approval of the adjusted lot lines of lots 46 and 47 in Phase IV of Plein Air with the following conditions:

1. Approval is for the plat as submitted.
2. As required in Sec. 11.8.2, the corrected plat must be filed as a separate revision of the subdivision and include a notation attached to the originally recorded plat showing revisions made and the location of the corrected plan, and a title certificate included on the corrected plat.

**TO: Taylor Board of Aldermen**  
**FROM: Judy Daniel, Town Planner**  
**RE: April Updates**  
**DATE: April 1, 2025**

1. Four fairly technical modifications to the Planning and Development Code were considered by the Planning Commission at their February meeting. Due to a misunderstanding about noticing requirements, they will not be presented to the Aldermen for consideration until their May meeting. There is no urgency to any of these changes.
2. According to Campbell McCool, the required repairs to the first set of roads proposed for dedication to Taylor and Lafayette County will be done in May.

# Town of Taylor Mississippi - Claim Docket

April, 2025

Receipts					
Date	Num	Name	Memo/Description	Account	Amount
04/01/2025	20240619-0065	Lafayette Co. Tax Assessor		001-200 Property Tax-Real	2,100.40
04/01/2025	20240619-0065	Lafayette Co. Tax Assessor		001-201 Prop Tax-Autos	287.81
04/01/2025	20240619-0065	Lafayette Co. Tax Assessor		001-202 Property Tax Personal	301.56
04/01/2025	20240619-0065	Lafayette Co. Tax Assessor		001-210 Penalty&Int Deliq Taxes	8.47
04/01/2025	20240619-0065	Lafayette Co. Tax Assessor		001-210 Penalty&Int Deliq Taxes	0.01
04/01/2025	20240619-0065	Lafayette Co. Tax Assessor		001-210 Penalty&Int Deliq Taxes	0.20
04/01/2025	20240619-0064	North East Miss Electric Power Assn Cust		001-221 Utilit Franchise Chgs	953.95
04/01/2025	20240619-0066	Jim Bulian		Building Official Permit Application Review Fee	50.00
08/10/1902	20240619-0066	Jim Bulian	\$ .50 X 2800 Square Feet	Residential Building Inspections Fee	1,400.00
04/01/2025	20240619-0063	State of Mississippi		001-251 Homestead Exmptn Reimb	1,772.70
04/01/2025	20240619-0063	State of Mississippi		001-258 Liquor Tax	225.00
04/01/2025	20240619-0063	State of Mississippi		001-260 General Sales Tax	5,686.10
<b>Total Receipts</b>					<b>\$ 12,786.20</b>
Disbursements					
04/01/2025	5087	Latimer Law PLLC	Legal fees	160 Legal	675.00
04/01/2025	1913	Michael Avent	Gross Pay - This is not a legal pay stub	110-430 Judge Salary	100.00
04/01/2025	1913	Michael Avent	Employer Taxes	110-470 FICA Taxes	8.65
04/01/2025	1915	Rachel C Hardy	Gross Pay - This is not a legal pay stub	120-411 Mayor Salary	500.00
04/01/2025	1915	Rachel C Hardy	Employer Taxes	120-470 Mayor - FICA	43.25
04/01/2025	1917	Richard P Williams	Gross Pay - This is not a legal pay stub	140-410 Clerk's Salary	1,200.00
04/01/2025	1918	Mark C. Woods	Gross Pay - This is not a legal pay stub	140-411 Deputy Clerk Salary	500.00
04/01/2025	1918	Mark C. Woods	Employer Taxes	140-470 FICA Taxes	43.25
04/01/2025	1917	Richard P Williams	Employer Taxes	140-470 FICA Taxes	103.80
04/01/2025	1912	Cory S Allen	Gross Pay - This is not a legal pay stub	190-411 Building Official	800.00
04/01/2025	1912	Cory S Allen	Employer Taxes	190-470 FICA Taxes	69.20
04/01/2025	Fee Transfer	FNB Oxford	Stop Payment for lost check	190-600 Planning Consultant	30.00
04/01/2025	5090	Judy Daniel		190-600 Planning Consultant	272.40
04/01/2025	5088	Williams Engineering Consultants		190-604 Engineering Fees	85.00
04/01/2025	1916	Franklin K Stewart	Gross Pay - This is not a legal pay stub	192-420 Custodial Salary	60.00
04/01/2025	1916	Franklin K Stewart	Gross Pay - This is not a legal pay stub	192-420 Custodial Salary	210.00
04/01/2025	1916	Franklin K Stewart	Employer Taxes	192-470 FICA Taxes	5.19
04/01/2025	1916	Franklin K Stewart	Employer Taxes	192-470 FICA Taxes	18.16
04/01/2025	5089	Pass Termite & Pest Control	Annual Termite Contract	192-630 Repairs and Maintenance	125.00
04/01/2025	Online	American Express Amazon	Quickbooks payroll	194-501 Office Furniture&Equip	70.00
04/01/2025	Online	AT&T		194-604 Telephone and ISP	113.64
04/01/2025	1914	Micah L East	Gross Pay - This is not a legal pay stub	200-410 Town Marshal Salary	100.00
04/01/2025	1914	Micah L East	Employer Taxes	200-470 FICA Taxes	8.65
<b>Total Disbursements</b>					<b>\$ 5,141.19</b>
<b>Net Cash Change for Period (Receipts minus Disbursements)</b>					<b>\$ 7,645.01</b>

# **Town of Taylor Mississippi - Claim Docket**

**April, 2025**

Cash at Beginning of Period	\$	<b>78,721.67</b>
Cash at End of Period	\$	<b>86,366.68</b>
Money Market Account (2.75%)	\$	<b>356,187.76</b>
Total Operating Funds	\$	<b>442,554.44</b>
ARPA Fund	\$	-