

**Town of Taylor Minutes of the Mayor and Board of Aldermen**  
**Regular Monthly Meeting on September 6, 2022**

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 Hardy at 7:00 pm on Tuesday, the sixth day of September, 2022, with the following officers and members present, constituting a legal quorum to-wit:

Mayor Christi Hardy  
Alderman Sarah Hewlett  
Alderman Lyn Roberts  
Alderman Jimmie Willingham  
Planning Consultant Judy Daniel  
Clerk Cindy Conrad

2. ADOPTION OF THE AGENDA.

It was moved by Alderman Willingham, seconded by Alderman Hewlett to adopt the agenda for the meeting. All the Aldermen present voting aye, Mayor Hardy declared the motion carried.

3. APPROVE PRIOR MEETING MINUTES.

It was moved by Alderman Hewlett, seconded by Alderman Willingham to approve the minutes for the August 2, 2022 regular meeting. All the Aldermen present voting aye, Mayor Hardy declared the motion carried.

4. APPROVE CURRENT CLAIMS DOCKET.

Mayor Hardy presented the current Claims Docket. It was moved by Alderman Roberts, seconded by Alderman Hewlett that the current Claims Docket be paid. All the Aldermen present voting aye, Mayor Hardy declared the motion carried.

5. TOWN CLERK'S REPORT.

No Report.

6. PLANNING CONSULTANT REPORT

Ms. Daniel gave a report and stated that she had found some errors in the written ordinances involving the "standards" used in the language of the ordinance. Ms. Daniel stated that these changes were in the area of technical relocations, modifications etc. After Ms. Daniel stated that it is her recommendation that these errors and problems should be changed, Alderman Hewlett asked if the guidelines would be followed. Ms. Daniel stated that we would be following the guidelines, this is just to have the "standards" written into the language. Ms. Daniel then stated that she would propose these changes to the Planning Commission in October, and then have a public hearing and she would then bring the recommendations back to the Board of Aldermen for final approval.

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7. OLD BUSINESS

Mayor Hardy stated that after the last meeting, the burn permit ordinances and instructions were found and she stated that nothing further needed to be done, as this was passed in 2017. No action was taken.

8. NEW BUSINESS

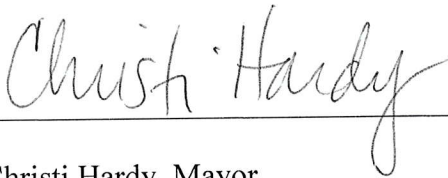
Mayor Hardy presented the proposed budget to the board and stated that there will be a public hearing and a called Board of Aldermen for final approval later this month. No action was taken.

9. MAYOR'S REPORT – Mayor Hardy stated that she was still in the process of getting estimates on the repair and replacement of the sidewalks in the Town.

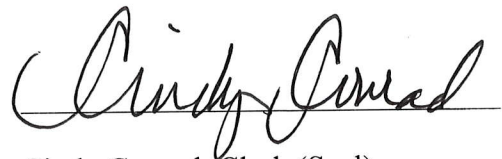
10. PUBLIC COMMENT - None.

11. ADJOURN.

There being no further business, Mayor Hardy adjourned the meeting until the next called meeting, scheduled for Tuesday, September 27, 2022 at 7:00 p.m.



Christi Hardy, Mayor



Cindy Conrad, Clerk (Seal)





Claim Docket

A	B	C	E	F
	Date	Name	Account	Paid Amount
1				
2				
3	09/06/2022	ARPA CHECKING	Transfer	40,164.37
4	09/06/2022	AT&T	194-604 Telephone and ISP	113.09
5	09/06/2022	CenterPoint Energy Vendor	192-625 Town Hall Utilities	30.70
6	09/06/2022	Lafayette County Solid Waste	321-629 Waste Disposal	96.00
7	09/06/2022	Main Street Taylor, LLC	302-628 Street Lights	117.00
8	09/06/2022	Mississippi Municipal Clerks Assoc	140-684 MMCTCA Dues	406.50
9	09/06/2022	Mitchell, McNutt & Sams	160-600 Board Attorney	225.00
10	09/06/2022	Mitchell, McNutt & Sams	160-600 Board Attorney	202.50
11	09/06/2022	North East Miss Electric Power Assn	302-628 Street Lights	908.49
12	09/06/2022	North East Miss Electric Power Assn	192-625 Town Hall Utilities	170.33
13	09/06/2022	Payroll Clearing	110-410 Court Clerk Salary	50.00
14	09/06/2022	Payroll Clearing	110-470 FICA Taxes	3.83
15	09/06/2022	Payroll Clearing	110-490 Unemployment Contrib	0.50
16	09/06/2022	Payroll Clearing	140-410 Clerk's Salary	750.00
17	09/06/2022	Payroll Clearing	140-470 FICA Taxes	57.38
18	09/06/2022	Payroll Clearing	140-490 Unemployment Contrib	7.50
19	09/06/2022	Payroll Clearing	190-410 Planning Clerk	200.00
20	09/06/2022	Payroll Clearing	190-470 FICA Taxes	15.30
21	09/06/2022	Payroll Clearing	190-490 Unemployment Contrib	2.00
22	09/06/2022	Payroll Clearing	190-411 Building Official	500.00
23	09/06/2022	Payroll Clearing	190-470 FICA Taxes	38.25
24	09/06/2022	Payroll Clearing	190-490 Unemployment Contrib	5.00
25	09/06/2022	Payroll Clearing	200-410 Town Marshal Salary	100.00
26	09/06/2022	Payroll Clearing	200-470 FICA Taxes	7.65
27	09/06/2022	Payroll Clearing	200-490 Unemployment Contrib	1.00
28	09/06/2022	Payroll Clearing	192-420 Custodial Salary	156.00
29	09/06/2022	Payroll Clearing	192-470 FICA Taxes	10.81
30	09/06/2022	Payroll Clearing	192-490 Unemployment Contrib	1.56
31	09/06/2022	Payroll Clearing	321-420 Salaries	342.00
32	09/06/2022	Payroll Clearing	321-470 FICA Taxes	26.16
33	09/06/2022	Payroll Clearing	321-490 Unemployment Contrib	3.42
34	09/06/2022	Payroll Clearing	140-411 Deputy Clerk Salary	500.00
35	09/06/2022	Payroll Clearing	140-470 FICA Taxes	38.25
36	09/06/2022	Payroll Clearing	140-490 Unemployment Contrib	5.00

Claim Docket

September

A	B	C	D	E	F
	Date	Name	Memo	Account	Paid Amount
1				110-430 Judge Salary	100.00
37	09/06/2022	Payroll Clearing	August	110-470 FICA Taxes	7.65
38	09/06/2022	Payroll Clearing	August	110-490 Unemployment Contrib	1.00
39	09/06/2022	Payroll Clearing	August	302-628 Street Lights	270.00
40	09/06/2022	Plein Air Homeowners' Association	August Lighting	192-624 Property Insurance	1,504.00
41	09/06/2022	Scott Insurance Services LLC	Fire Insurance Renewal		<b>47,138.24</b>
42	<b>Total Disbursements</b>				
43					
44	<b>Receipts</b>				
45	09/06/2022	State of Mississippi		3 Intergovernmental Revenues	40,164.37
46	09/06/2022	State of Mississippi		001-260 General Sales Tax	2,334.82
47	09/06/2022	State of Mississippi		3 Intergovernmental Revenues	59.27
48	09/06/2022	State of Mississippi		3 Intergovernmental Revenues	2,234.28
49	09/06/2022	North East Miss Electric Power Assn		001-221 Utilit Franchise Chgs	869.48
50	09/06/2022	Miss. Municipal Clerks & Collectors Assn.		5 Miscellaneous	500.00
51	09/06/2022	Lafayette Co. Tax Assessor		001-200 Property Tax-Real	1,376.00
52	09/06/2022	Lafayette Co. Tax Assessor		001-210 Penalty&Int Deliq Taxes	39.40
53	09/06/2022	Lafayette Co. Tax Assessor		001-201 Prop Tax-Autos	2.52
54	09/06/2022	Lafayette Co. Tax Assessor		001-210 Penalty&Int Deliq Taxes	0.08
55	09/06/2022	Lafayette Co. Tax Assessor		001-201 Prop Tax-Autos	0.15
56	09/06/2022	Lafayette Co. Tax Assessor		001-201 Prop Tax-Autos	0.15
57	09/06/2022	Lafayette Co. Tax Assessor		001-201 Prop Tax-Autos	340.03
58	09/06/2022	Lafayette Co. Tax Assessor		001-210 Penalty&Int Deliq Taxes	9.96
59	<b>Total Receipts</b>				<b>47,930.51</b>
60					
61				Net cash increase for period	792.27
62				Cash at beginning of period	207,577.62
63				Cash at end of period	208,369.89



Budget Report F			G	H
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## The Town of Taylor

## Budget Report

	A	B	C	D	F	G	H
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36			110 Court				
37			110-410 Court Clerk Salary	50.00	600.00	600.00	0.00
38			110-430 Judge Salary	100.00	1,200.00	1,200.00	0.00
39			110-470 FICA Taxes	11.48	137.76	138.00	(0.24)
40			110-490 Unemployment Contrib	1.50	18.00	18.00	0.00
41			110-601 Prof. Serv. Prosecutor	0.00	0.00	600.00	(600.00)
42			110-605 Travel	0.00	0.00	500.00	(500.00)
43			110-684 Court Clerk Dues	0.00	0.00	50.00	(50.00)
44			Total 110 Court	162.98	1,955.76	3,106.00	(1,150.24)
45			120 Mayor				
46			120-622 Bond	0.00	100.00	100.00	0.00
47			Total 120 Mayor	0.00	100.00	100.00	0.00
48			130 Elections				
49			130-421 Per Diem	0.00	0.00	360.00	(360.00)
50			130-605 Travel	0.00	0.00	200.00	(200.00)
51			Total 130 Elections	0.00	0.00	560.00	(560.00)
52			140 Town Clerk				
53			140-410 Clerk's Salary	750.00	9,000.00	9,000.00	0.00
54			140-411 Deputy Clerk Salary	500.00	2,500.00	0.00	2,500.00
55			140-470 FICA Taxes	95.63	879.81	767.00	112.81
56			140-490 Unemployment Contrib	12.50	115.00	90.00	25.00
57			140-600 Accting Services-Audit	0.00	4,675.00	4,675.00	0.00
58			140-605 Travel	0.00	0.00	400.00	(400.00)
59			140-610 Advertising	0.00	0.00	150.00	(150.00)
60			140-622 Bonds	0.00	175.00	350.00	(175.00)
61			140-680 Training	0.00	0.00	400.00	(400.00)
62			140-684 MMCTCA Dues	406.50	426.50	60.00	366.50
63			Total 140 Town Clerk	1,764.63	17,771.31	15,892.00	1,879.31
64			160 Legal				
65			160-600 Board Attorney	427.50	2,835.00	2,000.00	835.00
66			Total 160 Legal	427.50	2,835.00	2,000.00	835.00
67			190 Planning and Zoning				
68			190-410 Planning Clerk	200.00	2,400.00	2,400.00	0.00





## The Town of Taylor

	A	B	C	D	Budget Report		F	G	H
1									
2					Aug 3 - Sep 6, 22	Oct 1, '21 - Sep 6, 22	YTD Budget	Over/Under Budget	
102				200-490 Unemployment Contrib	1.00	12.00	12.00	0.00	
103				200-502 Supplies	0.00	0.00	100.00	(100.00)	
104				200-622 Bond	0.00	175.00	175.00	0.00	
105				Total 200-000 Town Marshal	108.65	1,478.80	1,579.00	(100.20)	
106				301 Street Department					
107				301-510 Repair & Maint Supplies	0.00	152.43	750.00	(597.57)	
108				301-550 Street Signs	0.00	492.46	1,000.00	(507.54)	
109				301-630 CS Mowing ROW	0.00	3,075.00	6,000.00	(2,925.00)	
110				301-631 Contract Serv-Other	0.00	0.00	2,000.00	(2,000.00)	
111				301-917 Equipment Purchases	0.00	0.00	13,000.00	(13,000.00)	
112				Total 301 Street Department	0.00	3,719.89	22,750.00	(19,030.11)	
113				302 Street Lighting					
114				302-628 Street Lights	1,295.49	13,448.39	16,000.00	(2,551.61)	
115				Total 302 Street Lighting	1,295.49	13,448.39	16,000.00	(2,551.61)	
116				321 Street Cleaning					
117				321-420 Salaries	342.00	4,500.00	6,000.00	(1,500.00)	
118				321-470 FICA Taxes	26.16	344.28	460.00	(115.72)	
119				321-490 Unemployment Contrib	3.42	45.00	60.00	(15.00)	
120				321-545 Supplies	0.00	166.85	500.00	(333.15)	
121				321-629 Waste Disposal	96.00	1,152.00	1,500.00	(348.00)	
122				321-630 Equip Repair & Main	0.00	0.00	1,400.00	(1,400.00)	
123				Total 321 Street Cleaning	467.58	6,208.13	9,920.00	(3,711.87)	
124				550 Park					
125				550-630 Contractual Service	0.00	0.00	800.00	(800.00)	
126				550-917 Equipment	0.00	0.00	1,200.00	(1,200.00)	
127				Total 550 Park	0.00	0.00	2,000.00	(2,000.00)	
128				652 Economic Developmnt					
129				652-645 Adv. Muni. Resource	0.00	0.00	300.00	(300.00)	
130				Total 652 Economic Developmnt	0.00	0.00	300.00	(300.00)	
131				Reconciliation Discrepancies	0.00	40,213.51	0.00	40,213.51	
132				Transfer	40,164.37	40,164.37	0.00	40,164.37	
133				Total Expense	47,138.24	163,702.70	115,305.00	48,397.70	
134				Net Income	792.27	10,312.39	238.69	10,073.70	



**To:** Town of Taylor Board of Aldermen  
**From:** Judy Daniel, AICP – Planning Consultant  
**Date:** August 20, 2022 for September 6, 2022 Meeting  
**Subject:** Town of Taylor Planning and Development Code Corrections

While evaluating the required connections between the Table of Uses and Supplementary Standards needed for other code changes under consideration, a few more areas where corrections should be made were found that will require changes to Chapter 2 Definitions, Chapter 4 Table of Uses, Chapter 5 Special Standards, and the standards in Chapter 13 and Chapter 14. Your general support for proceed with these changes, which would go to the Planning Commission for their recommendation at their December meeting, is requested.

## **PART ONE**

### **Chapter 4 – Table of Uses**

1. **Additional Clarification in Section 4.7 Introduction.** It would be easier for the public to understand the intent of the Table of Uses if the following modifications are made to this section. Less formal language is also proposed. It currently reads:

#### **4.7. Uses Permitted – Table of Uses**

This Table of Permissible Uses should be read in close conjunction with the definitions of terms set forth in Section 2, “Definitions” and the other interpretative provisions set forth in this subsection. As used in this table, “P” shall stand for **Permitted Use**, “A” shall stand for **Use Permitted on Appeal**, and “S” shall stand for **Supplemental Regulations**, found in this ordinance. Uses not categorized (indicated by a blank space) shall not be permitted within the Town of Taylor.

With the proposed changes it would read:

#### **4.7. Uses Permitted – Table of Uses**

This Table of Permissible Uses should be read in conjunction with the definitions of terms found in Chapter 2, “Definitions” and the other interpretative provisions found in this subsection. As used in this table, “P” shall stand for a **Permitted Use** (allowed if it meets all applicable standards of this ordinance, approved by the Town Planner and Town Building Inspector), “A” shall stand for **Use Permitted on Appeal** (an appeal to the Planning Commission per the standards of Sec. 18.2), and “S” shall stand for **Supplemental Regulations**, found in Chapter 5 of this ordinance. Uses not categorized (indicated by a blank space), or not listed, shall not be permitted within the Town of Taylor. These indicators may or may not be used in combination.

2. **Uses Given Wrong Indicator.** There are three uses indicated to be reviewed as PAS, but for which no standards for review are provided in Chapter 5. These include Modular Structures (PAS in AG), Site Built 2 Dwellings per Lot (PAS in AG and R20), and Kennel (PAS in AG). These uses should be changed to a “PA” designation unless the Town wants to consider additional standards for them to be put into the Chapter 5 Supplemental Standards.

The Kennel term is actually "Kennel (minimum of 10 acres)", which may be the only standard that the Town considers important. If so, it definitely should be a PA use in AG.

3. **Use with Missing Indicator** - The use "**Special Events**" is listed as "PA" for AG, R20, VC, and GC. But there are supplemental standards listed for it in Chapter 5 (5.7). Therefore, it should be changed to PAS for those zoning districts.
4. **Confusing Indicator** - The use "**Salvage Yards, Scrap Materials, and Junk Yards**" is listed as a "PS" (permitted with standards) in the GC district. Yet the only standard listed in Sec. 5.4 for such uses states that they are not allowed in Taylor. The introduction to the Table of Uses Section 4.7, states "uses not categorized (indicated by a blank space) shall not be permitted within the Town of Taylor. It is therefore misleading to indicate that this use might be allowed if it meets certain standards. It is recommended that this use continue to be listed, but only blank spaces should be indicated in all districts.

## **PART TWO**

### **Chapter 5 – Special Standards**

**Misplaced Site Plan Standards** - Section 5.2 in the Special Standards is called "**Site Plan Standards**". These standards are misplaced in the Code which could lead to confusion for developers. A developer would not normally look through the Special Standards of Chapter 5 to find these Site Plan Review Standards. And there is nothing in the Table of Uses to direct a developer to 5.2.

The introduction to 5.2 states that "*Site plan standards shall be applied to proposed changes in zoning districts and in subdivisions proposed in applicable districts.*" That is a pretty standard requirement in most zoning codes. The standards should, therefore, be relocated to and merged into Chapter 12, currently named "Approval Process for Condominium, Apartment, Rental, and Commercial Complexes" which provides site plan processes for residential and commercial uses. That Chapter can be renamed "**Site Plan Standards for Residential and Commercial Development**".

The standards can easily be inserted at the beginning of this chapter, with the other existing standards – Preliminary Site Plan Review, Final Site Plan Review, and Appeal Procedures - renumbered accordingly

## **PART THREE**

### **Standards of Review for Uses Not Allowed - Chapter 13 and Chapter 14**

The use "Manufactured Home Park" (1.115) is in the Table of Uses with blank spaces only. It is therefore not allowed in Taylor. It must have been allowed previously, as Chapter 13 provides standards for review of a **Manufactured Home Development**. If Taylor no longer wishes to have a provision for this use, the Chapter 13 standards should be removed and the Chapter "reserved".



Similarly, Chapter 14 of the Code lists extensive standards for allowing a **Recreational Vehicle Development**. This use not listed in the Table of Uses, although it may have been previously, and therefore it not allowed anywhere in Taylor. If Taylor does not wish to have a provision to allow the use, the standards of Chapter 14 should be removed from the Code as they could lead to confusion.

#### **PART FOUR**

##### **Use with Incorrect Name and Indicator - Chapter 2, Chapter 4, and Chapter 5**

In reviewing the standards with Mayor Hardy, another use that could be of concern was noted. Currently the use 1.32 *"Primary Residence with accessory apartment"*, is allowed as a "PA" (Permitted on Appeal) in "A", and "R20" in the Table of Uses. (While residences are allowed in VC, this use is not allowed.) The term currently used is of concern because it conflicts with available definitions in Chapter 2, and the intent for the use (visitors, short term rental, long term rental) is not defined. This type of use can cause concerns depending on the intended use of the dwelling, so the intent for it should be made clear. The very term apartment implies a rental dwelling unit, but whether for short or long term use is not specified, and the potential for non-rental use is not stated.

It will be helpful to understand the Aldermen's intended uses for such structures, and perhaps to add standards to limit certain types of uses, or establish minimum lot sizes that might be preferred if such a use is proposed. This term also needs more definition including broadening the term to clarify whether such a structure is a dwelling unit for occasional or longer term use; and what types of form it could take - physically attached to the primary dwelling, included over a garage used for the dwelling, or as a secondary small, detached residence (such as a pool house) on the same lot as the primary dwelling. Such structures are not uncommon for use as guest homes, or homes for a parent or adult child, or for rental purposes. Recommendations for addressing these concerns include:

##### **1. Change the Term Used in the Chapter 4 Table of Uses**

The current term for this use *"primary residence with accessory apartment"* conflicts with the definition of the term **"Apartment"** in the Chapter 2 Definitions (*A dwelling unit located in a multiple family structure for occupancy by one family only, either rented or leased to the occupants, see also "Condominium"*). Further, using the term "apartment" is incorrect because the only residential dwelling type other than a detached home allowed in Taylor is a duplex, which is commonly defined as an attached dwelling, not multifamily. That raises a further problem because the terms "duplex" and "attached dwelling" are not defined in Chapter 2.

And finally, the current term also primarily implies a rental dwelling unit, while a secondary residence could be used as temporary or longer term use for family members, guests, or employees. This intended use type would be better aligned with the existing Chapter 2 term **"Secondary Dwelling"** (*Any structure used for residential purposes beyond the first such structure on a lot.*) That use type term is an excellent match and not currently in the Table of Uses.

It is therefore recommended that the use name in the Table of Uses be changed from "*Primary Residence with accessory apartment*" to "**Secondary Dwelling**"; and that the use be changed to "PAS" in "A" and "R20", and that standards for review of such secondary dwellings related to intended use, size of lot, and/or other factors be added to Chapter 5.

## **2. Chapter 5 – Added Review Standards**

As noted, this change will require new special review standards in Chapter 5. The following are suggested for consideration. The Planning Commission and Aldermen will need to decide which standards for review are important for Taylor:

**5.11. Secondary Dwelling.** Where allowed in the Town of Taylor, secondary dwellings shall conform to the following standards:

5.11.1. The secondary dwelling shall be required to meet all front, side, and rear setbacks for the applicable zoning district.

5.11.2. A lot proposed for a secondary dwelling must be a minimum of 40,000 square feet.

5.11.3. The applicant must state the intended purpose of the secondary dwelling. Should the applicant wish to modify the intended purpose of the secondary dwelling in the future, a new appeal must be approved.

5.11.4. If the applicant wishes to use a secondary dwelling for rental, or as a permanent dwelling for a family member; all required parking for the secondary dwelling must be provided on the lot meeting all ordinance standards for residential parking.

5.11.5. Should the applicant wish to have short term rental use in the secondary dwelling, no signage may be posted on the property indicating such a use.

5.11.6. Should the applicant wish to have a short term rental use in the secondary dwelling, parking for visitors and guests must be provided on the property.

5.11.7. The Planning Commission shall have discretionary authority as to the suitability of any lot proposed for a secondary dwelling.

## **3. Changes to Definitions – Chapter 2**

It is also recommended, as noted previously, that changes be made to several definitions in Chapter 2. These include:

### **2.2.7. Apartment.**

The reference to a "condominium" is recommended for removal as it refers to a type of ownership of property, not a type of dwelling unit. A condominium could be an apartment or a duplex, or a freestanding house. And the use is broadened to include duplexes.



Rather than: **Apartment** - A dwelling unit located in a multiple family structure for occupancy by one family only, either rented or leased to the occupants, see also "Condominium.

Use: **Apartment** - A dwelling unit located in *an attached dwelling* or multiple family structure *intended* for occupancy by one family only, either rented or leased to the occupants.

\* \* \*

ADD: **2.2.61.1. Dwelling, Attached:** *A building comprised of attached or semi-attached dwelling units designed for or used for residential purposes by two to four families or housekeeping units (duplex, triplex, or fourplex);*

\* \* \*

Renumber and Change:

Rather than: **2.2.61.1. Dwelling, Multifamily:** A building or portion thereof designed for or used by two or more families or housekeeping units.

Use: **2.2.61.2. Dwelling, Multifamily:** A building or portion thereof *comprised of fully attached dwelling units* designed for or used *for more than four* families or housekeeping units.

\* \* \*

Modify and Relocate from 2.2.170:

**2.2.61.3. Dwelling, Secondary:** Any structure, *freestanding or attached a dwelling or portion of a dwelling*, used for residential purposes beyond the first such structure on a lot.

\* \* \*

Renumber Only:

**2.2.61.4. Dwelling: Single Family:** A building designed for or used for residential purposes by one family or housekeeping unit.

**2.2.61.5. Dwelling Unit:.....**

**2.2.61.6. Dwelling, Zero Lot Line: ....**

\* \* \*

Relocate to 2.2.61.3:

**2.2.170. Secondary Dwelling.** ~~Any structure used for residential purposes beyond the first such structure on a lot. Reserved.~~