

BE IT REMEMBERED that the Mayor and Board of Aldermen met on March 1, 2022, at 5:00 P.M., this being the regular recessed meeting time. Mayor Greg Graves called the meeting to order and the following Aldermen were present: Dear, Hale, Moore, Simpson and Tanksley. Also present were: Katie Harbin, City Clerk; Ginger Miller, City Attorney; Matt Defore, Assistant Police Chief; Ethan Foresman, Fire Chief; Chantay Rhone, FLSE/PIO, Brevin Holden, Fire Inspector; Jim Huestis, Building Official; Jeff Rich, Public Works Director; Joe Cooper, Dolores Wooten, Elizabeth Clark with Butler Snow, Nick Schorr with Government Consultants, and Charlie Sanders.

Mayor Graves gave the invocation.

#### Securix Presentation

Robert Wilkerson, Attorney, and Josh Gregory presented information on Securix. Mr. Wilkerson stated that the State says that 29.4% of drivers on the road are uninsured, Police Chiefs across the state say it is more like 40%. Two cities have found that at least half of MVA's doesn't have insurance. The amount it cost for insurance is staggering because of uninsured motorists. Our program uses an automatic license plate reader that is put out at high traffic areas. This is a public safety program. It will help keep the roads and the community safer. This software will catch 13 different categories, including Amber Alerts, BOLO's, etc. The system picks up and sends the alerts to your dispatch department, they are then reviewed by a certified officer. From there a citation is sent out. Everything will be fully funded by Securix. The goal is to cut the uninsured motorist percentage in half.

Mayor Graves asked how many cameras do you think we will need to start?

Josh Gregory answered we will do a traffic study, but we are thinking 8 to 10.

Mayor Graves stated we will put out information about this before starting.

Alderman Dear asked if it will catch an expired tag.

Robert Wilkerson answered yes that program is coming down the road for us to be able to do also. Mr. Wilkerson stated that these are Mississippi made camera's. Also, we will pay for a box if needed.

Mayor Graves stated this is something extra that the officers can do outside normal hours.

Alderman Simpson asked if they ignore the first citation, it is suspended at the second?

Josh Gregory answered that was up to the municipality.

Alderman Dear asked what the public said when Ocean Springs did this.

Josh Gregory answered that 70 percent of the response was positive.

Alderman Hale asked what is the role of the officer?

Josh Gregory stated the officer will make sure the information they receive from the picture taken in the system is correct.

Alderman Tanksley asked what if a TN driver comes through uninsured.

Josh Gregory answered we have to have a program in TN to send them a citation. We should have that soon.

Mayor Graves asked if it checks all states.

Robert Wilkerson answered MS has a statue that doesn't allow cameras to check speeding and running red lights. Right now we can't pick up out of state uninsured, but we are working on that.

Mayor Graves asked what kind of revenue would we be looking at.

Josh Gregory answered we had more than we thought in Ocean Springs. About 5400 citations, without the night pictures.

Alderman Moore asked what is the time line.

Josh Gregory answered the longest part is the cameras, then MDOT, and a traffic study. I would guess around June.

Mayor Graves asked in other communities, do the locals learn where the cameras are.

Josh Gregory answered I'm sure some do.

Alderman Hale stated I'm pretty sure it will help with insurance premiums.

Josh Gregory answered yes it will.

Alderman Moore asked if there was training.

Josh Gregory answered yes, it takes a day.

Robert Wilkerson stated the safety it brings to the community and the public safety departments is most important, and worth it.

Mayor Graves asked what we need to do tonight if we want to move forward.

Robert Wilkerson answered to authorize you, the Mayor, to sign the documents and I can get with Ginger, your attorney to review them.

Alderman Tanksley asked how long we are obligated with this contract.

Robert Wilkerson answered 4 years. There are options to get out, the only thing is we ask you let us finish processing the citations in progress at that time.

Motion was made by Alderman Moore, seconded by Alderman Simpson, to approve and authorize Mayor Graves to sign the contract with. All voting yea, motion carried.

#### Request from the Tate County Fair for sponsorship

Motion was made by Alderman Dear, seconded by Alderman Tanksley, to approve the request from the Tate County Fair Association for a sponsorship in the amount of \$2,500.00, to help promote the City of Senatobia. All voting yea, motion carried.

#### Request from Senatobia Main Street for Five Star City Fest sponsorship

Motion was made by Alderman Hale, seconded by Alderman Tanksley, to approve the request from Main Street for a sponsorship in the amount of \$5,000.00 for the Five Star City Fest, to help promote the City of Senatobia. All voting yea, motion carried.

#### Discuss financing for upcoming paving project (Elizabeth Clark and Nick Schorr)

Mayor Graves stated we have been talking about paving roads and how to fund that project. Mayor Graves introduced Elizabeth Clark with Butler Snow and Nick Schorr with Government Consultants.

Elizabeth Clark, Butler Snow, stated that doing a GO Bond is a good way to have road and bridge projects done and use your internet sales tax money for the payments. The state allows you to use those funds for that. The process is first to issue an intent resolution, then

publish in the paper, set the no protest date, and approve. It is about a 3-month window for the process until you get the money.

Nick Schorr, Government Consultants, stated he's spoken with the Mayor regarding a project, gathered numbers and information. Mr. Schorr stated what does the Board want to do, it's more efficient to start there. The debt limitation to borrow is \$7.1 million. We are at the 75% mark right now of the use tax dollars. I would feel more comfortable with a \$2.8 million dollar bond for 10 years. My goal would be to look at what the city did in the past and look at the goals for the next 25 years. The goals you want to accomplish for the next term, and the next and so on. You have 2 years after the no protest to do. You can start the process now, then if you want to wait you can.

Elizabeth Clark state yes, you have 2 years form the no protest date to issue bonds, for the not to exceed amount. You can't issue more, but you can issue less than that stated amount.

Alderman Moore stated if you did 5 years, would it cut the number in half.

Nick Schorr answered it would be less than a million. I'm looking at 50% of the use money for the bond payment and 50% from the street fund for other repairs, material, etc. We can look at a 5 year if you'd like.

Alderman Moore asked if the process changes the term years.

Elizabeth Clark answered not from this standpoint, from the intent process. But 5 years is different on amounts.

Nick Schorr stated I wouldn't go longer than 10 years useful life.

Mayor Graves asked can 100% of the use tax money go to the paving.

Nick Schorr answered you can, I just look at staying safe. Some counties are getting less.

Alderman Simpson asked did you say we could do \$2 to \$3 million, use the use tax money, and not raise taxes.

Nick Schorr answered yes, mathematically.

Alderman Hale stated some of the places we are still paying for need repairing again.

Alderman Simpson stated I don't have a street that doesn't have a pothole.

Alderman Hale stated there are companies that would evaluate our roads. When we are committing this much money, I would trust an engineer's knowledge.

Alderman Moore stated we get better prices that way if you have a plan of the whole city. Can you use that money to pay an engineer?

Elizabeth Clark answered yes, reimbursement is allowed.

Alderman Hale stated I think other cities do that.

Mayor Graves stated a City Engineer. If they do three phases, one is 1 million...

Elizabeth Clark stated yes, you'd put your not to exceed amount that y'all and Nick come up with.

Nick Schorr stated You'd want to know what you want to spend or can spend in 3 years.

Alderman Hale stated I think having someone come in and do an evaluation would help.

Alderman Simpson stated in 2017 that bond was 15 years.

Alderman Hale stated 10 years.

Alderman Simpson stated Jeff, I hope whoever did that last one, that we don't get them.

Mayor Graves stated do y'all want us to look at an outside engineer for this.

Alderman Hale and Alderman Dear answered yes.

Alderman Simpson stated yes. How would 3 million serve the City the best.

Ginger Miller asked Elizabeth Clark what exactly you would need us to do tonight.

Elizabeth Clark answered an engagement agreement using myself and Nick, the Resolution of Intent.

Ginger Miller stated the engineer part can come after, right.

Elizabeth Clark answered yes. First is engagement letters, then the intent resolution.

Ginger Miller stated if you wait, and then try to start, it may be a while. You can do this part now and then consult with an engineer.

Motion was made by Alderman Dear, seconded by Alderman Simpson, to adopt a Resolution of the Mayor and Board of Aldermen of the City of Senatobia, Mississippi, Authorizing the Employment of Professionals in connections with the Issuance of General Obligation Bonds of the City and/or the Issuance of a General Obligation Bond of the City for Sale to the Mississippi Development Bank; and for related Matters, engaging Elizabeth Clark with Butler Snow and Nick Schorr with Government Consultants. Also authorizing to get an engineer consultant to review the road conditions in the City. All voting yea, motion carried.

Approve the Final Plat for Grace Subdivision submitted by Charlie Sanders

Motion was made by Alderman Simpson, seconded by Alderman Dear, to approve the Final Plat for Grace Subdivision, submitted by Charlie Sanders. All voting yea, motion carried.

Authorize to accept the lowest and best bid for the Cemetery Fence Project

Mayor Graves went over the recommendation from Kevin McLeod, City Engineer and the bid results.

Motion was made by Alderman Moore, seconded by Alderman Tanksley, to authorize to accept the lowest and best bid for the Cemetery Fence Project from W.R. Rice Construction of Oxford for the base bid of \$230,340.20 for the fencing at Bethesda Cemetery and Additive # 1 of \$101,175.00 for the fencing at Senatobia Memorial Cemetery. All voting yea, motion carried.  
Discuss changing monthly payrolls to biweekly

Katie Harbin, City Clerk presented a request to the Mayor and Board of Aldermen to change from having biweekly and monthly payrolls to all being biweekly. This change will help our HR Clerk to have more time to focus on other HR duties and be able to complete the tasks more efficiently.

Motion was made by Alderman Moore, seconded by Alderman Hale, to authorize to change all payrolls to biweekly. All voting yea, motion carried

Approve Amendment the Sign Ordinance

Mayor Graves went over the amendment to the Sign Ordinance that was recommended by the Senatobia Historic Planning Commission and approved by the Senatobia Planning Commission, regarding temporary sign permits for painted windows.

**Sign Ordinance**

**City of Senatobia, Mississippi**

**November 2018**

**Amended through March 1, 2022**

**Mayor Greg Graves**

**Board of Aldermen**

Adam Moore, Alderman At Large

Larry Simpson, Ward 1

Kevin Dear, Ward 2

Allen Tanksley, Ward 3

Brian Hale, Ward 4

**Karen VanSickle, City Clerk**

**Ginger Miller, City Attorney**

**Prepared by:**



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**Article I – General Provisions****I****Section 100 – Purpose**

This Ordinance is adopted for the following purposes:

1. To encourage the effective use of signs as a means of communication in the city;
2. To maintain and enhance the aesthetic environment and the city's ability to attract sources of economic development and growth;
3. To minimize the possible adverse effects of signs on nearby public and private property;
4. To enable the fair and consistent enforcement of these sign restrictions.

**Section 101 – General Requirements**

1. All signs shall be manufactured and constructed in a professional manner.
2. All signs erected, placed, established, painted, created, or maintained in the City shall only be done so in conformance with the regulations and procedures established herein.
3. All signs shall comply with other applicable provisions in the Zoning Ordinance, Downtown Architectural Design Guidelines, and Building Codes adopted by the City of Senatobia and the Historic Preservation Commission.
4. All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Ordinance at all times.
5. All signs shall be kept to a minimum number and size necessary.
6. All signs shall be proportional to the building they are placed on.
7. All signs shall be located on or associated with the main building on the property.
8. All signs shall be maintained in good condition at all times and shall be kept free of cracked or peeling paint, missing or damaged sign panels or supports, and weeds, grass or vegetation that obscures the view of the sign.

**Section 102 – Exempt Signs**

The following signs shall be exempt from the provisions of this Ordinance:

1. Official public notices and notices published by public officers in the performance of their duties
2. Signs for the control or direction of traffic and other regulatory purposes
3. Flags and insignia of the United States, the State of Mississippi or their political subdivisions with a maximum size of sixty (60) square feet in area and flown from a pole with maximum height of forty (40) feet.
4. Memorial and historical plaques or markers
5. Drive thru menu signs
6. Yard of the Month signs
7. Directional signs not of commercial nature
8. Incidental signs
9. Address signs not more than one for each street frontage of each principal use and not exceeding seventy-two (72) square inches
10. Decals, numerals, names, hours, credit information, and the like attached to doors or windows and which occupy a total area of one square foot or less

**Section 103 – Administration and Enforcement**

It is the intent of this Ordinance that all questions of interpretation and enforcement shall first be presented to the City Inspector. The City Inspector, or his duly authorized representative, is hereby authorized and directed to enforce all the provisions of this Ordinance. Upon presentation of proper credentials, the City Inspector may enter at reasonable times any building, structure, or premises in the City of Senatobia to perform any duty imposed upon him by this Ordinance.

The City Inspector shall give written notice of the need for removal of any permanent sign erected or maintained in violation of this Ordinance or in violation of the approved permit and shall also provide written notice for the removal of any illegal signs. Upon failure to comply with this notice, the City Inspector shall issue a summons to the owner into City Court. Temporary signs erected or maintained in violation of this Ordinance may be removed by the City Inspector without notice. The City Inspector shall remove any sign immediately and without notice if the sign presents an immediate threat to the safety of the public. Any sign that is not in compliance with this Ordinance may be removed by the City of Senatobia. Any sign removal shall be at the expense of the property owner.

**Section 104 – Permit Fees**

The Mayor and Board of Aldermen shall establish a schedule of fees, charges, and expenses and a collection procedure for matters pertaining to this Ordinance. The schedule of fees shall be posted in the office of the City Clerk and may be altered or amended only by the Mayor and Board of Aldermen. Until all applicable fees, charges, and expenses have been paid in full, no action shall be taken on any application or appeal.

**Section 105 – Permitting Process for Permanent Signs**

All permanent signs erected in the City of Senatobia require a permit from the City Inspector unless otherwise noted within this Ordinance.

1. Submit an application for a sign permit to the City Inspector that includes the following:
  - a. Permit fee as established by the Mayor and Board of Aldermen City of Senatobia
  - b. Name of applicant, owner, and business for proposed sign
  - c. Location of proposed sign (site location, address and existing zoning district)
  - d. Drawing of the proposed design providing details of the size, dimensions, materials, finishes, colors, etc. which meet the requirements of this Ordinance
2. The City Inspector shall review the proposed application and shall render a decision within fifteen (15) days of receiving the application. The City Inspector shall make written findings regarding the final decision and notify the applicant.
3. Sign permits shall become null and void if construction and installation has not begun within six (6) months of the issue date or the sign varies in any respect from the approved design or location.

**Section 106 – Permitting Process for Temporary Signs**

An application for a temporary sign that requires a permit pursuant to Article V of this Ordinance must be filed with the City Inspector on forms furnished by the City. The application must contain the following information:

1. Name of the applicant;
2. Location(s) of proposed temporary sign(s) (street address and location on property); and
3. Drawing and/or text description detailing the sign area and height of the proposed temporary signs.

The City Inspector shall review a temporary sign permit application and shall render a decision or notify the applicant of deficiencies in the application within two (2) business days after receipt of the application. An application for a temporary sign permit that complies with the requirements of Article V of this Ordinance must be approved. An application for a temporary sign permit may be disapproved only for noncompliance with the requirements of Article V of this Ordinance. If an application for a temporary sign permit is disapproved, the City Inspector shall issue a written decision specifying the grounds for disapproval and shall notify the applicant.

A temporary sign permit fee in an amount to be established by the Mayor and Board of Aldermen City of Senatobia shall be paid in connection with an application for a temporary sign permit.

If the City Inspector denies an application for a temporary sign permit, the applicant may appeal the decision pursuant to Section 107 of this Ordinance.

**Section 107 – Appeal Process**

Any person entitled to be served with a notice of violation shall have the right to appeal from any notice of violation or any decision of the City Inspector. Any appeals shall be presented to the Planning Commission as required by this Ordinance. The Planning Commission shall hear each duly filed appeal and decide whether to affirm, amend or reverse the notice of violation or other action appealed. In doing so, the Planning Commission may interpret the provisions of this Ordinance. Further appeals from the Planning Commission's decisions shall be directed to the Mayor and Board of Aldermen. Any person or persons, or any board, taxpayer, or department of the City aggrieved by any decision of the Mayor and Board of Aldermen may seek review by the courts in the manner provided by the laws of the State of Mississippi.

An appeal shall be in writing and shall provide such information as the Planning Commission may require. Only those matters or issues specifically raised by the appellant in the written appeal shall be considered in the appeal hearing. An appeal must be delivered to the office of the City Clerk within ten business days from the date of service of the notice of violation or City Inspector or Planning Commission decision.

The timely filing of an appeal to the Planning Commission shall stay enforcement of the notice of violation or action appealed, including abatement, until the appeal is finally determined. Failure of a person, entitled to appeal under this Ordinance, either to make appeal or to timely file his or her appeal shall constitute a waiver of his right to an administrative hearing and adjudication of his complaint, and such person will be unable to deny the validity of any order or action which could have been timely appealed.



**Section 108 – Sign Construction**

All signs shall be manufactured and constructed in a professional manner. The design, building and constructing of signs in the City of Senatobia shall comply with the pertinent requirements of all other applicable provisions in the Zoning Ordinance, Downtown Architectural Design Guidelines, and Building and Electrical Codes adopted by the City of Senatobia and the Historic Preservation Commission. The City Inspector and the City of Senatobia has the authority to remove any sign if the sign presents an immediate threat to the safety of the public which is not constructed according to the applicable building and electrical codes.

**Section 109 – Inspections and Maintenance**

The repainting, cleaning, and other normal maintenance to prolong the life of the sign as originally approved shall not be considered as creating a sign and does not require a sign permit.

1. All signs shall be inspected periodically by the City Inspector to ensure compliance with this Ordinance.
2. All signs shall be kept in safe, neat, clean and attractive conditions.
3. All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Ordinance at all times.

**Section 110 – Penalties**

Any person, firm, or corporation violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be fined according to a fee set by the Mayor and Board of Aldermen and displayed in the office of the City Clerk. Each day's continuance of violations shall be considered a separate offense. The owner of any sign, building, or premises, or part thereof, where any matter in violation of this Ordinance shall be placed, or shall exist, and any person who may have knowingly assisted in the commission of any such violation, shall be guilty of a separate offense.

**Section 111 – Interpretation**

Where other ordinances or regulations adopted by the City of Senatobia or the Senatobia Historic Preservation Commission impose additional restrictions, compliance with all restrictions is mandatory. This Ordinance shall not diminish the restrictions of other ordinances.

**Section 112 – Severability**

If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 113 – Effective Date**

This Ordinance shall take effect immediately upon adoption by the Board of Aldermen of the City of Senatobia, Mississippi, for the immediate and temporary preservation of the public peace, health and safety.

Alderman Simpson moved for the adoption of said Ordinance, seconded by Alderman Dear, and upon being put to a vote was as follows:

	YEA	NAY	ABSTAIN
Hale	<u>Absent</u>	_____	_____
Simpson	<u>X</u>	_____	_____
Dear	<u>X</u>	_____	_____
Tanksley	<u>X</u>	_____	_____

PASSED AND DULY ADOPTED BY THE BOARD OF ALDERMEN OF THE CITY OF SENATOBIA, MISSISSIPPI this 6<sup>th</sup> day of November, 2018.

BOARD OF ALDERMEN OF THE CITY OF SENATOBIA, MISSISSIPPI

By: \_\_\_\_\_  
Greg Graves, MAYOR

**Article II – Definitions****II****Section 200 – Interpretation**

For the purposes of this Ordinance, certain terms or words used herein shall be interpreted as follows:

The word person or business includes a firm, association, organization, partnership, trust, company, or corporation as well as an individual.

The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.

The word shall is mandatory; the word may is permissive.

The words used or occupied include the words intended, designed, or arranged to be used or occupied. The word lot includes the words plot or parcel.

**Section 201 – Definitions**

**Abandoned Sign** – Any sign that lawfully exists on the property or is nonconforming, yet the use associated with the sign has been subsequently discontinued for a period of sixty (60) days or more; a sign that has been blank for sixty (60) days or more; a sign that is vacant and has been in disrepair or damaged for sixty (60) days or more.

**Address Sign** – A sign located on the premises giving only the address of the owner or occupant of the premises.

**Alteration of** – Any change or rearrangement in the supporting members (such as walls, beams, columns) of a sign, any addition to a sign, or movement of a sign from one location to another.

**Animated Sign** – Any sign that uses movement or change of lighting to depict action or create a special effect or scene.

**Apartment** – A building designed or occupied by more than two families living independently of each other.

**Architectural Design Guidelines** – A set of guidelines regarding the architectural appearance of a building, or improvement, that governs the alteration, construction, demolition, or relocation of a building, or improvement.

**Banner** – Any temporary sign of lightweight fabric or similar material that is mounted to a pole by a permanent or temporary frame at one or more edges. National flags, state or municipal flags, the official flag of any institution or business, feather signs, flutter signs, or pennants shall not be considered banners.

**Base Design** – See Sign Structure.

**Billboard** – A sign that directs attention to a business, commodity, service, or entertainment conducted, sold, or offered at a location other than the premises on which the sign is located.

**Billboard Cover** – Any overlaid material (e.g., a vinyl tarp) covering a Billboard that uses any color, form, graphic, illustration, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

**Blade Sign** – A small, pedestrian-oriented building sign that projects perpendicular from a structure no more than twenty-four (24) inches.

**Board of Aldermen** – The legislative body elected by the citizens and empowered to make policy decisions and law.

**Building, Main** – A building which houses the principal use of the lot on which it is situated.

**Canopy Sign** – Any sign that is part of or attached to an awning, canopy or other fabric, plastic or protective cover over a door, window, or entrance.

**Certificate of Appropriateness (COA)** – A document issued by the appropriate Historic Preservation Commission evidencing approval of work proposed by an applicant for the alteration, change, demolition, relocation, excavation, or new construction of a structure

**Changeable Copy Sign, Manual** – A sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of sign. A sign on which the message changes more than eight times per day shall be considered an animated sign and not a manual changeable copy sign for purposes of this Ordinance. This sign shall not include electronic signs.

**Change of Use** – An alteration or change from a previous use of land, buildings, or structures, to another use of land, buildings, or structures.

**City Inspector** – A person(s) designated by the Mayor and Board of Aldermen, who is responsible for issuing building permits, sign permits, certificates of occupancy, and/or inspections pursuant thereto.

**Conforming Sign** – Any lawful sign of a building or lot which complies with the provisions of the City's Ordinances.

**Directional Sign** – An incidental sign whose message is exclusively to guide the circulation of motorists or pedestrians on the site or providing on-site directions necessary for way finding.

**District** – Any zoning district established by the City of Senatobia's Zoning Ordinance.

**Electronic Message Sign** – Any sign that displays still images utilizing a series or grid of lights that may be changed through electrostatic means (cathode ray, light emitting diode [LED] display, plasma screen, liquid crystal [LCD] display, fiber optic, etc.).

**Feather Sign** – A free standing temporary sign typically constructed of a single plastic or metal shaft driven in the ground with an attached pennant that is vertically elongated and attached to the shaft. See pennant. **NOT ALLOWED (amended June 2021)**

**Flag** – Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols, used as a symbol of a government, political subdivision, or other entity. Feather signs and flutter signs shall not be considered flags.

**Flutter Sign** – A free standing temporary sign typically constructed of a single plastic or metal shaft driven in the ground with an attached pennant that is vertically elongated and attached to the shaft. See pennant. **NOT ALLOWED (amended June 2021)**

**Frame** – See Sign Structure.

**Freestanding Sign** – A permanent sign that is attached to or supported by some structure (such as a pole, mast, frame, or other structure) that is not an integral part of or attached to a building or other structure whose principal function is something other than the support of a sign.

**Ground Level** – The average level of the finished surface of the ground adjacent to the exterior walls of the structure or sign.

**Hanging Sign** – A freestanding sign suspended from a beam, bracket, or pole that is also anchored in the ground and independent from any building. Appearance is similar in nature to a pole sign but functions as a sign low to the ground with a maximum of three feet between the ground and the sign.

**Historic Preservation Commission (HPC)** – The City of Senatobia’s Historic Preservation Commission is a local group established to advise the local government on matters related to historic preservation, including the designation of historic districts, landmarks and landmark sites, and which may be empowered to review applications for permits for alteration, construction, demolition, relocation or subdivision for structures in historic districts or on landmark sites or designated as landmarks.

**Human Display** – Any person carrying or wearing advertising or costumes as promotional signage.

**Incidental Sign** – A sign, generally informational, that has a purpose secondary to the use of the lot on which it is located, such as “no parking,” “entrance,” “loading only,” “telephone,” and other similar directives. No sign with a commercial message legible from a position off the lot on which the sign is located shall be considered incidental.

**Inflatable Sign** – A sign consisting of a flexible material envelope of non-porous material shaped from inserted air or other gas. Inflatable signs do not include individual latex balloons under 18" in size.

**Landscaping** – To modify or ornament a natural landscape by altering the plant cover, including the addition of lawns, trees, plants and other natural or decorative features.

**Manufactured Home Park** – A parcel of land under single ownership that has been planned and improved for the placement of manufactured housing for dwelling purposes.

**Menu Signs** – A permanent sign displaying the type and price of food and beverages sold in conjunction with the on-site business.

**Monument (Ground) Sign** – Any permanent sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure and has a solid base design.

**Multiple Tenant Sign** – A permanent sign that serves as a common or collective identification of two or more uses on the same premises (i.e. shopping center or strip plaza). This does not include nameplate signs.

**Nameplate Sign** – A sign, usually located at the building entrance but could be located elsewhere on the premises, giving the name or address, or both, of the owner(s) or occupant(s) of a building.

**Nonconforming Sign** – Any sign which legally existed prior to the adoption of this Ordinance and that does not conform to the requirements of this Ordinance.

**Office Park** – A project of one or more office/professional business buildings that has been planned as an integrated unit or cluster on property that is under unified control or ownership.

**Off-Premises Sign** – A sign directing attention to a business, profession, commodity, service or entertainment conducted, sold or offered elsewhere than upon the premises where the sign is maintained, including, but not limited to, billboard signs.

**Off-Premises Open House Sign** – A temporary off-premises sign, displayed with the consent of the owner of the property on which it is displayed, conveying direction to an open house occurring on real property for sale, for rent, or for lease.

**On-Premises Open House Sign** – A temporary sign, displayed by an owner of real property or an authorized agent of the owner, advertising the occurrence of an open house on the property on which the sign is displayed.

**Pennant** – A temporary sign of lightweight plastic, cloth, fabric, or other material fastened in a series to a stringer, rope, or wire or attached to small poles so as to allow movement of the sign caused by movement of the atmosphere. Including, but not limited to, feather signs and flutter signs.

**Permanent Sign** – A sign constructed of durable materials; durably attached to a building, structure, or the ground; and intended to exist for the duration of time that the use or occupant is located on the premises.

**Planning Commission** – The Planning Commission appointed by the Mayor and Board of Aldermen of the City of Senatobia, Mississippi.

**Pole Sign** – A permanent sign supported by a freestanding pole or poles and otherwise separated from the ground by more than eight (8) feet.

**Political Sign** – A temporary sign identifying and urging voter support for a particular election issue, political party, or candidate for public office.

**Portable Sign** – A sign not permanently attached to the ground or other permanent structure, or a sign designed to be easily transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to T-frames; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business. Excluding temporary signs and sandwich board signs.

**Poster Panel** – A temporary sign of hard material for outdoor advertising or promotion.

**Principle Façade** – The façade of a building/business that fronts a public street. Where businesses are located on a corner lot, the business shall have two principle façades for signage placement.

**Projecting Sign** – Any sign affixed perpendicular to a building or wall in such a manner that its leading edge extends more than twenty-four (24) inches beyond the surface of such building or wall.

**Real Estate Sign** – A temporary sign displayed by an owner of real property or an authorized agent of the owner, advertising that the property on which the sign is located is for sale, for rent, or for lease.

**Residential Subdivision Sign** – A permanent monument ground sign located at the main entrance to a platted subdivision.

**Right-of-Way Line** – The lines that form the boundaries of the street right-of-way.

**Roof Sign** – Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.

**Sandwich Board Sign** – A sign constructed in such a manner as to form an “A” shape.

**Setback** – The distance from the property line to the nearest part of the applicable building, structure, or sign, measured perpendicularly to the property line.

**Shopping Center** – A commercial area consisting of two or more retail businesses providing convenience goods, general merchandise, office or recreational activities; providing for off-street parking adjacent to such activities.

**Sign** – Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

**Sign Area** – The entire area within the smallest, continuous perimeter enclosing the extreme limits of a sign display including all images, logos, symbols, letters, etc. on a sign face. Curved, spherical, or any other shaped sign face shall be computed on the basis of the actual surface area. The copy of signs composed of individual letters, numbers, or other devices shall be the area of the smallest rectangle or other geometric figure encompassing all of said letters or devices. The entire sign area shall be measured by a single polygon and not multiple, detached polygons. The sign area shall include any background or empty space between letters or graphics.

**Sign Height** – The vertical distance measured from the average elevation of the finished grade along the front of the sign base to the highest point of the sign structure.

**Sign Structure** – The supports, bracing or framework of any structure exhibiting a sign. The structure shall include the sign base and any columns or other framed support on the sides.

**Single Office Building** – An office building containing four (4) or less tenants.

**Special Exception** – A use or structure which may be authorized by the Planning Commission that would not be appropriate generally or without restriction throughout a district, but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the public health, safety, welfare, comfort, convenience, or the general welfare.

**Street** – A strip of land or way subject to vehicular traffic (as well as pedestrian traffic) that provides direct or indirect access to property, including, but not limited to, alleys, avenues, boulevards, courts, drives, highways, lanes, places, roads, terraces, trails, or other thoroughfares.

**Street Frontage** – The distance for which a lot line adjoins a public street, from one lot line intersecting said street to the furthest distant lot line intersecting the same street.

**Strip Plaza** – A linear arrangement of two or more businesses or offices under one or many ownerships or management providing off-street parking and consisting of a similar or compatible architectural or graphic character of theme.

**Structure** – Any combination of materials, including buildings, constructed or erected, the use of which requires locations on the ground or attachment to anything having location on the ground, including among other things, signs and billboards, but not including telephone poles and overhead wires.

**Suspended Sign** – A permanent sign that is suspended from the underside of a framework or canopy and supported by such surface.

**Tax Parcel Number** – The number assigned by the assessor to each parcel of land to be used to identify the parcel for tax assessment and ownership records.

**Temporary Sign** – Any sign not intended, designed, or constructed for permanent display, that is used temporarily or seasonally, and that is not permanently mounted or intended for use year around. Temporary signage may include banners, political signs, real estate signs, poster panels, or feather/flutter signs.

**Variance** – A variance is a relaxation of the terms of this Ordinance 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, a literal enforcement of this Ordinance would result in unnecessary and undue hardship.

**Wall Sign** – Any sign attached parallel to, but within twelve (12) inches of, a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.

**Window Sign** – Any sign, picture, symbol or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service that is within three (3) feet of the interior glass surface and is visible from the window.

**Yard Sign** – A temporary sign other than a real estate sign, on-premises open house sign, or off-premises open house sign located within the boundaries of a lot zoned A-R, R-1, R-2, R-3, R-4, R-5, or R-6.

### ***Article III – Sign Allotments***

***III***

#### **Section 300 – Determining Sign Area**

Sign area is calculated by the smallest, continuous perimeter enclosing the extreme limits of a sign display including any frame or border and all extreme points of all images, logos, symbols, letters, etc. on a sign face. Curved, spherical, or any other shaped sign face shall be computed on the basis of the actual surface area. The copy of signs composed of individual letters, numbers, or other devices shall be the area of the smallest rectangle encompassing all of said letters or devices. The entire sign area shall be measured by a single polygon and not multiple, detached polygons. The sign area shall include any background or empty space between letters or graphics.

The sign area shall not include the main supporting structure. Only one face is counted towards the overall sign area when a two-sided sign exists. Determining the sign area for a changeable copy sign shall include the entire useable copy area.

Property or business owners may address any concerns regarding the allowable sign area through the variance process with the Planning Commission, subject to guidelines in Article VIII.

#### **Section 301 – Determining Sign Height**

The vertical distance measured from the average elevation of the closest paved street frontage to the highest point of the sign structure.

#### **Section 302 – Sign Allotments by Zoning District**

Permitted and prohibited signs are determined according to individual zoning districts as established in the Senatobia Zoning Ordinance. This section details the number, type and square footage of allowed signage within each zoning district.

Where the zoning district allows for multiple signs per street frontage, each use is allowed only one (1) of the same sign type per street frontage. For example, a business is only allowed one (1) wall sign per street frontage.

Under no circumstances shall there be more than one (1) pole sign, one (1) electronic message sign or one (1) manual changeable copy sign allowed per use regardless of the number of street frontages.

#### **Section 303 – Determining Landscaping Requirements**

The minimum area of the landscaping at the base is equal to the height of the sign. So that a 20 foot tall sign is required to have a minimum of 20 square feet of landscaping at its base.



**Section 304 – Commercial Zoning Districts – Sign Allotments**

<i>Commercial Zoning Districts - Sign Allotments</i>						
	B-1	B-2	B-3 <sup>7, 8</sup>	M-1	M-2	X-1
<b>Maximum Total Signage Area per Street Frontage<sup>1, 2, 3, 7</sup></b>	1.5 sf per linear building frontage (LBF) on public street overall maximum of 150 square feet per business					
<b>Building Signs<sup>2</sup> - one allowed per street frontage</b>						
Wall sign <sup>7, 8</sup>	P	P	P	P	P	P
Canopy sign	SR	SR	SR	SR	SR	SR
Blade sign	P	P	P	X	X	P
<b>Freestanding Signs<sup>2, 4</sup> - one allowed</b>						
Monument Ground sign	P	P	P	P	P	P
Hanging Ground sign	P	P	P	P	P	P
Pole sign <sup>9</sup>	X	P	X	X	X	X
<b>Other Signs<sup>2</sup> - one allowed per business / property</b>						
Suspended sign	P	P	P	X	X	P
Nameplate sign	P	P	P	P	P	P
Multiple Tenant sign	P	P	X	P	P	X
Electronic Message sign <sup>4, 5</sup>	SR	P	SR	SR	SR	P
Changeable Copy sign <sup>4, 6</sup>	SR	SR	SR	SR	SR	SR
Sandwich Board sign	X	X	P	X	X	X
<b>Window Signs<sup>2, 3, 7</sup></b>	P	P	P	P	P	P

**Notes:**

X = Sign type is NOT allowed

P = Sign type is permitted

SR = Sign type has special restrictions on where the sign is permitted

<sup>1</sup> When combined, all sign types allowed, unless otherwise noted, shall not exceed the maximum sign area.

<sup>2</sup> See Article IV for additional requirements and restrictions for individual sign types.

<sup>3</sup> Window sign square footage does not count towards the overall allowed square footage per use. Window signs (permanent and/or temporary) are regulated by the percentage of the street frontage windows covered by signage. See Article IV for additional regulations.

<sup>4</sup> Only one (1) of this type sign is allowed per property regardless of the number of street frontages.

<sup>5</sup> Electronic Message signs are restricted to civic, institutional, and non-profit uses and gasoline stations except in B-2 and X-1 zoning districts. Any use in B-2 and X-1 is permitted an Electronic Message sign.

<sup>6</sup> Manual Changeable Copy signs are restricted to civic, institutional, and non-profit uses and gasoline stations. Manual Changeable Copy signs on other commercial property are prohibited.

<sup>7</sup> See the Historic Preservation Commission Downtown Architectural Design Guidelines for additional sign guidelines and restrictions.

<sup>8</sup> Where single family residential homes have been converted for business use, wall signs shall be prohibited.

<sup>9</sup> Pole signs in the Interstate overlay district have a Maximum height of 35 feet. (See Section 405)

**Section 305 – Residential Zoning Districts – Sign Allotments**

<i>Residential Zoning Districts - Sign Allotments</i>							
	A-R	R-1	R-2	R-3	R-4	R-5	R-6
<b>Subdivision Signage</b>							
Number of Signs Allowed per Entrance <sup>1</sup>	2	2	2	2	2	1	1
Maximum Sign Area <sup>1,3</sup>	25 square feet maximum per sign OR 50 square feet maximum per entrance where 2 signs allowed						
<b>Special Exception Signage</b>							
Maximum Signage Area per Street Frontage <sup>2, 4</sup>	32 square feet						
<b>Building Signs<sup>3</sup> - one allowed per property</b>							
Canopy sign	SR	X	X	X	X	X	X
<b>Freestanding Signs<sup>3,5</sup> - one allowed</b>							
Monument Ground sign	P	P	P	P	P	P	P
Hanging Ground sign	P	P	P	P	P	P	P
<b>Other Signs<sup>3</sup> -one allowed per business / property</b>							
Electronic Message sign <sup>5, 6,7</sup>	SR	SR	SR	SR	SR	SR	X
Changeable Copy sign <sup>5, 6,7</sup>	SR	SR	SR	SR	SR	SR	X
<b>Window Signs<sup>3, 4</sup></b>							
	P	X	X	X	X	X	X

**Notes:**

X = Sign type is NOT allowed

P = Sign type is permitted

SR = Sign type has special restrictions on where the sign is permitted

<sup>1</sup> Signs allowed are based on the number of major intersections/entrances for residential subdivisions and residential complexes.

<sup>2</sup> When combined, all sign types allowed, unless otherwise noted, shall not exceed the maximum sign area.

<sup>3</sup> See Article IV for additional requirements and restrictions for individual sign types.

<sup>4</sup> Window sign square footage does not count towards the overall allowed square footage per use. Window signs are regulated by the percentage of the street frontage windows covered by signage. See Article V for additional regulations.

<sup>5</sup> Only one (1) of this sign type is allowed per property regardless of the number of street frontages.

<sup>6</sup> Electronic Message and Manual Changeable Copy signs are restricted to civic, institutional, and non-profit uses.

<sup>7</sup> Displays are limited to text only.

**Article IV – Permanent Sign Regulations** **IV**

This section provides detailed regulations for each permanent sign type. Allowed and prohibited permanent signs are determined according to individual zoning districts as established in the Senatobia Zoning Ordinance. Permanent signs are limited by number per establishment and are also limited in size by square footage area. All permanent signs are required to obtain a sign permit from the City Inspector.

**Section 400 – Building Signs**

Permanent building signs are signs that are permanently attached in some way to the principle building. These include wall signs, blade signs, suspended signs, canopy signs and nameplates. Building signs in shopping centers or strip plazas are encouraged to have coordinated color schemes for lettering.

Each business shall be permitted one wall sign per street frontage. The wall sign shall be located on the principle building of use and on the principle façade of that building. Properties with interstate frontage shall be permitted one additional wall sign on the building side with interstate frontage.

<b>Building Sign Regulations</b>					
<b>Type of Regulation</b>	<b>Wall Sign</b>	<b>Blade Sign</b>	<b>Suspended Sign</b>	<b>Canopy Sign</b>	<b>Nameplate</b>
<b>Location</b>	Principle façade	Principle façade	Suspended from canopy frame	On Canopy valance	Principle façade adjacent to entrance
<b>Clearance Regulations</b>	Max. 12 inches from wall	Min. 7 feet from ground	Min. 7 feet from ground	Min. 7 feet from ground	-
<b>Maximum Sign Area per Sign Type</b>	See Article III	4 ½ square feet	2 square feet	25% of canopy valance	2 square feet

**Section 401 – Window Signs**

Any signage placed in, on, or within two (2) feet of the window shall be regulated by the window signage allotment. This signage is not regulated by the total signage area per business. Each business is permitted 20% of signage per window opening with public street frontage. Decals, numerals, names, hours, credit information, and the like attached to doors or windows and which occupy a total area of one square foot or less shall be exempt from the 20% allotment.

**Section 402 – Freestanding Signs**

Freestanding signs include monument signs for residential, commercial, industrial, and civic uses as well as all hanging signs and pole signs. Shopping center tenants shall not be allowed individual freestanding signs. Signage other than the individual building signs shall be handled through the multiple tenant sign.

<b>Freestanding Sign Regulations</b>				
<b>Type of Regulation</b>	<b>Monument Sign<sup>1</sup></b>	<b>Residential Monument Sign<sup>2</sup></b>	<b>Hanging Sign</b>	<b>Pole Sign<sup>3</sup></b>
<b>Minimum ROW Setback</b>	5 feet	10 feet	5 feet	5 feet
<b>Maximum Height</b>	15 feet	15 feet	4 feet	20 feet
<b>Ground Clearance Regulations</b>	-	-	3 feet	8 feet
<b>Minimum Base Height</b>	18 inches	18 inches	-	-
<b>Base Design</b>	Solid	Solid	Open	Open
<b>Base/Frame Materials</b>	Masonry or stone	Masonry or stone	Metal	Metal or Masonry or Stone
<b>Maximum Sign Area per Sign Type</b>	See Article III	25 square feet	6 square feet	See Article III
<b>Landscaping</b>	Landscaping is required at base of all types of freestanding signs (see Section 303)			

<sup>1</sup> Monument signs located in Zones B-1, B-2, B-3, M-1, M-2, X-1

<sup>2</sup> Monument signs located in Zones A-R, R-1, R-2, R-3, R-4, R-5, R-6

<sup>3</sup> Pole signs in the Interstate overlay district have a Maximum height of 35 feet. (See Section 405)

**Section 403 – Changeable Copy Signs**

Changeable copy signs are allowed only in certain zoning districts and are classified by the traditional manual changeable copy sign and the electronic message sign with changeable copy. Each of these sign types have specific, individual regulations. Where these are allowed (see Article III for the appropriate zoning district and use), the changeable copy portion shall be incorporated into a monument sign or a pole sign. Changeable copy signs shall not be incorporated into any type of permanent building sign or multiple tenant sign. The changeable copy portion of the sign shall not exceed thirty (30) percent of the proposed monument sign or pole sign area for that establishment. *See Section 402 for setback, height, and base requirements.*

<b>Changeable Copy Signs Regulations</b>		
<b>Type of Regulation</b>	<b>Manual Changeable Copy Sign</b>	<b>Electronic Message Sign</b>
<b>Maximum Sign Area</b>	30% of proposed monument sign or pole sign (see Article III)	30% of proposed monument sign or pole sign (see Article III)
<b>Landscaping</b>	Required at base (see Section 303)	Required at base (see Section 303)
<b>Additional Restrictions</b>	See Sections 304 and 305	See Sections 304 and 305
<b>Copy Regulations</b>	Black or red letter manual copy	Minimum 10 second delay between messages, Where sign size limits full message display, segments shall have a minimum 2 second delay with overall message displayed in 10 seconds,

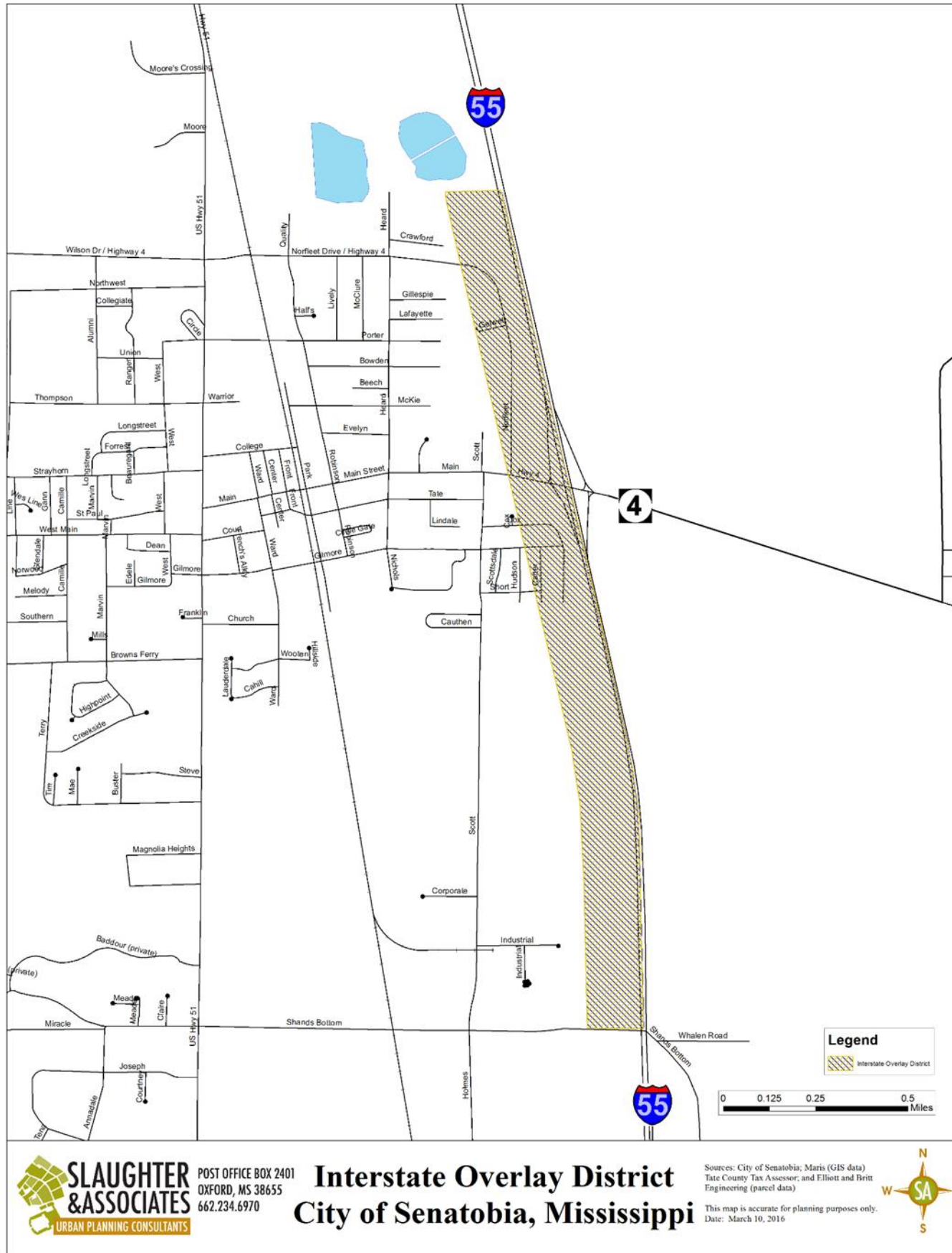
**Section 404 – Multiple Tenant Signs**

Permanent multiple tenant signs are allowed for shopping centers or strip plazas with more than one tenant. These signs shall be permanently mounted and affixed to the ground surface. Businesses within shopping centers shall be allowed signage within the tenant sign; however, individual freestanding or pole signs are prohibited.

<b>Multiple Tenant Sign Regulations</b>		
<b>Type of Regulation</b>	<b>Four or Less Tenants</b>	<b>More than Four Tenants</b>
<b>Minimum ROW Setback</b>	5 feet (see Section 402)	5 feet (see Section 402)
<b>Maximum Height</b>	20 feet (see Section 402)	20 feet (see Section 402)
<b>Ground Clearance Regulations</b>	-	8 feet
<b>Maximum Width</b>	As proportional to overall design	10 feet
<b>Minimum Solid Base</b>	18 inches (see Section 402)	2 feet (see Section 402)
<b>Base Design</b>	Solid (see Section 402)	Solid (see Section 402)
<b>Base/Frame Materials</b>	Masonry or stone	Masonry or stone
<b>Allowed Sign Types</b>	Monument sign only	Monument or Pole Sign
<b>Maximum Sign Area</b>	6 square feet per tenant 15 sq. feet for center name	10 square feet per tenant 32 sq. feet for center name
<b>Landscaping</b>	Required at base (see Section 303)	Required at base (see Section 303)

**Section 405 – Interstate Overlay District**

The Interstate Overlay District refers to an area of Senatobia around Interstate 55, where the maximum height for pole signs is increased. All other regulations such as maximum sign area and landscaping requirement still apply. The maximum height in this district is 35 feet for pole signs. The area in general lies within 800 feet west of the centerline of Interstate 55 and north of Shands Bottom Road. The district is displayed in the following map.



**Article V – Temporary Sign Regulations** **V**

**Section 500 – Temporary Signs Requiring Permits**

Temporary signs shall be allowed in all zoning districts unless otherwise stated; temporary signage does not count towards a business's overall allowed square footage of sign area. Except as otherwise provided in Sections 501, 502, and 503, all temporary signs shall require a temporary sign permit from the City Inspector in accordance with Section 106 of this Ordinance. Business/property owner is required to remove temporary signage at the end of permitted life. The City of Senatobia and the City Inspector may remove any temporary signage that remains past the removal date at the expense of the property owner.

1. Temporary Painted windows are allowed within the Senatobia Downtown Historic District as long as a permit has been granted by the City Code Inspector, and a \$35.00 fee has been paid. Permits are good for 30 days. Business owners are limited to (3) non-consecutive permits during a calendar year. Temporary painted windows are in no way considered to be permanent, and the City Code Inspector will be responsible for enforcement upon the expiration or the temporary permit(s). **(Amended March 1, 2022)**
2. Colored lighting and/or temporary painted windows in the Downtown Historic District will be allowed at no cost during the festive season. The festive season will run from November 1<sup>st</sup> through January 30<sup>th</sup>. Any business owners wishing to recognize a holiday outside of the festive season dates will have the option to do so by following the Temporary Painted Window City Code Permit process and paying the \$35.00 permit fee. Lights and/or temporary painted windows are to be removed no later than 14 days following the date of the holiday as defined in the Temporary Painted Window permit. Enforcement of this code will be determined by the City of Senatobia Code Inspector. **(Amended March 1, 2022)**

<b>Temporary Signs Requiring a Sign Permit In Commercial Areas</b>			
<b>Type of Regulation</b>	<b>Banners<sup>1</sup></b>	<b>Poster Panels<sup>1</sup></b>	<b>Human Display<sup>1</sup></b>
<b>Minimum ROW Setback</b>	5 feet	5 feet	5 feet
<b>Number of Signs</b>	4 permits/signs per year	4 permits/signs per year	4 permits/signs per year
<b>Maximum Sign Area</b>	32 square feet	6 square feet	6 square feet
<b>Maximum Height</b>	5 feet	5 feet	

<b>Restrictions</b>	Shall not be attached on top of or cover any permanent sign and Shall not be attached to any supporting poles or light poles	Shall not be attached on top of or cover any permanent sign and Shall not be attached to any supporting poles or light poles	—
<b>Removal</b>	After 21 days of placement	After 21 days of placement	After 21 days of placement

<sup>1</sup> Signs located in Zones B-1, B-2, B-3, M-1, M-2, X-1

One yard sign shall be allowed on each residential lot without a permit. Any additional yard signs require a permit.

<b>Yard Signs Requiring a Sign Permit In Residential Areas<sup>3</sup></b>	
<b>Type of Regulation</b>	<b>Yard Signs</b>
<b>Minimum ROW Setback</b>	5 feet
<b>Maximum Sign Area</b>	6 square feet
<b>Maximum Height</b>	3 feet
<b>Removal</b>	90 days after sign permit granted

<sup>3</sup> Signs located in Zones A-R, R-1, R-2, R-3, R-4, R-5, R-6

**Section 501 – Temporary Signs Not Requiring Permits (on premises)**

Temporary signs other than real estate signs and on-premises open house signs, which are regulated under Section 502 of this Ordinance, and off-premises open house signs, which are regulated under Section 503, shall still conform to the regulations and requirements of this Section 501. While no permit is required, the city inspector shall be notified by fax, letter, or email on the date of placement. Examples include, but are not limited to construction, yard sale, political signs and temporary banners during the HPC review process. Building, yard sale, political sign permits or COA application will serve as notice. Business/property owner is required to remove temporary signage at the end of permitted life

<b>Temporary Signs <u>Not</u> Requiring a Sign Permit In Commercial Areas<sup>1</sup></b>		
<b>Type of Regulation</b>	<b>Less than one (1) acre</b>	<b>One (1) acre or more</b>
<b>Minimum ROW Setback</b>	5 feet	5 feet
<b>Maximum Sign Area</b>	16 square feet	32 square feet
<b>Maximum Height</b>	5 feet	9 feet
<b>Removal</b>	Within 6 months	Within 6 months

<sup>1</sup> Signs located in Zones B-1, B-2, B-3, M-1, M-2, X-1

<b>Temporary Signs <u>Not</u> Requiring a Sign Permit In Residential Areas<sup>2</sup></b>		
<b>Type of Regulation</b>	<b>Less than three (3) acres</b>	<b>Three (3) acres or more</b>
<b>Minimum ROW Setback</b>	5 feet	5 feet
<b>Maximum Sign Area</b>	9 square feet	32 square feet
<b>Maximum Height</b>	3 feet	9 feet
<b>Removal</b>	Within 6 months	Within 6 months

<sup>2</sup> Signs located in Zones A-R, R-1, R-2, R-3, R-4, R-5, R-6



**Section 502 – Real Estate Signs and On-Premises Open House Signs**

One (1) real estate sign and one (1) on-premises open house sign shall be allowed on each residential lot without a permit. Business/property owner is required to remove temporary signage at the end of permitted life.

<b>Real Estate Signs and On-Premises Signs in Residential Areas<sup>3</sup></b>		
<b>No Permit Required</b>		
<b>Type of Regulation</b>	<b>Less than three (3) acres</b>	<b>Three (3) acres or more</b>
<b>Number of Signs:</b>	One (1) Real Estate Sign and One (1) On-Premises Open House Sign	
<b>Minimum ROW Setback</b>	5 feet	
<b>Maximum Sign Area</b>	9 square feet	32 square feet
<b>Maximum Height</b>	5 feet	9 feet
<b>Removal</b>	Within 7 days after the sale, rental, or lease of the property	

<sup>3</sup> Signs located in Zones, A-R, R-1, R-2, R-3, R-4, R-5, R-6

**Section 503 – Off-Premises Open House Signs**

Two (2) off-premises open house signs shall be allowed without a permit in connection with an open house occurring on real property for sale, for rent, or for lease. Any additional off-premises open house signs shall require a temporary sign permit issued by the City Inspector in accordance with Section 106 of this Ordinance. Off-premises open house signs shall not be displayed in any right-of-way. All real off-premises open house signs shall conform to the regulations and requirements of this Ordinance. Business/property owner is required to remove temporary signage at the end of permitted life.

<b>Off-Premises Open House Signs in Residential Areas<sup>4</sup></b>		
<b>Type of Regulation</b>	<b>Two (2) or Fewer Off-Premises Open House Signs</b>	<b>Three (3) or More Off-Premises Open House Signs</b>
<b>Permit Required</b>	No	Yes
<b>Minimum ROW Setback</b>	None	
<b>Maximum Sign Area</b>	2 square feet	
<b>Maximum Height</b>	2 feet	

## *Article VI – Illuminated Signs*

VI

### **Section 600 – Illumination Regulations**

Illuminated signs shall adhere to the following provisions and regulations.

1. The light for or from any illuminated sign shall be so shaded, shielded or directed that the light intensity will not be objectionable to surrounding areas.
2. Any sign permitted in a residential or agricultural zone shall be externally illuminated only.
3. Internally lit signs must have a sign background that is of dark, opaque color.

### **Section 601– Illumination Restrictions**

1. No sign or other device regulated by this Ordinance shall be erected or continue to be displayed in such a manner where the color or lighting may interfere with or be confused with any authorized traffic or government sign, signal, or device.
2. No sign shall in the lighting design or color resemble signs customarily used for public safety or traffic control.
3. No sign shall have neon, blinking, flashing, fluttering, pulsating or strobe lights that also have the ability to change light intensity, brightness and color.
4. Strips, ropes or strings of lights which outline property lines, sales areas, doors, windows, roof lines, wall edges, etc. shall be prohibited. This restriction excludes holiday lighting.
5. Neither direct nor reflected light from primary light sources shall create a traffic hazard to operators of motor vehicles on public thoroughfares.
6. Beacon lights are prohibited.
7. No sign brightness shall exceed .3 foot candles over ambient light as measured from a distance of 150 feet at any time.

## *Article VII – Sign Restrictions*

VII

### **Section 700 – Prohibited Signs**

All signs not expressly permitted or exempt under this Ordinance are prohibited by the City of Senatobia.

Prohibited signs specifically include:

1. Roof signs or signs that extend beyond the existing height of the building
2. Pennant signs
3. Inflatable signs or displays
4. Portable signs as defined herein
5. Free standing changeable copy signs
6. Strips and rope lights

### **Section 701– Additional Sign Restrictions**

1. No sign or other device regulated by this Ordinance shall be erected or continue to be displayed in such a manner as to obstruct the free and clear vision of vehicle drivers; or at any location where, by reason of the position, shape, or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic or government sign, signal, or device; or which makes use of the words “stop”, “look”, “danger”, or any other words, phrase, symbol, or character in such a manner as to interfere with, mislead, or confuse traffic.
2. No sign or advertising device shall be erected on, be placed on, projected, or overhang any right of way, walkway, street, alley, or easement.
3. No vehicle or a trailer shall be used as a sign in circumvention of this Ordinance.
4. No signs shall be placed or painted on any tree or rock.
5. No sign shall be erected in the public right-of-way.
6. No sign shall be placed on private property without the owner’s consent.
7. No temporary signage shall be used in place of permanent signage.
8. No temporary signs shall be attached to supporting poles of the building or light poles.
9. No sign shall be placed on stop signs or utility poles except for utility purposes.
10. No sign shall in the design, symbol, color, or character resemble signs customarily used for public safety or transportation.
11. No sign shall be placed or constructed so as to obstruct or interfere with any door, window, fire escape or other means of egress, light or ventilation.
12. No sign shall be located so that they obscure the view of pedestrian or vehicular traffic in a manner so as to endanger safe movement, particularly at entrances, exits, and intersections.

**Article VIII – Nonconforming and Abandoned Signs****VIII****Section 800 – Nonconforming Signs**

Signs that were legally in existence prior to the adoption of this Ordinance that do not conform to the provisions of this Ordinance are declared non-conforming signs. Subject to the exceptions hereinafter set forth, any non-conforming signs may be continued in operation and maintenance after the effective date of this Ordinance provided that non-conforming signs shall not be:

1. Changed to or replaced with another non-conforming sign excluding the changing of existing billboard covers
2. Structurally altered so as to extend their useful life
3. Expanded
4. Relocated
5. Re-established after damage of more than fifty percent (50%) of the value at the time of such damage or destruction
6. Modified in any way that would increase the degree of non-conformity of such sign
7. Change of ownership or change of business

Nothing in this Ordinance shall prevent the strengthening or restoring to a safe condition of any portion of a sign or structure declared unsafe by the City Inspector. Such signs may be improved only to the extent that such improvement does not exceed fifty percent (50%) of the current market value of the existing sign structure.

**Section 801 – Termination of Nonconforming Signs**

1. Any non-conforming sign or sign structure that is destroyed by fire, accident, or natural cause beyond fifty percent (50%) of its current market value shall thereafter be removed or reconstructed in conformance to the provisions of this Ordinance.
2. Any non-conforming sign or sign structure that is improved and altered to comply with the provisions of this Ordinance shall thereafter be considered as conforming.
3. Any non-conforming sign shall be removed or brought into compliance with this Ordinance immediately upon a change in the principal use or ownership of this site.

**Section 802 – Electronic Message Nonconforming Signs**

The City of Senatobia shall notify all property or business owners with electronic message signs where the speed and interval of message display is nonconforming with the regulations of this Ordinance (see Changeable Copy Signs Regulations chart, Section 403). Property/business owners shall modify the settings on the electronic message signs and shall bring the message delay into compliance within ninety (90) days of the effective date of this Ordinance.

**Section 803 – Temporary Nonconforming Signs**

The City of Senatobia shall notify all property or business owners of nonconforming temporary signage. The property or business owner of any nonconforming temporary signage shall bring such signage into compliance with these regulations within ninety (90) days of the effective date of this Ordinance. The City of Senatobia and the City Inspector may remove nonconforming temporary signage at the expense of the property owner once this time period has lapsed.

**Section 804 – Abandoned and Vacant Signs**

This Ordinance defines abandoned signs as being discontinued in use, blank, vacant, or in disrepair for sixty (60) or more days. The City Inspector shall notify all property or business owners which are determined to have abandoned signage. The property or business owner shall remove abandoned signage within thirty (30) days of the notification process. Business owners should also remove existing signage when the business closes or changes location. The City of Senatobia and the City Inspector may remove abandoned signage or signage from vacant or closed businesses at the expense of the property owner.

**Section 805 – Window Nonconforming Signs**

The City of Senatobia shall notify all property or business owners of any nonconforming window signage. The property or business owner of any nonconforming window signage shall bring such signage into compliance with these regulations within ninety (90) days of the effective date of this Ordinance. The City of Senatobia and the City Inspector may remove nonconforming window signage at the expense of the property owner once this time period has lapsed.

**Section 806 – Billboard Nonconforming Signs**

The City of Senatobia shall notify all property or business owners of nonconforming billboard signage. Any nonconforming billboard may be continued in operation and maintenance after the effective date of this Ordinance provided that:

1. Overall number of billboard structures must be less than or equal to the existing number of billboard structures in existence on the date of the adoption of this ordinance, AND
2. Overall cumulative square footage area must be less than or equal to the cumulative existing square footage on the date of the adoption of this ordinance

**Article IX – Variance Procedure and Criteria****IX****Section 900 – General Provisions**

Where the strict application of this Ordinance would result in peculiar and exceptional practical difficulties to or exceptional hardship on the owner of such property, the Planning Commission is empowered to grant a variance.

It is the power and duty of the Planning Commission (1) to review variance applications, (2) to examine any questions involved with the variance, (3) to apply conditions and safeguards as appropriate to approve variances, and (4) to deny variances which are not in harmony with the purpose and intent of this Ordinance.

**Section 901 – Procedure**

Those seeking a variance shall follow the procedure outlined in this Ordinance. Any application not meeting these requirements shall not be granted by the Planning Commission.

1. Submit a written application for a variance indicating the Zoning District under which the variance is sought and stating the grounds on which it is requested based on the criteria in Section 902. A required fee must also be submitted with the application.
2. Submit a site plan and signage detail showing the nature of the request as part of the application.
3. The Planning Commission shall review the variance and make written findings that the reasons set forth in the application justify the granting of the variance and that the variance constitutes the minimum variance that will make possible the reasonable application of these requirements. In granting any variance, the Planning Commission may prescribe appropriate conditions and safeguards in conformity with this Ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Ordinance and punishable under this Ordinance.
4. The Planning Commission shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
5. Appeals regarding the Planning Commission's ruling shall be submitted to the Mayor and Board of Aldermen within ten (10) business days of the ruling.

**Section 902 – Review Criteria**

Before any variance shall be granted, the Planning Commission shall make written findings certifying compliance with the specific rules governing individual variances and that satisfactory provision and arrangement has been made concerning the review criteria determined by this Ordinance. When reviewing a variance application, the following criteria should be discussed:

1. The application of this Ordinance would substantially limit the applicant's ability to put the property to its highest and best use.
2. Neighboring property owners would not be detrimentally harmed by the grant of the variance.
3. The hardship suffered is unique to the property and was not created by the applicant for the variance.
4. Under no circumstances shall the non-conforming sign be considered grounds for the issuance of a variance.
5. Under no circumstances shall the Planning Commission approve a variance for sign area that exceeds three hundred (300) square feet.

Motion was made by Alderman Hale, seconded by Alderman Moore, to approve the amendment to Article V Temporary Sign Regulations, Section 500 Temporary Signs Requiring Permits of the Sign Ordinance. All voting yea, motion carried.

Department Head Reports

Mayor Graves asked if the Board had any questions for Department Heads regarding their reports.

No questions.

Consent Agenda

Mayor Graves went over each consent agenda item, numbers 12 – 37, asked if anyone had any questions.

Alderman Simpson stated he didn't want to pull anything but had a couple of questions. Alderman Simpson asked if on number 14, the brochure, is that legal since it has their names on it?

Ginger Miller answered yes, it is ok. They aren't elected and they are the current commission members.

Alderman Simpson asked about item number 27, the county and city are 50/50. It states here that it is \$15 an hour for a 40 hour week, that's \$600.

Mayor Graves stated right now Courtney is out and will be for a little bit, Judy is also out, so this will be using the budgeted money from payroll. It won't be any new budget money.

Alderman Simpson stated as long as we don't go over the \$165,000 or if we do the County helps.

Approve Minutes from the Regular Mayor and Board of Aldermen meeting on February 15, 2022

Motion was made by Alderman Hale, seconded by Alderman Moore, to approve the minutes from the regular Mayor and Board of Aldermen meeting on February 15, 2022. All voting yea, motion carried

Approve Docket of Claims numbers: 22939 - 23093 for the total of \$4,054,693.92

Motion was made by Alderman Hale, seconded by Alderman Moore, to approve Docket of Claim numbers 22939 – 23093 for a total of \$4,054,693.92. All voting yea, motion carried.

Request from the Historic Senatobia Planning Commission to purchase informational brochures in the amount of \$615.00

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to purchase informational brochures in the amount of \$615.00, to help in promoting the City of Senatobia. All voting yea, motion carried.

Request from the Historic Senatobia Planning Commission to purchase signs for the Preservation week in the amount of \$550.00

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize purchase signs for Preservation week in the amount of \$550.00, to help in promoting the City of Senatobia. All voting yea, motion carried.

Authorize Jamie Sowell to attend the MS Tourism Day at the Capitol on March 3, 2022, also authorize to pay registration and travel expenses

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize Jamie Sowell to attend the MS Tourism Day at the Capitol on March 3, 2022 on behalf of the City of Senatobia as Tourism Director, also authorize to pay registration and travel expenses. All voting yea, motion carried.

Authorize to give Susan Cook, Public Works Administrative Assistant a 90-day performance raise of \$0.50 per hour

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to give Susan Cook, Public Works Administrative Assistant a 90-day performance raise of \$0.50 per hour. All voting yea, motion carried.

Authorize to hire Blake W Royal in the Public Works Department at a rate of \$13.00 per hour, pending drug and background screening results

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to hire Blake W Royal in the Public Works Department at a rate of \$13.00 per hour, pending drug and background screening results. All voting yea, motion carried.

Authorize to terminate Public Works employee Illiott Hays for violation for the attendance policy

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to terminate employment with Public Works employee Illiott Hays for violation of the attendance policy. All voting yea, motion carried.

Authorize to hire Chloe Way as a full time Dispatcher at \$14.00 per hour, pending drug and background screening results

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to hire Chloe Way as a full time Dispatcher at a rate of \$14.00 per hour, pending drug and background screening results. All voting yea, motion carried

Authorize to hire Tornace Mottley as a certified Police Officer, pending background check, physical, and drug screening results

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to hire Torance Mottley as a certified Police Officer, pending background check, physical and drug screening results. All voting yea, motion carried.

Authorize to hire Cameron Reverts as an uncertified Police Officer, pending background check, physical, and drug screening results

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to hire Cameron Reverts as an uncertified Police Officer, pending background check, physical and drug screening results. All voting yea, motion carried.

Authorize to hire Devin Strickland as an uncertified Police Officer, pending background check, physical, and drug screening results

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to hire Devin Strickland as an uncertified Police Officer, pending background check, physical and drug screening results. All voting yea, motion carried.

Authorize to move Dispatcher Brandy Cook-Cooley from full time to part time as needed effective March 2, 2022

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to move Dispatcher Brandy Cook-Cooley from full time to part time as needed effective March 2, 2022. All voting yea, motion carried.

Authorize to accept the resignation from Dispatcher Carla Melton effective March 31, 2022

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to accept the resignation from Dispatcher Carla Melton effective March 31, 2022. All voting yea, motion carried.

Authorize to hire Hunter Saunders as a part time fieldworker for the Parks Department

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to hire Hunter Saunders as a part time fieldworker for the Parks Department. All voting yea, motion carried.

Authorize to hire Kris Robinson as a contract employee for Interim Animal Shelter Director Services

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to hire Kris Robinson as a contract employee for Interim Animal Shelter Director Services. All voting yea, motion carried.

Authorize to declare the following surplus and dispose of the following:

Public Works:

Property # 01024 2001 Dodge Ram 1500 Vin # 1B7HC162115221974  
Truck # 24 No Property # 2004 SD F250 4X2 REG CAB Vin # 1FTNF20P94ED75438  
Property # 01771 2008 Ford F350 Vin # 1FTWW31508EB33859  
Property # 01891 2004 Dodge Ram 2500 Vin # 3D7KA26C24G115645  
Property # 00093 6400 John Deere Tractor Serial # L06400P106897  
Property # 00184 Leaf Vac Serial # 96268133

City Hall:

HP Computer 3CR8140Y4B  
Lenovo Thinkcentre E73 computer 1S10AU002PUSPB01DQ09  
Element computer monitor SN F8B2MMB3N19012728  
Brother desktop printer HL L2340DW  
Property # Old lobby cabinet  
Property # 1035 Office desk  
Property # Office desk P # 0889  
HP Deskjet 2512 Printer CN36Q3JH35  
Property #1895 HP Pavillon Computer SN3CR8140Y4B  
Conference table in Board room

Police:

2008 Ford Crown Victoria VIN 2FAHP71V08X144670  
2008 Ford Crown Victoria VIN 2FAHP71V58X137486

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to declare the following surplus and dispose of:

Public Works:

Property # 01024 2001 Dodge Ram 1500 Vin # 1B7HC162115221974  
Truck # 24 No Property # 2004 SD F250 4X2 REG CAB Vin # 1FTNF20P94ED75438  
Property # 01771 2008 Ford F350 Vin # 1FTWW31508EB33859  
Property # 01891 2004 Dodge Ram 2500 Vin # 3D7KA26C24G115645  
Property # 00093 6400 John Deere Tractor Serial # L06400P106897  
Property # 00184 Leaf Vac Serial # 96268133

City Hall:

HP Computer 3CR8140Y4B  
Lenovo Thinkcentre E73 computer 1S10AU002PUSPB01DQ09  
Element computer monitor SN F8B2MMB3N19012728  
Brother desktop printer HL L2340DW  
Property # Old lobby cabinet  
Property # 1035 Office desk  
Property # Office desk P # 0889  
HP Deskjet 2512 Printer CN36Q3JH35  
Property #1895 HP Pavillon Computer SN3CR8140Y4B  
Conference table in Board room

Police:

2008 Ford Crown Victoria VIN 2FAHP71V08X144670  
2008 Ford Crown Victoria VIN 2FAHP71V58X137486

All voting yea, motion carried.



Authorize to donate a 2008 Ford Crown Victoria VIN 2FAHP71V08X144670 to the Town of Como

Motion was made by Alderman Hale, seconded by Alderman Moore, to donate a 2008 Ford Crown Victoria VIN 2FAHP71V08X144670 to the Town of Como. All voting yea, motion carried.

Authorize to purchase a drone in the amount of \$7,585.00 from Cloud City Drones to be used for the Police and Fire Departments (purchased through the K9 fund)

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to purchase a drone in the amount of \$7,585.00 from Cloud City Drones to be used for the Police and Fire Departments, purchasing through the K9 fund. All voting yea, motion carried.

Authorize to advertise to purchase a used Knuckleboom

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to advertise to purchase a used Knuckleboom. All voting yea, motion carried.

Authorize to advertise for grass cutting services at the Interstate

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize for grass cutting services at the Interstate, both exits. All voting yea, motion carried.

Authorize to advertise for grass cutting services at the Cemeteries

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize for grass cutting services at the Cemeteries. All voting yea, motion carried.

Authorize to purchase office furniture for the clerks office at City Hall (\$1800 or less)

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to purchase office furniture for the clerks office at City Hall for \$1800 or less. All voting yea, motion carried.

Authorize to terminate Police Officer Kevin Kroth for violation of code of conduct

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to terminate Police Officer Kevin Kroth for violation of code of conduct. All voting yea, motion carried.

Authorize to accept the resignation from Fireman Joseph Reeves effective February 28, 2022

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to accept the resignation from Fireman Joseph Reeves effective February 28, 2022. All voting yea, motion carried.

Authorize to hire Kingdrick Pleasant as a temporary part time Animal Shelter employee at a rate of \$11.00 per hour

Motion was made by Alderman Hale, seconded by Alderman Moore, to authorize to hire Kingdrick Pleasant as a temporary part time Animal Shelter employee at a rate of \$11.00 per hour. All voting yea, motion carried.

Mayor's Corner

Second Board Meeting in March

Mayor Graves reminded the Board that our next meeting will be March 22, 2022, not the 15<sup>th</sup>.

Letter to Kaye's

Mayor Graves advised the Board that he and Jeff are getting with Mr. Kaye again, friendly but firm, to tell him he can't dump grease in the system again.

Alderman Moore stated that Mr. Kaye said he was working on another plan. He should have meet with at least one plumber by the time you speak with him.

Alderman Simpson asked can we just cut him off.

Jeff Rich stated I know the law says you can't cut off residential.

Alderman Moore stated he has a 75-gallon tank upfront.

Ginger Miller stated I don't think we can cut him off, but maybe a civil injunction.

Jeff Rich stated maybe the Board could say to shut the doors, due to it being a health issue for the city.

Ginger Miller stated I will go ahead and start looking into that.

Brett Brown stated maybe just not allow them to fry the chicken, being an environmental problem.

Ginger Miller stated I'll look.

Citizens Academy Update

Mayor Graves advised the Board that the Citizens Academy is going on, and it has been going great. Citizens really enjoy it.

Dreamland

Mayor Graves advised the Board that he's asked Brevin and both the Fire and Police Chief's to keep everything that they have to respond to over there documented.

Planning Commission Update

Mayor Graves advised the Board that the rezoning on Robinson was turned down. Pure 13 tattoo shop was approved on Center, with some restrictions.

Alderman Dear stated I don't understand why they turned it down for the area by Walmart and then approved it at Center St.

Alderman Simpson stated they approve some and then later do a 180. First the Planning Commission wanted the tattoo in industry then they put it in the center of town.

Mayor Graves advised that we will be getting a Harbor Freight where the Goody's was.

Mayor Graves advised the Board that we will be getting a national brand hotel soon. They now own the property.

Recess

Motion was made by Alderman Simpson and seconded by Alderman Hale, to recess to March 22, 2022. All voting yea, motion carried.

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Greg Graves, Mayor

ATTEST:

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Katie Harbin –City Clerk