



St. Charles Parish

Meeting Agenda

Parish Council

Council Chairman Bob Fisher
Councilmembers Michael A. Mobley, Holly Fonseca,
La Sandra D. Wilson, Heather Skiba, Walter Pilié,
Willie Comardelle, Michelle O'Daniels, Michele deBruler

St. Charles Parish Courthouse
15045 Highway 18
P.O. Box 302
Hahnville, LA 70057
985-783-5000
www.stcharlesparish.gov

Monday, December 16, 2024

6:00 PM

Council Chambers, Courthouse

Final

CALL TO ORDER

PRAYER / PLEDGE

APPROVAL OF MINUTES

SPECIAL BUSINESS (PROCLAMATIONS, CANVASS RETURNS, ETC.)

- 1 [2024-0411](#) In Recognition: Olivia Tate, Board of Adjustment
Sponsors: Ms. Wilson
Attachments: [2024-0411 Olivia Tate](#)
 [2024-0411 Correspondence 12.19.2024](#)

- 2 [2024-0412](#) In Recognition: Webb Jay, Board of Adjustment
Sponsors: Mr. Pilié
Attachments: [2024-0412 Webb Jay](#)
 [2024-0412 Correspondence 12.19.2024](#)

- 3 [2024-0413](#) In Recognition: James J. Krajcer, Jr., Planning & Zoning Commission
Sponsors: Mr. Pilié
Attachments: [2024-0413 James Krajcer, Jr.](#)
 [2024-0413 Correspondence 12.18.2024](#)

- 4 [2024-0414](#) In Recognition: Marilyn Jackson, Housing Authority Board of Commissioners
Sponsors: Mr. Jewell
Attachments: [2024-0414 Marilyn Jackson](#)
 [2024-0414 Correspondence 12.19.2024](#)

REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)

[2024-0415](#) R.S.V.P. Program

Attachments: [2024-0415 12-16-24 RSVP Council Presentation](#)
[2024-0415 Correspondence 12.19.2024](#)

[2024-0416](#) Civil Service Board/Personnel Office

Attachments: [2024-0416 Civil Service.Personnel Office](#)
[2024-0416 Correspondence 12.19.2024](#)

[2024-0417](#) Parish President Remarks/Report

Sponsors: Mr. Jewell
Attachments: [2024-0417 Parish President Presentation](#)

IN ACCORDANCE WITH ARTICLE IV, SECTION B OF THE HOME RULE CHARTER, CHAIRMAN FISHER AUTHORIZED THAT THE ORDINANCES, HAVING BEEN PRESENTED FOR INTRODUCTION, DISTRIBUTED TO COUNCIL MEMBERS AND THE PARISH PRESIDENT, AND NOT REJECTED BY TWO-THIRDS OF THE COUNCIL MEMBERS, ARE TO BE PUBLISHED IN SUMMARY FORM AS FOLLOWS IN THE OFFICIAL JOURNAL WITH NOTICE OF PUBLIC HEARING TO BE HELD ON MONDAY, JANUARY 6, 2025, 6:00 P.M., COUNCIL CHAMBERS, COURTHOUSE, HAHNVILLE, TO BE CONSIDERED FOR FINAL PASSAGE:

Monday, January 6, 2025, 6:00 pm, Council Chambers, Courthouse, Hahnville

[2024-0419](#) An ordinance approving and authorizing the execution of a Professional Services Agreement with McKim & Creed, Inc., to perform engineering services for the Water System Modeling (Project No. WWKS 115), in the amount of \$253,278.00.

Sponsors: Mr. Jewell and Department of Waterworks
Attachments: [2024-0419 McKim & Creed - Professional Services Agreement - November 15,](#)
[2024-0419 McKim & Creed - Corporate Resolution - November 15, 2024](#)

[2024-0420](#) An ordinance approving and authorizing the execution of Change Order No. 1 (Final) for the St. Charles Parish West Bank Spray Park (Project No. WBSP2112) and additional parking located at the Edward Dufresne Community Center, to decrease the contract amount by \$48,348.60 and increase the contract time 148 days.

Sponsors: Mr. Jewell and Department of Parks and Recreation
Attachments: [2024-0420 Final Change Order Spray Park](#)

[2024-0421](#) An ordinance approving and authorizing the execution of Amendment No. 3 to Ordinance No. 22-7-2, which approved the Professional Services Agreement with Digital Engineering & Imaging, Inc., to perform planning services for Road Maintenance 2022-23 (Project No. P220501), in the amount of \$52,306.00.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2024-0421 DIGITAL ENGINEERING & IMAGING, INC. - Amendment - Decemb](#)
[2024-0421 DIGITAL ENGINEERING & IMAGING, INC. - Rate Sheet - Decembe](#)
[2024-0421 DIGITAL ENGINEERING & IMAGING, INC. - Corporate Resolution -](#)

[2024-0422](#) An ordinance approving and authorizing the execution of Change Order No. 2 with Kass Bros., Inc., for Concrete Maintenance 2023-24 (Project No. P230803), to increase the contract amount by \$328,314.80 and to increase the contract time by sixty (60) days.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2024-0422 Change Order](#)

[2024-0423](#) An ordinance of the Parish of St. Charles providing that the Code of Ordinances, Parish of St. Charles, be amended by revising Section 15-5, Motor Vehicles and Traffic, of said Code, to provide for the installation of “**NO OVERNIGHT PARKING**” signs on the south side of Carriage Lane from the property line dividing 98 and 96 Carriage Lane and along the entire length of Dunleith Court as it transitions from Dunleith Drive to the dead end at the Carriage Canal in Destrehan.

Sponsors: Mr. Pilié

[2024-0424](#) An ordinance to approve a purchase and/or expropriate the heirs of a certain 20.776 acre parcel of property owned by Clyde J. Melancon, et al to St. Charles Parish located along the Southern side of the Hahn Street Extension, being partially adjacent to the Department of Public Works site at 166 Scorpio Street and the Hahnville Sewer Treatment Plant.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2024-0424 2024 12 16 Final Melancon Survey](#)
2024-0424 2024 12 10 Appraisal-Melancon

[2024-0425](#)

An ordinance revoking a Special Permit Use for automobile sales in a C-2 zoning district on Lot 1, Autin Subdivision, 16830 Highway 90, Des Allemands.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2024-0425 RECOMMENDATIONS AT A GLANCE](#)

[2024-0425 Minutes](#)

[2024-0425 Staff Report \(12-5\)](#)

[2024-0425 AERIAL](#)

[2024-0425 ZONING](#)

[2024-0425 FLUM](#)

[2024-0425 Updated Site Plan](#)

[2024-0425 Inspection Report](#)

[2024-0425 Inspection Report](#)

[2024-0425 Photo Document](#)

[2024-0425 Complaint Email](#)

[2024-0425 Complaint Email 2](#)

[2024-0425 Complaint Email Chain](#)

[2024-0425 Staff Report](#)

[2024-0425 Application](#)

Legislative History

12/5/24	Department of Planning & Zoning	Received/Assigned PH
12/5/24	Department of Planning & Zoning	Recommended Approval to the Planning Commission
12/5/24	Planning Commission	Recommended Approval to the Parish Council

PLANNING AND ZONING PETITIONS

- 5 [2024-0405](#) An ordinance to amend the St. Charles Parish Zoning Ordinance of 1981, to change the zoning classification from R-3 to C-3 and R-1A to O-L across approximately 44.5 acres designated Lot 1, Lakewood West subdivision, Luling as requested by Robert V. Gilbert Jr. for Nancy Reese Bush, et al.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2024-0405 RECOMMENDATIONS AT A GLANCE](#)

[2024-0405 Minutes](#)

[2024-0405 Staff Report](#)

[2024-0405 LAKEWOOD WEST 2](#)

[2024-0405 Site Map](#)

[2024-0405 AERIAL](#)

[2024-0405 ZONING](#)

[2024-0405 FLUM](#)

[2024-0405 Applications](#)

[2024-0405 Failed Ord 2024-20-R](#)

[2024-0405 Correspondence 12.19.2024](#)

Legislative History

10/14/24	Department of Planning & Zoning	Received/Assigned PH
11/7/24	Department of Planning & Zoning	Recommended Denial to the Planning Commission
11/7/24	Planning Commission	Recommended Denial to the Parish Council
12/2/24	Parish President	Introduced
12/2/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

**ORDINANCES SCHEDULED FOR PUBLIC HEARING
(INTRODUCED AT PREVIOUS MEETING)**

- 6 [2024-0399](#) An ordinance approving and authorizing the execution of Change Order No. 1 (Final) for the Automated Water Meter Reading Installation Program (Project No. WWKS 106), to decrease the contract amount by \$124,520.00.

Sponsors: Mr. Jewell and Department of Waterworks

Attachments: [2024-0399 Automated Water Meter Reading Installation Program, WWKS 106.](#)

[2024-0399 Final Ord 24-12-7 with change order](#)

[2024-0399 Recordation Documents](#)

[2024-0399 Change Order](#)

[2024-0399 Correspondence 12.20.2024](#)

Legislative History

12/2/24 Parish President Introduced
 12/2/24 Parish Council Publish/Scheduled for Public Hearing to the Parish Council

- 10** [2024-0400](#) An ordinance to rescind Ordinance No. 24-5-10 and to approve a purchase and/or expropriate a 10,275 square foot perpetual drainage servitude designated as Parcel P-100 and a 1,432 square foot temporary construction servitude designated as Parcel T-100 over property owned by Cristina & Lauricella, Inc., for the Montz Pump Station and Drainage Modification Project.

Sponsors: Mr. Jewell and Department of Public Works

Attachments: [2024-0400 Survey - Cristina & Lauricella Berm Ditch Servitude P-100 T-100](#)

2024-0400 B24-114 Evangeline-US61 Cristina Lauricella Appraisal BIRD FINA

[2024-0400 Final Ord 24-12-8 with plat](#)

[2024-0400 Correspondence 12.19.2024](#)

Legislative History

12/2/24 Parish President Introduced
 12/2/24 Parish Council Publish/Scheduled for Public Hearing to the Parish Council

- [2024-0401](#) An ordinance creating the “Luling Bridge Economic Development District No. 1 of the Parish of St. Charles, State of Louisiana” to encourage economic development projects in accordance with and as authorized by Part II of Chapter 27 of Title 33 of the Louisiana Revised Statutes of 1950, as amended; defining the boundaries thereof; and providing for other matters in connection with the foregoing.

Sponsors: Ms. deBruler and Department of Economic Development and Tourism

Attachments: [2024-0401 Exhibit A](#)

[2024-0401 Final Ord 24-12-16 with exhibit](#)

[2024-0401 Correspondence 12.19.2024](#)

Legislative History

12/2/24 Council Member(s) Introduced
 12/2/24 Parish Council Publish/Scheduled for Public Hearing to the Parish Council

- 12** [2024-0402](#) An ordinance to amend the 2024 Consolidated Operating and Capital Budget to adjust Beginning Fund Balances to Actuals and to adjust Revenues and Expenditures in various funds.

Sponsors: Mr. Jewell and Department of Finance

Attachments: [2024-0402 Exhibit A&B for Council](#)

[2024-0402 Final Ord 24-12-9 with exhibits](#)

[2024-0402 Correspondence 12.19.2024](#)

Legislative History

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|--|---------|------------------|--|
| | 12/2/24 | Parish President | Introduced |
| | 12/2/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
- 15** [2024-0403](#) An ordinance adopting the St. Charles Parish Council Road and Bridges Capital Program Budget for fiscal year 2025 through 2027 in accordance with the Parish Transportation Act.
- Sponsors:** Mr. Jewell and Department of Finance
- Attachments:** [2024-0403 Road Bridge Capital Program Budget - Exhibit A 2024](#)
[2024-0403 Final Ord 24-12-10 with exhibit](#)
[2024-0403 Correspondence 12.19.2024](#)
- Legislative History**
- | | | | |
|--|---------|------------------|--|
| | 12/2/24 | Parish President | Introduced |
| | 12/2/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
- 17** [2024-0404](#) An ordinance to amend the St. Charles Parish Code of Ordinances, Chapter 8, Elections, Section 8-2. Visible voting precinct boundaries and polling places, to merge certain voting precincts and to establish new boundaries for merged precincts.
- Sponsors:** Mr. Fisher
- Attachments:** [2024-0404 2024 Canvass Letter to Council & Precinct Surveys](#)
[2024-0404 2023-0218 Final Ord 23-8-9](#)
[2024-0404 Final Ord 24-12-11](#)
[2024-0404 Correspondence 12.19.2024](#)
- Legislative History**
- | | | | |
|--|---------|-------------------|--|
| | 12/2/24 | Council Member(s) | Introduced |
| | 12/2/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
- 19** [2024-0406](#) An ordinance approving and authorizing the execution of a Services Agreement with Dynamic Group, LLC, to perform Emergency Repairs and/or Debris Removal for Parish buildings and facilities.
- Sponsors:** Mr. Jewell and General Government Buildings
- Attachments:** [2024-0406 REVISED Dynamic Group - Services Agreement - November 14, 2024](#)
[2024-0406 Dynamic - Signature Authorization - Josh McCoy](#)
[2024-0406 Final Ord 24-12-12 with agreement](#)
[2024-0406 Correspondence 12.19.2024](#)
[2024-0406 Correspondence 12.20.2024](#)
- Legislative History**
- | | | | |
|--|---------|------------------|--|
| | 12/2/24 | Parish President | Introduced |
| | 12/2/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

- 41** [2024-0408](#) An ordinance approving and authorizing the execution of a Contract between Jones Construction Solutions, LLC, for construction services for the East Bank Bridge Park Improvements, Lighting Rebid (Project No. RECEBI23), in the amount of \$1,067,000.00.
- Sponsors:** Mr. Jewell and Department of Parks and Recreation
- Attachments:** [2024-0408 0500](#)
[2024-0408 Notice of Intent to Award](#)
[2024-0408 Corporate Resolution](#)
[2024-0408 Signed Bid Tab](#)
[2024-0408 Final Ord 24-12-13 with contract](#)
[2024-0408 Correspondence 12.19.2024](#)
- Legislative History**
- | | | |
|---------|------------------|--|
| 12/2/24 | Parish President | Introduced |
| 12/2/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
- 48** [2024-0409](#) An ordinance to amend the St. Charles Parish Code of Ordinances, Chapter 23, Water, Article I. In General, Section 23-2. Water service charges. III. *Charges:* and Section 23-3. Water user charges. (c) and (d).
- Sponsors:** Mr. Jewell and Department of Waterworks
- Attachments:** [2024-0409 Final Ord 24-12-14](#)
[2024-0409 Correspondence 12.19.2024](#)
- Legislative History**
- | | | |
|---------|------------------|--|
| 12/2/24 | Parish President | Introduced |
| 12/2/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |
- 50** [2024-0410](#) An ordinance approving and authorizing the execution of a Cooperative Endeavor Agreement between the Pontchartrain Levee District (PLD) and St. Charles Parish (Parish), agreeing to transfer ownership and at which time St. Charles Parish will assume all maintenance, repairs and operations of the Cross Bayou Pump Station.
- Sponsors:** Mr. Jewell and Department of Public Works
- Attachments:** [2024-0410 2024 11 19 CEA Cross Bayou Pump Station Draft - updated 10.2024](#)
[2024-0410 Final Ord 24-12-15 with agreement](#)
[2024-0410 Correspondence 12.19.2024](#)
- Legislative History**
- | | | |
|---------|------------------|--|
| 12/2/24 | Parish President | Introduced |
| 12/2/24 | Parish Council | Publish/Scheduled for Public Hearing to the Parish Council |

RESOLUTION OPENED PURSUANT TO LA. R.S. 33:9038.32 TO HEAR ANY OBJECTIONS TO THE CREATION OF AN ECONOMIC DEVELOPMENT DISTRICT TO BE CALLED LULING BRIDGE ECONOMIC DEVELOPMENT DISTRICT NO. 1 AT THE PUBLIC MEETING ON MONDAY, DECEMBER 16, 2024, 6:00 P.M., COUNCIL CHAMBERS, COURTHOUSE, HAHNVILLE:

[2024-0386](#) A resolution authorizing the publication of a Notice of Intention to create Luling Bridge Economic Development District No. 1 of the Parish of St. Charles, State of Louisiana, under the authority of Part II, Chapter 27 of Title 33 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 33:9038.31 et seq.); and providing for other matters in connection therewith.

Sponsors: Ms. deBruler and Department of Economic Development and Tourism

- Attachments:**
- [2024-0386 Exhibit A](#)
 - [2024-0386 AR Engagement Ltr 8.8.24 Executed](#)
 - [2024-0386 Ashton Ltr of Support Helm Dev.](#)
 - [2024-0386 NOI Luling Bridge EDD Res 11-18-24 Certification](#)
 - [2024-0386 NOI Luling Bridge EDD Res 11-18-24 Certification](#)
 - [2024-0386 Final Reso 6804](#)
 - [2024-0386 Correspondence 12.19.2024](#)

Legislative History

11/18/24	Council Member(s)	Introduced
11/18/24	Parish Council	to deviate from the regular order of the agenda
		Public comment opened on the deviation; no public comment
11/18/24	Parish Council	Deviated
11/18/24	Parish Council	Approved
	Reported:	
		Councilwoman deBruler Recommended: Approval
		Economic Development & Tourism Department Recommended: Approval
		Economic Development and Tourism Director Corey Fauchaux spoke on the matter.
		Public comment opened, no public comment
	Council Discussion	
		Mr. Fauchaux spoke on the matter.
		Parish President Matthew Jewell spoke on the matter.
11/18/24	Parish Council	to return to the regular order of the agenda
11/18/24	Parish Council	Returned
11/21/24	Parish President	Approved by the Par. Pres.

RESOLUTIONS

58 [2024-0418](#) A resolution waiving the five hundred foot (500') distance requirement from a protected organization and allowing the Department of Planning & Zoning to issue zoning clearance for the retail sale of pre-packaged alcoholic beverages intended for off-site consumption for KS Discount Express, located at 12139 Highway 90, Luling, as requested by Fouad Azaar.

Sponsors: Mr. Jewell and Department of Planning & Zoning

Attachments: [2024-0418 2024-0299 Final Ord 24-9-7](#)
 [2024-0418 Application](#)
 [2024-0418 Letter No Objection \(library\)](#)
 [2024-0418 Denial Letter](#)
 [2024-0418 Final Reso 6810](#)
 [2024-0418 Correspondence 12.19.2024](#)

APPOINTMENTS

[2024-0345](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District I Representative.

Attachments: [2024-0345 Final Reso 6811](#)
 [2024-0345 Correspondence 12.19.2024](#)

Council will confirm nomination from the District I Councilmember to fill the vacancy created by the expiration of the term of Ms. Olivia Tate. Four (4) year term to begin December 7, 2024 and expire December 7, 2028. [Ms. Tate has served two consecutive terms and cannot be re-appointed]

[Deferred from the November 18, 2024 Parish Council Meeting]

Nominee: Ms. Wilhelmina Simmons

Legislative History

1/11/21	Parish Council	Enacted Legislation Ms. Olivia Tate appointed to the Board of Adjustment on January 11, 2021, per Resolution No. 6535 Term: Immediately (January 11, 2021) - December 7, 2024
11/4/24	Parish Council	Vacancy Announced
11/18/24	Parish Council	Deferred Councilwoman Wilson requested File No. 2024-0345 be deferred. Chairman Fisher stated that File No. 2024-0345 will be deferred to the December 2, 2024 council meeting.
12/2/24	Parish Council	Nomination(s) Accepted Nominee: Councilwoman Wilson nominated Ms. Wilhelmina Simmons
12/2/24	Parish Council	Close Nomination(s) for
12/2/24	Parish Council	Nomination(s) Closed

[2024-0379](#)

A resolution appointing a member to the St. Charles Parish Planning & Zoning Commission as the District III Representative.

Attachments:

[2024-0379 Final Reso 6812](#)

[2024-0379 Correspondence 12.19.2024](#)

[2024-0379 Oath](#)

Council will confirm nomination from the District III Councilmember to fill the vacancy caused by the resignation of the term of Mr. James Joseph Krajcer, Jr. Unexpired term to begin immediately and expire May 31, 2025.

Nominee: Mr. Webb Jay

Legislative History

4/18/22	Parish Council	Enacted Legislation Mr. James Joseph Krajcer, Jr., appointed to the Planning & Zoning Commission on April 18, 2022, per Resolution No. 6629 Term: April 18, 2022 - May 31, 2025
11/18/24	Parish Council	Vacancy Announced
12/2/24	Parish Council	Nomination(s) Accepted Nominee: Councilman Pilié nominated Mr. Webb Jay
12/2/24	Parish Council	Close Nomination(s) for
12/2/24	Parish Council	Nomination(s) Closed

MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.**MEETINGS**

HOUSING AUTHORITY: Tuesday, 12/17/24, 6PM, Council Chambers

BOARD OF ADJUSTMENT (ZBA): Thursday, 12/19/24, 6PM, Council Chambers

ST. CHARLES PARISH COUNCIL: Monday, 1/6/25, 6PM, Council Chambers

ANNOUNCEMENTS

PARISH HOLIDAY: Tuesday, December 24, 2024 and Wednesday, December 25, 2024 - Christmas

PARISH HOLIDAY: Tuesday, December 31, 2024 and Wednesday, January 1, 2025 - New Year's

*****PLEASE NOTE THAT THERE WILL BE A THREE (3) WEEK LAPSE BETWEEN COUNCIL MEETINGS. THE NEXT REGULAR COUNCIL MEETING WILL BE HELD ON MONDAY, JANUARY 6, 2025, COUNCIL CHAMBERS, COURTHOUSE.**

ADJOURNMENT

St. Charles Parish will upon request and with three (3) days advanced notice provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact the Office of the Council Secretary at (985) 783-5000 to discuss the particular accommodations needed.