

# St. Charles Parish

## Department of Planning & Zoning

### Land Use Report

#### Case Number: 2022-2-ORD

#### Introduced by Matthew Jewell, Parish President

An ordinance to amend the St. Charles Parish Zoning Ordinance of 1981, as amended, Section XV.A.2, regarding Planning Commission meeting minutes.

#### Background

Section XV of the Zoning Ordinance establishes the process for amendments to the Zoning Ordinance. The Official Zoning Map is amended anytime a property is rezoned; text regarding specific standards within the Zoning Ordinance is amended approximately three to five times in a calendar year. The Planning Commission considers these types of amendments at a public hearing and makes a recommendation to the Parish Council. Only the Parish Council can amend the zoning map or the zoning text and standards; this occurs by ordinance.

Item A.2 of Section XV requires the Planning and Zoning Department to forward the Planning Commission's recommendation "within a verbatim transcript of the portion of the Commission meeting relating to the proposed amendment." The Planning and Zoning Department would like to eliminate the requirement for verbatim minutes for these types of amendments because the process is cumbersome, unnecessary, and can negatively impact citizens by slowing their requests.

Typing the verbatim record of these types of cases from the Planning Commission meeting can take hours. A video recording of a Planning Commission meeting is available to stream from Parish website for free or by request from the Council Secretary on DVD for \$5 within a couple days of the meeting. These easily-accessible video recordings provide a highly accurate record of the meeting and make a typed, verbatim transcript redundant.

The Parish Council generally meets twice in a month on the first and third Monday; the Planning Commission generally meets once a month on the first Thursday. In recent years, the requirement for verbatim minutes has caused delays in the process because the Department of Planning and Zoning cannot forward items to Council until verbatim minutes are typed.

#### Potential outcomes

Citizens who request a change of zoning district would have their cases forwarded to the Parish Council on a much faster, more reliable schedule.

The Planning and Zoning Department would have considerable staff time saved.

The Parish Council would no longer receive a type-written, draft verbatim transcript of the portion of a Planning Commission meeting that discusses any case, application, or item.

#### Recommendation

#### Approval