



# St. Charles Parish

## Supplemental Agenda

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

### Parish Council

*Council Chairman Terrell D. Wilson*  
*Councilmembers Wendy Benedetto, Paul J. Hogan,*  
*Mary K. Clulée, Dick Gibbs, William Billy Woodruff,*  
*Marilyn B. Bellock, Traci A. Fletcher, Julia Fisher-Perrier*

Monday, June 5, 2017

6:00 PM

Council Chambers, Courthouse

Final

### ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING

Monday, June 19, 2017, 6:00 pm, Council Chambers, Courthouse, Hahnville

*(No items for the regular Agenda)*

**S\* 1** 2015-0370 An ordinance of the Parish of St. Charles providing that the Code of Ordinances, Parish of St. Charles, be amended by revising Chapter 16 Nuisances, Article III. Weeds, Grass, Etc., Section 16-26. Notice to Abate and Section 16-27. Abatement by parish to amend the abatement procedures related to the required notification period.

Sponsors: Mr. Hogan

Legislative History

10/5/15	Council Member(s)	Introduced
10/5/15	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
10/19/15	Parish Council	Public Hearing Requirements Satisfied Reported: Councilman Hogan Recommended: Approval
10/19/15	Parish Council	Approved Chief Administrative Officer Buddy Boe spoke on the matter.
		Council Discussion Mr. Boe spoke on the matter. Planning & Zoning Director Michael Albert spoke on the matter.
		Chairman Cochran requested Point of Order asking Councilman Hogan which ordinance he is referring to, the previous one that was adopted or the current proposed ordinance and asked him to get on with it.
		Mr. Albert spoke on the matter. Mr. Boe spoke on the matter.
10/19/15	Parish Council	Failed

12/5/16	Legislative Committee	Discussed.
	Speakers:	
	Mr. Philip Peyregne, Bayou Gauche	
	Mr. Michael Albert, Planning & Zoning Director	
	Parish President Larry Cochran	
	Mr. Robert Raymond, Legal Services Director	
12/12/16	Council Member(s)	Introduced
12/12/16	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
1/9/17	Parish Council	Public Hearing Requirements Satisfied
	Reported:	
	Councilman Hogan Recommended: Approval	
	Speakers:	
	Mr. Milton Allemand, Hahnville	
1/9/17	Parish Council	Postponed Indefinitely
1/9/17	Parish Council	Postponed Indefinitely
2/20/17	Council Member(s)	Introduced
2/20/17	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council
3/6/17	Parish Council	Public Hearing Requirements Satisfied
	Reported:	
	Councilman Hogan Recommended: Approval	
	Speakers:	
	Mr. Milton Allemand, Hahnville	
3/6/17	Parish Council	Postponed Indefinitely
	Council Discussion	
	Legal Services Director Robert Raymond spoke on the matter.	
3/6/17	Parish Council	Postponed Indefinitely
4/26/17	Legislative Committee	Discussed.
	Speakers:	
	Mr. Michael Albert, Planning & Zoning Director	

**S\* 4** 2017-0156

An ordinance to amend Appendix A St. Charles Parish Zoning Ordinance of 1981, Section X. Exceptions and modifications., to amend E. Outdoor Donation Bins and Collection Receptacles.

Sponsors:

Mr. Hogan

Legislative History

4/26/17	Legislative Committee	Discussed.
	Speakers:	
	Mr. Michael Albert, Planning & Zoning Director	
	Mr. Robert Raymond, Legal Services Director	
5/10/17	Council Secretary	Correspondence Sent to the Planning & Zoning Director to initiate the process to have the referenced placed on the June 1, 2017 Planning Commission Agenda.

6/1/17	Department of Planning & Zoning	Recommended Approval to the Planning Commission
6/1/17	Planning Commission	Recommended Approval to the Parish Council

**S\* 6** 2017-0155

An ordinance to amend the Code of Ordinances for St. Charles Parish, Appendix C. - St. Charles Parish Subdivision Regulations of 1981, IV. Design standards., to revise Section B. Sewage Systems., 1. Design Criteria., e., f., and h., and Section E. Miscellaneous., to remove 4. Construction Inspection.

Sponsors:

Mr. Hogan

Legislative History

4/26/17	Legislative Committee Speakers: Mr. Michael Albert, Planning & Zoning Director Mr. Clayton Faucheux, Public Works/Wastewater Director Mr. Lee Zeringue, Public Works Department	Discussed.
5/11/17	Council Secretary	Correspondence Sent to the Planning & Zoning Director to initiate the process to have the referenced placed on the June 1, 2017 Planning Commission Agenda.
6/1/17	Department of Planning & Zoning	Recommended Approval to the Planning Commission
6/1/17	Planning Commission	Recommended Approval to the Parish Council

**S\* 9** 2017-0197

An ordinance to amend the Code of Ordinances for St. Charles Parish, Appendix C. - St. Charles Parish Subdivision Regulations of 1981, II. Subdivision procedure. to revise Section E. Preliminary Plat Requirements., 4. Preliminary Plat Procedure, a.; to revise Section F. Subdivision Construction., 1. and to add 3., 4. a. and b., 5. a., b., c., and d.; and to revise Section G. Final Plat Requirements., 3. Final Plat/Additional Submission Requirements., e., and to remove f., g., and h.

Sponsors:

Mr. Hogan

Legislative History

5/11/17	Council Secretary to the Planning & Zoning Director to initiate the process to have the referenced placed on the June 1, 2017 Planning Commission Agenda.	Correspondence Sent
6/1/17	Department of Planning & Zoning	Recommended Approval to the Planning Commission
6/1/17	Planning Commission	Recommended Approval to the Parish Council

**Accommodations for Disabled**

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.

**2015-0370**

**INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN-AT-LARGE, DIVISION B  
ORDINANCE NO. \_\_\_\_\_**

An ordinance of the Parish of St. Charles providing that the Code of Ordinances, Parish of St. Charles, be amended by revising Chapter 16 Nuisances, Article III. Weeds, Grass, Etc., Section 16-26. Notice to Abate and Section 16-27. Abatement by parish to amend the abatement procedures related to the required notification period.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the Code of Ordinances, Chapter 16 Nuisances, Article III. Weeds, Grass, Etc., Section 16-26. Notice to Abate (a) be amended and add (a)(1) as follows:

**Section. 16-26. Notice to Abate**

(a) *By mail:* The parish shall notify, by certified mail, the owner, or his agent, of any property on which tall grass and/or trash may be located in violation of Section 16-25, to cut, destroy or remove such tall grass and/or trash from the premises involved, which notice shall be sent to the owner of such property (as shown on the latest assessment rolls of the parish) or to his agent. This notice will identify the property and notify the owner or his agent to perform any necessary work at his own expense within five (5) working days after receipt of the notice.

(1) The notice shall advise the owner or his agent that repeat violations, after having been provided notice as required in Section 16-26(a) within the preceding 12 months, shall only require notice by certified mail and the posting of a notice on the property, informing the owner or his agent, of the date after which the parish may take action to have the necessary work performed. The parish may proceed to have the necessary work done either by parish employees or an independent contractor immediately after the date noted in the certified mailing and posting on the property. The sending of the notice by certified mail and the posting of the property shall both occur on the same day. Each shall note the "must cut by date" which shall be the seventh (7<sup>th</sup>) day after the date of the mailing and posting.

**SECTION II.** That the Code of Ordinances, Chapter 16 Nuisances, Article III. Weeds, Grass, Etc., Section 16-27. Abatement by parish be amended as follows:

**Section. 16-27. Abatement by parish**

(b) If the required work is not done by the property owner or his agent within five (5) working days after receipt of written notice of a violation or within the time frame allotted with respect to a repeat violation noted in Section 16-26 (a)(1), the parish may proceed to have the necessary work done either by parish employees or an independent contractor.

If the written notice of a violation is returned to the parish un-receipted for any reason and at least five (5) working days have lapsed since the published notice, the parish may proceed to have the necessary work done either by parish employees or an independent contractor. If the written notice regarding a repeat violation is returned to the parish un-receipted for any reason after having been provided notice as required in Section 16-26(a) within the preceding 12 months, the parish may proceed to have the necessary work done either by parish employees or an independent contractor immediately upon its return. The owner will be charged a fee of two and one-half cents (\$0.025) per square foot of the lot cleaned. The contractor's fee for performing these services shall be at the rate of two cents (\$0.02) per square foot of the lot cleaned. In the event a mini-cleanup is required prior to performing the above services, a fee of forty dollars (\$40.00) per mini-cleanup plus actual disposal fees will be assessed, not to exceed ten (10) mini-cleanups per property in violation. On property where trash and/or debris accumulation is such that it requires heavy equipment, bulldozer, front-end loaders, etc., a fee of forty dollars (\$40.00) per cubic yard will be assessed and added to the actual disposal fees. An administrative fee of twenty-five dollars (\$25.00) may

be assessed on each invoice. The fees in this section shall be increased or decreased February first of each year by the change in CPI applicable to the U.S. cities average group, all urban consumers, all items, published by the U.S. Department of Labor, Bureau of Labor Statistics, for the preceding twelve-month period ending each November. The change shall become effective beginning with the period ending November 30, 2000. The department of finance shall notify the department of planning and zoning in writing annually of the revised fees.

An additional administrative fee of five hundred dollars (\$500.00) will be assessed to any property, with the exception of adjudicated property which is cut by the parish more than three (3) times in one (1) calendar year.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017, to become effective five (5) days after publication in the Official Journal.

2015-0370 Amend Chapter 16 Grass cutting (5-27-17) (L\_6-5-17)

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DLVD/PARISH PRESIDENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: \_\_\_\_\_

RETD/SECRETARY: \_\_\_\_\_

AT: \_\_\_\_\_ RECD BY: \_\_\_\_\_

**RS 33:1236.26**

§1236.26. Powers of the governing authorities of Pointe Coupee Parish, St. Charles Parish, St. John the Baptist Parish, and St. Landry Parish; nuisance ordinance regarding grass and obnoxious weeds; notice required

A. The governing authorities of the parishes of Pointe Coupee, St. Charles, St. John the Baptist, and St. Landry may amend ordinances to compel property owners to cut grass and obnoxious weeds on their property without the notice required in R.S. 33:1236(21)(a)(i) if the property owner liable has been notified pursuant to that Item at any time during the immediately preceding twelve months and has failed to do the work himself after an opportunity to do so.

B. Prior to undertaking such work, the governing authority shall file and record an affidavit, signed by the parish president or his designee, at its administrative office. Such affidavit shall include the following:

(1) A description of the property sufficient for reasonable identification.

(2) A photograph of the property sufficient to reasonably identify the unsafe or unsanitary condition and to justify the necessity for cutting, destroying, or removing weeds, grass, or other noxious growths.

(3) A statement that the property owner liable has within the past twelve months failed to do such work after notification and opportunity to do so pursuant to R.S. 33:1236(21)(a)(i).

Acts 1999, No. 415, §1; Acts 2015, No. 41, §§1, 2.

**2017-0156**

**INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN-AT-LARGE, DIVISION B  
ORDINANCE NO. \_\_\_\_\_**

An ordinance to amend Appendix A St. Charles Parish Zoning Ordinance of 1981, Section X. Exceptions and modifications., to amend E. Outdoor Donation Bins and Collection Receptacles.

- WHEREAS,** outdoor donation bins of questionable origin and purpose have been appearing throughout the parish; and,
- WHEREAS,** some outdoor donation bins are being placed on properties without authorization of the respective property owners; and,
- WHEREAS,** some bins appear to have no benefit other than profit; and,
- WHEREAS,** many outdoor donation bins are not regularly collected and become depositories for discarded items or uncollected refuse; and,
- WHEREAS,** it is necessary to establish regulations for outdoor donation bins within the parish.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the St. Charles Parish Code of Ordinances, Appendix A, Section X. Exceptions and modifications., E. is amended to read as follows:

- E. Outdoor donation bins and collection receptacles under 36 square feet in size and owned by or operated for the benefit of a non-profit corporation are exempt from permit requirements and locational restrictions when placed on commercial or industrial zoned properties and placed to allow for safe, convenient circulation by pedestrians and vehicles through the area and not impeding lines of sight or required parking area.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017, to become effective five (5) days after publication in the Official Journal.

2017-0156 Amend Code - Appendix A Sect X-Exceptions and Modifications E. Outdoor donation bins (5-3-17) (L6-5-17) PH

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DLVD/PARISH PRESIDENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: \_\_\_\_\_

RETD/SECRETARY: \_\_\_\_\_

AT: \_\_\_\_\_ RECD BY: \_\_\_\_\_



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**RECOMMENDATIONS AT A GLANCE**

PZO-2017-03 requested by Paul J. Hogan, PE, Councilman –At-Large, Div. B for an ordinance to amend Appendix A St. Charles Parish Zoning Ordinance of 1981, Section X. Exceptions and modifications., to amend E. Outdoor Donation Bins and Collection Receptacles.

**Planning Department Recommendation:**

Approval

**Planning Commission Recommendation:**

Approval

**INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN-AT-LARGE, DIVISION B  
ORDINANCE NO.**

An ordinance to amend the Code of Ordinances for St. Charles Parish, Appendix C. – St. Charles Parish Subdivision Regulations of 1981, IV. Design standards., to revise Section B. Sewage Systems., 1. Design Criteria., e., f., and h., and Section E. Miscellaneous., to remove 4. Construction Inspection.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the Code of Ordinances, Appendix C. – St. Charles Parish Subdivision Regulations of 1981, IV. Design standards., is hereby amended by revising Section B. Sewage Systems., 1. Design Criteria., e., f., and h., and Section E. Miscellaneous to remove 4. Construction Inspection as follows:

**AS WRITTEN:**

**IV. Design standards.**

**Section B. Sewage Systems.**

**1. Design Criteria.**

- e. House connections shall be a minimum of six (6) inches in diameter and shall be installed by the developer from the collection line to the property line of each lot. Individual service lines shall be provided for each lot.
- f. Subdivider shall provide sewer service connections with magnetic identification disks which can be located with Parish-owned equipment.
- h. As-built drawings on film/mylar shall be presented upon completion of appropriate testing (as per subsection II.E.3.e.).

**Section E. Miscellaneous.**

- 4. Construction Inspection. The Planning Department shall arrange for the inspection of construction improvements. The inspection shall be conducted by a licensed professional engineer registered with the State of Louisiana, either employed by the Parish or contracted through the Parish procurement process. The Planning Department shall be notified of subdivision construction activities a minimum of five (5) calendar days prior to the onset of any such construction.

The fee for construction inspection shall be the actual billed cost for any contracted inspection of a subdivision, or the fee shall be two and one-half (2½) times the direct salary cost of a Parish-employed engineer. The cost shall be borne by the subdivider and paid to the Parish prior to Council approval of the final plat.

**AS REVISED:**

**IV. Design standards.**

**Section B. Sewage Systems.**

**1. Design Criteria.**

- e. House connections shall be a minimum of six (6) inches in diameter and shall be installed by the developer from the collection line to the property line of each lot. Individual service lines sealed with a plug shall be provided for each lot located on the side of the street upon which the sewer main is located and a single line crossing the street with the use of a wye is permitted to service two lots. The minimum cover at the end of each sewer service line shall be thirty (30) inches with a maximum of forty-eight (48) inches above the edge of the roadway or top of curb where curbs are proposed (unless approved otherwise in writing on a case by case basis by the Director of Public Works/Wastewater to address special situations). "H/C" shall be stamped in curbs and sewer markers (which shall be submitted to the Parish for review and approval) shall be placed 12 inches off the edge of roadways without curbs, and shall be located perpendicular to the lots sewer house connection in straight roadways and radial to the lots sewer house connection in curved roadways.

- f. Subdivider shall provide a magnetic identification disk placed directly above each house connection which can be located with Parish-owned equipment. A 4" minimum diameter schedule 40 white PVC pipe shall be installed immediately in front of the house connection plug and shall extend no less than twenty-four (24) inches and no more than forty-eight (48) inches above the nearest edge of the roadway when curbs are not to be utilized or the nearest top of curb when curbs are to be constructed.
- h. As-built drawings shall be presented upon completion of appropriate testing (as per subsection IV.B.3.a). The sewer as-built drawings shall include measurements from each side lot line and from the edge of the paved roadway to the end of the house connection at the property line. The location of all house connections shall also be noted on the as-built drawings using stationing measured from the center of sewer manhole covers.

**Section E. Miscellaneous.**

4. ~~Construction Inspection. The Planning Department shall arrange for the inspection of construction improvements. The inspection shall be conducted by a licensed professional engineer registered with the State of Louisiana, either employed by the Parish or contracted through the Parish procurement process. The Planning Department shall be notified of subdivision construction activities a minimum of five (5) calendar days prior to the onset of any such construction.~~

~~The fee for construction inspection shall be the actual billed cost for any contracted inspection of a subdivision, or the fee shall be two and one half (2½) times the direct salary cost of a Parish employed engineer. The cost shall be borne by the subdivider and paid to the Parish prior to Council approval of the final plat.~~

**SECTION II.** That the foregoing provisions of this ordinance shall be included and incorporated in the Code of Ordinances of the Parish of St. Charles as an addition or amendment thereto, and the provisions shall be appropriately renumbered to conform to the uniform numbering system of the Code.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017, to become effective five (5) days after publication in the Official Journal.

2017-0155 Amend Code Appendix C-Subdivision Regs-IV, Design Standards B. E. (5-11-17) (L 6-5-17) PH

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DLVD/PARISH PRESIDENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: \_\_\_\_\_

RETD/SECRETARY: \_\_\_\_\_

AT: \_\_\_\_\_ RECD BY: \_\_\_\_\_

**RECOMMENDATIONS AT A GLANCE**

PZO-2017-05 requested by Paul J. Hogan, PE, Councilman –At-Large, Div. B for an ordinance to amend the St. Charles Parish Subdivision Regulations of 1981, to amend the sewer system design criteria and the subdivision construction inspection procedure.

**Planning Department Recommendation:**

Approval

**Planning Commission Recommendation:**

Approval

**INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN-AT-LARGE, DIVISION B  
ORDINANCE NO.**

An ordinance to amend the Code of Ordinances for St. Charles Parish, Appendix C. – St. Charles Parish Subdivision Regulations of 1981, II. Subdivision procedure. to revise Section E. Preliminary Plat Requirements., 4. Preliminary Plat Procedure, a.; to revise Section F. Subdivision Construction., 1. and to add 3., 4. a. and b., 5. a., b., c., and d.; and to revise Section G. Final Plat Requirements., 3. Final Plat/Additional Submission Requirements., e., and to remove f., g., and h.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the Code of Ordinances, Appendix C. – St. Charles Parish Subdivision Regulations of 1981, II. Subdivision procedure. is hereby amended by revising Section E. Preliminary Plat Requirements., 4. Preliminary Plat Procedure, a.; to revise Section F. Subdivision Construction., 1. and to add 3., 4. a. and b., 5. a., b., c., and d.; and to revise Section G. Final Plat Requirements., 3. Final Plat/Additional Submission Requirements., e., and to remove f., g., and h. as follows:

**AS WRITTEN:**

**II. Subdivision Procedure.**

**Section E. *Preliminary Plat Requirements.***

**4. Preliminary Plat Procedure.**

- a. Submission Procedure. An application for subdivision approval and the Preliminary Plat shall be submitted to the Director of Planning and Zoning from the record owner(s) of the property being subdivided. If the property is in the name of a corporation, a resolution authorizing the subdivision or authorizing an individual to request such approval shall be submitted. One (1) Mylar or film reproducible copy, five (5) original copies, and one (1) 11" x 17" Mylar or film reproducible copy of the Preliminary Plat shall accompany the application. Upon submission, the Preliminary Plat shall be stamped with the date of filing, and with an acknowledgment that the required filing fees have been paid.

**Section F. *Subdivision Construction.***

1. Approval Procedure—Planning Commission Approval Required. After receiving Commission approval of the Preliminary Plat and approval by the railroad company for installation of a new railroad crossing (if any) to be dedicated for public subdivision access, the Subdivider shall submit one (1) Mylar or film reproducible, and five (5) original copies of complete construction plans and specifications, and one (1) 11" x 17" Mylar or film reproducible copy of the site plan to the Department of Planning and Zoning for the area to be developed. The Department of Planning and Zoning shall keep the Mylar or film reproducible complete set, and 11" x 17" copy and shall distribute two (2) copies to the Department of Public Works and Wastewater, and one (1) copy to the Department of Waterworks.

Upon acceptance of the complete construction plans and specifications letters of no objection from the Directors of the Department of Public Works and Wastewater, the Department of Waterworks, the Contract Monitor (for street light plan), and Parks and Recreation (detailing the accepted recreation obligation), shall be forwarded to the Planning and Zoning Commission via the Department of Planning and Zoning. Upon receipt, the Planning and Zoning Commission shall, through the Department of Planning and Zoning, schedule a public hearing on the proposed construction approval for the subdivision. No construction work shall begin until formal construction approval by the Planning and Zoning Commission is granted.

Upon Construction Approval by the Planning and Zoning Commission, the Director of Planning and Zoning shall notify the Subdivider by registered letter that he may proceed with the construction of the proposed subdivision. This notification shall also include an itemized listing of all remaining subdivision development fees, which shall be due and payable to the parish at least fifteen (15) days prior to Final Plat consideration by the Council. The Subdivider is then obligated to inform the Director of Planning and Zoning in writing of his intention to proceed, so that arrangements may be made to monitor the installation of improvements.

**Section G. Final Plat Requirements.**

**3. Final Plat/Additional Submission Requirements.**

- e. One (1) film reproducible of the sanitary sewer system.
- f. One (1) film reproducible of the storm drainage system.
- g. One (1) film reproducible of the street lighting system.
- h. One (1) film reproducible of the water system.

**AS REVISED:**

**II. Subdivision Procedure.**

**Section E. Preliminary Plat Requirements.**

**4. Preliminary Plat Procedure.**

- a. Submission Procedure. An application for subdivision approval and the Preliminary Plat shall be submitted to the Director of Planning and Zoning from the record owner(s) of the property being subdivided. If the property is in the name of a corporation, a resolution authorizing the subdivision or authorizing an individual to request such approval shall be submitted. A PDF file and five (5) original full size (24" x 36") copies of the Preliminary Plat shall accompany the application. Upon submission, the Preliminary Plat shall be stamped with the date of filing, and with an acknowledgment that the required filing fees have been paid.

**Section F. Subdivision Construction.**

- 1. Approval Procedure—Planning Commission Approval Required. After receiving Commission approval of the Preliminary Plat and approval by the railroad company for installation of a new railroad crossing (if any) to be dedicated for public subdivision access, the applicant shall submit a PDF file and five (5) original full size (24" x 36") copies of complete construction plans and specifications, and a PDF file of the site plan to the Department of Planning and Zoning for the area to be developed. The Department of Planning and Zoning shall distribute the PDF file and two (2) copies to the Department of Public Works and Wastewater, the PDF file and one (1) copy to the Department of Waterworks, and the PDF file to the members of the Parish Council for informational purposes only.

Upon the Department of Planning and Zoning receiving letters of no objection to the complete construction plans and specifications from the Directors of the Department of Public Works and Wastewater, the Department of Waterworks, the Contract Monitor (for street light plan), and Parks and Recreation (detailing the accepted recreation obligation), the complete construction plans and specifications shall be forwarded to the Planning and Zoning Commission via the Department of Planning and Zoning. Upon receipt, the Planning and Zoning Commission shall, through the Department of Planning and Zoning, schedule a public hearing on the proposed construction approval for the subdivision. No construction work shall begin until formal construction approval by the Planning and Zoning Commission is granted, the developer is notified of the approval by

registered letter, and a Pre-Construction Review Meeting is held.

~~Upon Construction Approval by the Planning and Zoning Commission, the Director of Planning and Zoning shall notify the Subdivider by registered letter that he may proceed with the construction of the proposed subdivision. This notification shall also include an itemized listing of all remaining subdivision development fees, which shall be due and payable to the parish at least fifteen (15) days prior to Final Plat consideration by the Council. The Subdivider is then obligated to inform the Director of Planning and Zoning in writing of his intention to proceed, so that arrangements may be made to monitor the installation of improvements.~~

3. Subsequent to approval of Construction Plans by the Planning Commission and at least fourteen (14) days in advance of the Applicant's intent to commence subdivision construction activities, the Department of Public Works, the Department of Waterworks, and the Department of Planning and Zoning shall be notified by the Applicant in writing of the intent to commence subdivision construction so that a Pre-Construction Review Meeting may be scheduled and so that arrangements can be made to monitor the installation of improvements.
4. Pre-Construction Review Meeting: Upon receipt of the Applicant's written request to begin construction activities, the Department of Public Works shall notify the Applicant, the Department of Planning and Zoning, and the Department of Waterworks of the time and date of the mandatory Pre-Construction review meeting.

During the Pre-Construction Review meeting:

- a. An itemized listing of all remaining subdivision development fees shall be provided to the Applicant. The Applicant shall be advised that all outstanding fees must be paid to the Parish at least fifteen (15) days prior to Final Plat consideration by the Council.
  - b. At the conclusion of the Pre-Construction Review meeting, the Director of the Department of Public Works may issue a formal Notice to Proceed in writing for construction activities. In no event shall construction activities commence until such time that a formal Notice to Proceed is issued in writing.
5. Construction Inspection. The Department of Public Works shall arrange for the inspection of construction activities and infrastructure. The inspection arrangements shall be in place prior to the commencement of any work noted in the approved construction plans.
    - a. The inspection shall be conducted by a licensed professional engineer registered with the State of Louisiana contracted through the Parish procurement process.
    - b. The inspection direction/requirements shall be in accordance with an "Inspection Guidance" document that is to be prepared by the Department of Public Works and approved for use by resolution of the Parish Council.
    - c. The fee for construction inspection shall be the actual billed cost for any contracted inspection of a subdivision. The cost shall be borne by the Applicant and paid to the Parish prior to Council approval of the final plat.

- d. The various Parish departments have the right to perform inspections to address issues/conflicts which may arise during construction in order to approve modifications to the approved construction plans or to provide direction as may be needed.

**Section G. Final Plat Requirements.**

**3. Final Plat/Additional Submission Requirements.**

- e. ACAD drawings (file extension dwg.) on disk, PDF files, and Five (5) full size drawings of the sanitary sewer system, the storm drainage system, the street lighting system, and the water system.

**SECTION II.** That the foregoing provisions of this ordinance shall be included and incorporated in the Code of Ordinances of the Parish of St. Charles as an addition or amendment thereto, and the provisions shall be appropriately renumbered to conform to the uniform numbering system of the Code.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017, to become effective five (5) days after publication in the Official Journal.

2017-0197 Amend Code Appendix C-Subdivision Regs-E, F, and G. (5-11-17) (L\_6-5-17) PH

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DLVD/PARISH PRESIDENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: \_\_\_\_\_

RETD/SECRETARY: \_\_\_\_\_

AT: \_\_\_\_\_ RECD BY: \_\_\_\_\_



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**RECOMMENDATIONS AT A GLANCE**

PZO-2017-04 requested by Paul J. Hogan, PE, Councilman –At-Large, Div. B for an ordinance to amend the St. Charles Parish Subdivision Regulations of 1981, to amend the submission requirements for Preliminary Plat and the Construction Approval procedures.

**Planning Department Recommendation:**

Approval

**Planning Commission Recommendation:**

Approval