



Department of Planning & Zoning Staff Report – Special Permit Use Case No. 2025-3-SPU

APPLICATION INFORMATION

- **Submittal Date:** 5/22/25
- **Applicant / Property Owner**
Shelley Berthelot Villeret
522 Evangeline Road
Montz, LA 70068
- **Request**
Accessory Dwelling Unit (ADU)

SITE INFORMATION

- **Location:** 522 Evangeline Road, Montz
- **Size of Site:** 18,816.90 sq. ft.
- **Current Zoning and Land Use:** R-1A; site-built single-family house
- **Surrounding Zoning and Land Use**
R-1A; site located on a developed residential street. The area to the rear is undeveloped and partially wooded.
- **Future Land Use Recommendation**
Low-to-Moderate Residential: Single-family detached dwellings; attached dwellings such as duplexes, patio/zero-lot line homes and townhomes; and accessory units. Neighborhood retail, services, offices and institutions are also permitted in appropriate locations such as along transportation corridors or at intersections. (over six dwellings per acre)
- **Flood Zone & Minimum Building Elevation**
1992 Flood Insurance Rate Map: X Zone
2013 Digital Flood Insurance Rate Map: X
- **Traffic Access**
The site has 100 ft. of frontage along Evangeline Road where a 17 ft. wide driveway provides access. Plans show an expansion of the driveway alongside the primary dwelling and to the ADU in the rear.
- **Utilities**
Per the Parish GIS map, Parish water, gravity sewer, and drainage facilities are available along Evangeline Road.

Representatives from the Departments of Public Works, Wastewater, and Waterworks did not offer any objections to this request.

APPLICABLE REGULATIONS

Appendix A. Section VI. – Zoning District Criteria and Regulations

[I.] R-1A. Single family residential detached conventional homes—Medium density.

Policy statement: This district is composed of areas containing one-family dwellings constructed on a permanent foundation, connected to public utilities and which meet the architectural standards of a permanent residence. The district regulations are designed to protect the residential character of the areas by prohibiting all commercial activities; to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools and churches; and to preserve the openness of the areas by requiring certain minimum yard and area standards to be met.

1. Use Regulations:
 - a. A building or land shall be used only for the following purposes:

- (1) Site-built single-family detached dwellings
 - (2) Accessory uses
 - (3) Private recreational uses
 - b. Special exception uses and structures include the following:
 - (1) Parks, public libraries, fire stations, police or sheriff's stations or substations, and sewer pumping stations.
 - (2) Showing the operation of historic buildings and/or sites and their related activities, provided a certificate from the United States Department of Interior is furnished by the owner verifying that the building and/or site is on the National Register of Historic Places.
 - (3) Accessory uses to golf courses and country clubs limited to the following:
 - art studios
 - churches and religious institutions
 - commercial recreation facilities
 - commercial schools
 - personal service businesses, examples include but are not limited to beauty shops and barber shops, acupuncture, and massage services
 - professional offices, examples include but are not limited to doctors, dentists, engineers, architects, landscape architects, plan services, realtors, insurance
 - restaurants and cafeterias
 - c. Special permit uses and structures include the following:
 - (1) Child care centers.
 - (2) Public and private schools (except trade, business, and industrial).
 - (3) Golf courses (but not miniature courses or driving ranges), country clubs, and accessory commercial uses on such properties.
 - (4) Educational, religious and philanthropic institutions. These buildings must be set back from all yard lines a distance of at least one (1) foot for each foot of building height.
 - (5) Modular, panelized and precut homes, provided that they are placed on a permanent foundation.
 - (6) *Reserved.*
 - (7) Private commercial access roads, upon review by the Planning Commission and supporting resolution of the Council.
 - (8) Accessory dwelling units upon approval by the Planning Commission and supporting resolution of the Council.**
 - (9) Garden Home Developments in accordance with Section VII Supplemental Regulations upon review and recommendation of the Planning Commission and supporting resolution of the St. Charles Parish Council.
2. Spatial Requirements:
- c. Accessory buildings:
 - (1) An accessory building may occupy no more than twenty-five (25) percent of the required rear yard.
 - (2) The accessory building shall not exceed two-story construction.
 - (3) Minimum setback of accessory buildings including overhangs, shall be three (3) feet.**
 - (4) Nonresidential accessory buildings shall not be permitted.

Appendix A. Section VII. – Supplemental Use and Performance Regulations

1. The following uses are subject to the regulations set forth herein:

Accessory buildings.

- a. Residential accessory buildings are allowed only in the side and rear yards.
- b. An accessory building may be connected to the principal building via an unenclosed breezeway not exceeding eight (8) feet in width.
- c. Accessory buildings must be three (3) feet from the principal building, measured from any existing overhangs (not including breezeways).
- d. The following shall not be permitted as accessory buildings in residential zones: storage containers, cargo containers, ship to shore containers or any form of a modified delivery type container which is normally mounted or transferred on a vehicle or is designed for or capable of being mounted on a chassis for movement.

Accessory dwelling units.

- a. *Purpose.* To offer a wider range of housing options within residential zoning districts.
- b. *Design and development standards for all accessory dwelling units (ADU).*
 - i. There shall be no more than one (1) ADU permitted per lot.
 - ii. No ADU will be permitted without a primary building.
 - iii. An ADU may consist of part or all of a detached accessory structure or it may consist of a portion of the primary structure.
 - iv. There shall not be more than one (1) bedroom in an ADU.
 - v. An ADU shall use the electrical service of the primary structure.
 - vi. The owner of the property on which the ADU is to be created shall occupy the primary dwelling unit.
 - vii. Setbacks for ADUs developed as part of the principal structure are the same as the underlying zoning district.
 - viii. Setbacks for ADUs developed as detached structures shall meet the setbacks for accessory structures for the underlying zoning district.
 - ix. The floor area of the ADU is limited to fifty (50) percent of the floor area of the primary dwelling unit, not to exceed one thousand two hundred (1,200) square feet.
 - x. ADUs require one (1) off-street parking space in addition to the parking requirements of the underlying zoning district.

Appendix A. Section IV.

A. *Evaluation Criteria* – those uses requiring approval for either a *Special Exception* or a *Special Permit Use* shall be evaluated by the criteria below. These criteria are to be considered illustrative and not restrictive. Other criteria may be considered though not specifically listed below if said criteria affect the general health, safety, and welfare of the public.

1. Compliance with the current St. Charles Parish Comprehensive Plan.

- 2. Compatibility with existing uses on abutting sites in terms of site development, building design, hours of operation, and transportation features related to safety and convenience of vehicular and pedestrian circulation.
- 3. Adequacy and convenience of off-street parking and loading facilities and protection of adjacent property from glare of site lighting.
- 4. Potentially unfavorable impacts on other existing uses on abutting sites to the extent such impacts exceed those impacts expected from a permitted use in the zoning district.
- 5. Protection of persons and property from erosion, flood or water damage, fire, noise, glare, and similar hazards or impacts.
- 6. A site development plan shall be required as part of the application process. The following design criteria shall be evaluated on the plan:
 - a. Required yards and open space
 - b. Ingress and egress to property
 - c. Parking and loading areas
 - d. Location of garbage facilities
 - e. Landscaping, buffering, and screening
 - f. Signage
 - g. Height and bulk of structures
 - h. Location and direction of site lighting

SPU CRITERIA COMPLIANCE

The proposal meets the criteria as follows:

1. *Compliance with the current St. Charles Parish Comprehensive Plan.*

The site is under the Low-to-Moderate Density Residential Future Land Use designation, which accounts for accessory units as an appropriate development type. **Complies**

2. *Compatibility with existing uses on abutting sites in terms of site development, building design, hours of operation, and transportation features related to safety and convenience of vehicular and pedestrian circulation.*

The proposal would see the removal of an existing detached garage located in the rear of the site and the ADU constructed in its place. The existing driveway would be expanded and extended into the rear of the site to accommodate the ADU. These improvements are typical of residential areas and compatibility with abutting sites will be maintained. **Complies**

3. *Adequacy and convenience of off-street parking and loading facilities and protection of adjacent property from glare of site lighting.*

Dedicated loading facilities are not required for this use. The site is developed with a driveway which can currently accommodate the two (2) parking spaces required for the primary home in addition to the one (1) required for the ADU. But further expansion and extension of the driveway is proposed. **Complies**

4. *Potentially unfavorable impacts on other existing uses on abutting sites to the extent such impacts exceed those impacts expected from a permitted use in the zoning district.*

The R-1A district primarily permits site-built single-family houses. While ADUs allow for an additional, separate dwelling on a single lot, the restrictions placed on ADUs limit their impact on abutting sites. Additionally, the improvements proposed as part of this request are typical for residential areas, further minimizing the impact this ADU could have. **Complies**

5. *Protection of persons and property from erosion, flood or water damage, fire, noise, glare, and similar hazards or impacts.*

Building code requirements will be enforced as part of the permitting process. Noise impacts are not expected from this type of development, but the noise ordinance will provide for any enforcement necessary should it occur. **Complies**

6. *A site development plan shall be required as part of the application process. The following design criteria shall be evaluated on the plan:*

- a. *Required yards and open space.* The current lot configuration dates to how the area was originally platted, with the site spread across multiple smaller individual lots, including a 10 ft. reserved strip across the rear. As a result of replacing the existing garage, the new ADU structure would cross lot lines and applicable setbacks would not be met, specifically the three (3) ft. setback applied to accessory buildings. The applicable setbacks can be met upon consolidation of all lots through an Administrative Resubdivision. **Does Not Comply**
- b. *Ingress and egress to property.* Access from Evangline Road is available from an existing driveway, which will be expanded to further accommodate the ADU. **Complies**

- c. *Parking and loading areas.* A loading area is not required for this type of use. The home is developed with a driveway providing the minimum two (2) parking spaces for the primary residence plus the one (1) space required for an ADU. This will be expanded to further accommodate the ADU. **Complies**
- d. *Location of garbage facilities.* The ADU will utilize standard municipal garbage collection which does not require a dedicated facility. **N/A**
- e. *Landscaping, buffering, and screening.* Landscaping or buffering is not required. **N/A**
- f. *Signage.* **N/A**
- g. *Height and bulk of structures.* ADUs are limited to 50% of the square footage of the primary dwelling or 1,200 sq. ft. max., and one (1) bedroom. The square footage of the primary home is approximately 2,217 sq. ft., allowing up to a 1,108.5 sq. ft. ADU. The submitted site plan shows the ADU consisting of 1,092 sq. ft. and a single bedroom. **Complies**
- h. *Location and direction of site lighting.* Site lighting is not proposed in a way that would have an adverse effect on adjacent properties. **N/A**

ANALYSIS

This request for an Accessory Dwelling Unit (ADU) meets nearly all applicable review criteria for a Special Permit Use. It meets all criteria gauging general compatibility with the area along with regulations specific to ADUs.

As noted above, setback requirements are not met, and the ADU would cross lot lines due to the site being developed across multiple smaller lots. This can be addressed by consolidating all lots into a single development site through an Administrative Resubdivision.

DEPARTMENT RECOMMENDATION

Approval, with the following stipulation:

- **To allow the ADU to meet applicable setbacks all lots must be consolidated through an Administrative Resubdivision prior to the issuance of a building permit.**

If the Planning Commission approves this request, it will be forwarded to the Parish Council.