

1 **INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT**
2 **(DEPT. OF PLANNING & ZONING)**

3
4 **ORDINANCE NO. _____**

5 An Ordinance to amend Ordinance 81-10-6, the St. Charles
6 Parish Zoning Ordinance of 1981, as amended, Section VI. –
7 Zoning district criteria and regulations; Section VIII. – Site
8 design requirements; Section XXI. – Sign Regulations to add
9 the Highway 90 Corridor Overlay Zone (COZ), add criteria for
10 site plans and site plan review, and add recommended sign
11 definitions.

12 **WHEREAS,** the St. Charles Parish 2030 Comprehensive Plan Update, Action Plan item
13 CC 1.3 directs the Parish to “conduct a corridor plan for Highway 90 to
14 address design standards for the corridor” (p. 163); and,

15 **WHEREAS,** on April 24, 2023 Ordinance 23-4-12 was adopted authorizing the execution
16 of a Professional Services Agreement with N-Y Associates, Inc. to develop
17 a Highway 90 Overlay Zone; and,

18 **WHEREAS,** N-Y Associates in coordination with the Department of Planning and Zoning
19 developed the recommendations detailed in the document titled St. Charles
20 Parish Corridor Overlay Zone (COZ), revised 6/07/24; and,

21 **WHEREAS,** recommendations include design standards specific to the Highway 90
22 corridor between the I-310 North on-ramp in Boutte and Willowdale
23 Boulevard in Luling, improved standards for site plans and the site plan
24 review process for applicable projects Parish-wide, and adding
25 corresponding definitions to the St. Charles Parish sign regulations; and,

26 **WHEREAS,** adoption of the proposed Corridor Overlay Zone would fulfill Action Plan
27 item CC 1.3 and further implementation of the St. Charles Parish 2030
28 Comprehensive Plan Update; and,

29 **WHEREAS,** the Planning and Zoning Department recommended approval of these
30 amendments; and,

31 **WHEREAS,** the Planning and Zoning Commission recommended approval of
32 these amendments at its regular meeting on July 11, 2024.

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

34 **SECTION I.** That the Code of Ordinances, Appendix A, Section VI. – Zoning district
35 criteria and regulations is amended with new text underlined and deleted text in
36 strikethrough:

37 **L. Corridor Overlay Zone (COZ)**

38 **1. General**

39 **1.1 Purpose**

40 The purpose of the Corridor Overlay Zone (COZ) is to revitalize
41 transportation corridors for the citizens of St. Charles Parish by
42 superimposing an overlay zone with standards for facade,
43 landscaping and buffering, signs and other design elements to
44 improve appearance, function, safety and resilience. These design
45 elements are intended to reduce the amount of paved surface,
46 increase landscaping to beautify the corridor, guide traffic, minimize
47 the impact of development on the parish drainage system, provide
48 buffers to neighboring residences, upgrade the façade of commercial
49 structures, reduce sign clutter, and coordinate signage with green
50 space. The COZ requirements are triggered by new construction and
51 major renovation or additions.

52 **1.2 District Limits**

53 The Highway 90 COZ includes all lots either directly abutting or
54 accessed from U.S. Highway 90 between the I-310 North on-ramp in
55 Boutte and Willowdale Boulevard in Luling.

56 **1.3 Applicability**

57 **1.3.1.** The COZ superimposes design elements and sign standards in
58 addition to requirements set in the underlying zoning district.
59 Development and structures within the overlay zone must
60 conform to the requirements of both the zoning district and the
61 overlay zone, or the more restrictive of the two.

62 1.3.2. Development activities that involve new construction, major
63 renovation or addition, or change in permitted uses that
64 requires an increase in the number of parking and loading
65 spaces trigger compliance to the COZ, as set in Section VI (B),
66 Implementation and Administration of this ordinance.

67 1.3.3. Permitted Uses

68 a. Permitted uses within the COZ shall be those uses allowed
69 in the underlying zoning district.

70 b. All permitted uses except single-family and two-family
71 dwellings shall be required to comply with the COZ.

72 1.3.4. Height Regulations

73 Height regulations in the COZ shall be set by the underlying
74 zoning district.

75 1.3.5. Area Regulations

76 Area regulations for front, side and rear yards and lot area shall
77 be set by the underlying zoning district.

78 2. Parking Requirements

79 2.1. Off-street parking requirements, including the landscaping thereof,
80 are set in Section 3, Design Standards, of this ordinance and Section
81 VIII, Site Plan Review and Design Requirements of the St. Charles
82 Parish Zoning Ordinance.

83 2.2. In addition, parking spaces shall be oriented so that no vehicle is
84 required to back directly into the highway or street right-of-way.

85 3. Design Standards

86 Design standards in the COZ are intended to improve the quality and
87 functionality of development as outlined under 1.1 Purpose of this
88 ordinance.

89 3.1. Landscaping and Buffering

90 Landscaping and buffering provisions set in this section of the COZ
91 are in addition to general landscaping standards established in
92 Section VIII, Site Plan Review and Design Requirements of the St.
93 Charles Parish Zoning Ordinance.

94 3.1.1. General

95 a. All landscaping materials within the COZ shall be in
96 accordance with standards for size, height, diameter at
97 breast height and species set in Section VIII, Site Plan
98 Review and Design Requirements of the St. Charles Parish
99 Zoning Ordinance.

100 b. Maintenance Plan

101 i. A maintenance plan for landscaping and buffering shall
102 be required for major development activities within the
103 COZ. The maintenance plan shall contain a schedule of
104 regular waterings, fertilization, removal of dead
105 vegetation, and replacement with similar plantings to the
106 original approved landscaping plan. The maintenance
107 plan should also address repair or replacement of
108 damaged fences or walls required in the COZ. The
109 maintenance plan shall be submitted to the Planning
110 Department for approval prior to the issuance of a
111 building permit.

112 ii. Following issuance of the permit and proper installation
113 of the landscaping and buffering, the property owner
114 shall be required to follow the approved maintenance
115 plan. If dead vegetation is not replaced, and/or damaged
116 fences or walls are not repaired or replaced within thirty
117 (30) days of being notified by St. Charles Parish officials,
118 the property owner shall be placed in violation of the
119 zoning ordinance and fined accordingly.

- 120 c. All landscaped areas shall contain a minimum six-inch (6")
121 barrier curb to protect and demarcate vegetation.
122 d. The developer shall be credited with preserving existing
123 mature trees on the development site of a significant species
124 as determined by the Planning Director. For every mature
125 tree or group of mature trees preserved and incorporated
126 into the required COZ landscaping plan, the required number
127 of trees that must be planted may be reduced by a one-to-
128 one ratio.

129 **3.1.2. Perimeter**

- 130 a. All required yards shall be landscaped in the COZ.
131 Landscaped areas shall contain a minimum of one (1) tree
132 for every thirty-five feet (35') of linear lot frontage or portion
133 thereof. Additionally, all landscaped areas shall contain one
134 (1) shrub for every ten feet (10') of linear lot frontage or
135 portion thereof. The required number of shrubs may be
136 grouped.
137 b. No building or structure, parking or paving shall be allowed
138 in the required front yard except for sidewalks or approved
139 driveways connecting the development site to the adjacent
140 highway or street.
141 c. Side yards may contain access driveways to connect
142 adjacent development sites for the purpose of improving
143 access management.

144 **3.1.3. Interior**

- 145 a. In order to distribute landscaping throughout the interior of
146 the development, one (1) landscaped island shall be
147 provided for every twenty-four hundred square feet (2400
148 SF) or portion thereof, consisting of a minimum size of ten
149 feet (10') by twenty feet (20').
150 b. Each required landscaped island shall contain a minimum of
151 one (1) tree, three (3) shrubs and groundcover or mulch.

152 **3.1.4. Residential Buffering**

- 153 a. A minimum 10-foot buffer shall be required when
154 commercial uses abut residential areas with screening
155 consisting of a wood, brick or masonry fence or wall seven
156 feet (7') in height and trees planted every thirty-five feet (35')
157 or portion thereof.
158 b. For large commercial structures of 25,000 (twenty-five
159 thousand) square feet or more, additional landscaping and
160 buffering may be required as determined by the Planning
161 Director.

162 **3.2. Façade**

163 These façade standards are intended to develop visually interesting
164 architectural features and patterns and a higher quality of design for
165 commercial buildings along the corridor. This includes but is not
166 limited to the use of roofing materials appropriate to the architectural
167 style of the building, transparent features that avoid fortress-like,
168 uninviting front building facades, and clearly defined, highly visible
169 building entrances featuring awnings and other architectural features.

170 **3.2.1. Exterior Building Materials**

- 171 a. All building facades shall be constructed of one or a
172 combination of brick, concrete aggregate, stucco, glass,
173 wood or decorative/faced concrete and masonry.
174 b. No portion of a building shall be constructed of plain,
175 unfaced concrete masonry units, corrugated and/or sheet
176 metal, or mirrored glass.

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- c. Large monolithic or solid building facades visible to the corridor or public rights-of-way shall be prohibited. Variations in building facades in materials, color, projecting or recessed forms and/or texture may be employed to break up building forms and wall surfaces at a minimum of every fifty (50) feet.
- d. Moldings, cornices, shutters, metalwork and other decorative features in scale with the development are encouraged.
- e. All commercial buildings shall be architecturally finished on all four sides with the same materials, color, detailing and features, except if the rear face contains two rows of trees planted on the perimeter behind the building. In this case, the architectural finish of the building need only match the remainder of the building in color.
- f. Additions to existing structures may be constructed with the same type of material that is on the primary building, provided it matches the existing building material in color, size and thickness.

3.2.2. Exterior Colors

- a. All building elevations shall be finished with complimentary neutral, cream or non-reflective earthtone colors.
- b. No more than twenty percent (20%) of any building elevation may be finished with bright primary or secondary colors. These colors shall be limited to use on accent features including but not limited to window and door frames, moldings, cornices, and awnings.
- c. This percentage may be modified upon approval by the Planning Director in special cases if the building's elevation maintains sufficient visual continuity.

3.2.3. Roofs

- a. Slate, synthetic slate, architectural grade fiberglass shingles, cement-like shingles and standing seam metal roofs are permitted.
- b. Earth tone colors such as black, gray, brown, dark green or other earth tone colors are permitted.
- c. Regardless of material, bright or glaring roof colors are not permitted.

3.2.4. Transparency

- a. At least thirty-five percent (35%) of the front façade shall be transparent, including doorways.
- b. Windows and doors shall not be obscured by signage or other impediments.

3.2.5. Building Entrances

- a. Backlit or plastic awnings are not permitted.

3.2.6. Canopies

- a. Building and roof materials for canopies shall match building materials used in the primary building.
- b. The height of canopies shall not exceed the height of the primary building.
- c. Canopy supports shall be proportional to the design and canopy size.
- d. Canopy colors shall blend in with and be consistent with the primary building.
- e. Bright or glaring colors are not permitted.
- f. Canopy lighting must be designed to minimize glare from fixtures and installed to prevent spill over onto the corridor or adjacent properties.

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3.3. Accessory Facilities and Features

3.3.1. Light Fixtures

- a. The maximum height for any light fixture is twenty-five (25) feet.
- b. Lighting shall be oriented inward, toward the development or structures, to minimize intrusion into surrounding property.
- c. Light fixtures shall be incorporated within landscaped areas.

3.3.2. Service Areas and Waste Containment

- a. Service bays, loading and unloading areas, dumpsters and waste containment areas shall be located outside of the front yard. When these areas are adjacent to residential development, a minimum 10-foot setback with fencing and landscaping is required as set under item 3.1.4 of this ordinance.
- b. Service bays, loading and unloading areas, dumpsters and waste containment areas shall be screened by a wood, brick, or masonry fence with a minimum height of seven feet (7'). This fence is in addition to perimeter landscape requirements set in this section. Only one (1) fence is required if mechanical equipment and utility cabinets are located adjacent to the service area.
- c. Service bays, loading and unloading areas, dumpsters and waste containment areas shall be oriented in such a way that in the process of loading and unloading, no vehicle will block the passage of other vehicles on the service drive or extend into any other public or private street.
- d. All dumpsters and waste containment areas shall comply with the requirements of Chapter 10, Garbage and Trash, of the St. Charles Parish Code of Ordinances. In situations where the regulations of that chapter and the regulations of this article are in conflict, the more restrictive shall apply.

3.3.3. Drive Thru Facilities

Drive-thru facilities shall be located to the side or rear of the structure.

3.3.4. Outdoor Storage Areas

Outdoor storage and permanent display areas shall be located behind the primary front building line of the principal structure.

3.3.5. Mechanical Equipment and Utility Cabinets

- a. Mechanical equipment and utility cabinets shall be located on the roof or at the rear of the building if ground-mounted equipment is used.
- b. Roof parapet or roof forms are encouraged as an effective screen for mechanical equipment mounted on the roof.
- c. If ground mounted, mechanical equipment and utility cabinets shall be screened by a wood, brick, or masonry fence or wall with a minimum height of seven (7) feet. This fence is in addition to perimeter landscape requirements set in this section.

4. Sign Regulations

The sign regulations are designed to reduce the size, height and number of signs and integrate detached signage within landscaped areas while providing for the identification of businesses within the corridor. The COZ sign regulations are in addition to Section XXI, Sign Regulations of the St. Charles Parish Zoning Ordinance and whichever is more restrictive shall apply. A summary table of COZ sign regulations is included at the end of this section.

4.1. Detached Signs

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4.1.1. Primary Detached Sign

- a. One (1) primary on-premise detached sign shall be allowed per development in the COZ, either as a ground or monument sign. The allowable area for the detached sign shall be calculated at one square foot (1 SF) for each one-foot (1') of linear site frontage or portion thereof up to three hundred square feet (300 SF), whichever is less. The maximum height of the detached sign shall be twenty-five feet (25').
- b. The detached sign must be located within a landscaped area.
- c. Detached signage shall complement the building's architectural style with respect to shape, color and materials.
- d. The primary detached sign may be multi-faced. The allowable sign area for a multi-faced detached sign is divided across each sign face. For a sign allowed the maximum 300 square feet of sign area, each face of a double-faced sign may consist of 150 square feet.

4.1.2. Monument Sign

- a. If the primary on premise sign is a monument, the allowable area shall be calculated at one square foot (1 SF) for each one-foot (1') of linear site frontage or portion thereof up to two hundred square feet (200 SF), whichever is less. The maximum height shall be ten feet (10').
- b. The square footage of the support structure of the monument shall be included in the measurements to calculate the maximum allowable sign area.
- c. If a monument sign is employed as the primary detached sign, the development is allowed an additional twenty percent (20%) in attached signage.
- d. No other primary detached sign shall be permitted.

4.1.3. Accessory Detached Signs

Accessory detached signs including directional, menu boards and electronic message center signs, may be allowed to support the functionality of the development:

a. Directional Signs

Each development site may have up to two (2) directional signs to demarcate the entrance and exit to and from the site at a maximum height of four feet (4') and no more than four square feet (4 SF) each in area.

b. Menu Boards

Each development site may have up to two (2) menu boards for drive-through facilities at a maximum height of ten feet (10') and no more than twenty square feet (20 SF) in area. If the menu boards are oriented on the same side of the property as residential development, the additional landscaping requirements specified under item 3.1.4 of this ordinance apply. Additionally, the menu boards must be visibly and audibly buffered so as not to intrude on the residential development.

c. Electronic Message Center

One (1) electronic message center sign may be permitted in the COZ, provided the electronic message sign is physically integrated into the primary detached sign and contains no more than twenty-five percent (25%) of the allowable detached sign area. Additionally, the electronic message sign shall not contain text that flashes, or rotates.

4.2. Attached Signs

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4.2.1. Primary Attached Signs

- a. Attached signage shall be allowed at one square foot (1 SF) for each two feet (2') of linear primary building frontage not to exceed three hundred square feet (300 SF). The attached sign area is calculated by combining the areas of all of the signs that are physically attached to the primary building face.
- b. Additional attached signage is allowed on the primary building frontage on building sites with greater setbacks from rights-of-way as follows:
 - 100 to 199-foot setback: 20% of the linear primary building frontage
 - 200-foot plus setback: 25% of the linear primary building frontage

4.2.2. Accessory Attached Signs

- a. Accessory Attached Sign on Corner Lot
In addition to the main attached signage noted above, a smaller attached sign may also be permitted on the secondary building face located on a corner lot. The allowable secondary attached sign may be permitted at one square foot (1 SF) for each two feet (2') of linear secondary building frontage, not to exceed one-hundred square feet (100 SF).
- b. Address Sign
All developments shall provide an address sign to identify the physical address of the building for emergency services. This mandatory address sign shall be prominently located at the primary entrance of the building at a minimum of six inches (6") in height with an area no larger than six square feet (6 SF).
- c. Incidental Signs
 - i. Incidental small attached signs may also be permitted in the COZ. These incidental signs include a small attached sign or signs at the primary door or entrance to the building at a maximum total allowable area of four-square feet (4 SF) to identify the name of the business, contact information, hours of operation and/or whether the business is opened or closed. These small incidental signs are not to be included the main attached sign area.
 - ii. In order to eliminate clutter within the COZ, window signs will not be considered incidental signs and are prohibited.
- d. Other Accessory Attached Signs
Other accessory attached signs that may be included in the total allowable attached sign area are fascia, marquee, awning and wall signs.

4.3. Temporary Signs

Temporary signs shall be allowed in the COZ under provisions set in Section XXI, Signs To Be Allowed Without A Permit, of the St. Charles Parish Zoning Ordinance.

4.4. Non-Conforming Signs

Signs permitted legally prior to the implementation of the COZ shall be considered non-conforming for the purposes of this ordinance. Changes to existing legal non-conforming signs that trigger compliance are specified under item 5.2.6 of this ordinance.

4.5. Prohibited Signs

- The following signs shall be prohibited in the COZ:
- General advertising or off-premise signs

- 409 - Flashing, moving or rotating signs
- 410 - Portable signs
- 411 - Projecting signs
- 412 - Window signs
- 413 - Banner signs, unless allowed as a temporary sign for a limited
- 414 time frame
- 415 - Signs not supported by a sign structure or not located on an
- 416 exterior wall of a primary building, such as signs affixed to
- 417 fences, etc.
- 418 - Signs not specified as permitted detached or attached signs in
- 419 the COZ

SUMMARY TABLE OF COZ SIGN REGULATIONS

Type	No.	Height	Area
ON-PREMISE DETACHED SIGNS			
Ground Sign	1	25'	Up to 300 SF based on linear site frontage, double faced signs maximum 150 SF each face.
Monument Sign		10'	Up to 200 SF based on linear site frontage, allowed additional attached signage with a monument detached sign.
Directional Signs	2	4'	4 SF
Menu Boards	2	10'	20 SF per sign, must be located outside of the required yard areas and visually and audibly buffered from residential development.
ATTACHED SIGNS			
Primary Attached Sign	NA	NA	Up to 300 SF, based on primary linear building frontage Additional sign area allowed with larger setbacks: 100 – 199-foot setback: 20% of the primary linear building frontage 200-foot plus setback: 25% of the primary linear building frontage
ACCESSORY ATTACHED SIGNS			
Corner Lot			Smaller secondary sign up to 100 SF, based on the secondary linear building frontage
Address			Up to 6 SF
Incidental			Up to 4 SF
Other			Included in allowable primary attached sign area

5. Implementation and Administration

5.1. Existing Developments and Structures

Developments and structures existing prior to adoption of the COZ that do not undergo new construction, major renovation or additions shall be deemed legally non-conforming with respect to the COZ.

5.2. Triggers for Compliance

Any of the following development activities on property located within the COZ shall trigger compliance to the COZ requirements:

5.2.1. New construction, including support buildings, outparcels and structures.

5.2.2. Renovation to 50 percent or more of the gross floor area of the existing development.

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5.2.3. Addition that equals 50 percent or more of the gross floor area of the existing development, including the construction of parking lots.

5.2.4. Change in permitted uses that requires an increase in the number of parking and loading spaces.

5.2.5. Building or Structures Destroyed by Fire, Storm, or Other Acts of God:

Legal non-conforming structures that are destroyed by fire, storm or other acts of God may be rebuilt within the COZ provided the restoration is accomplished within one year from the date of the destruction and there is no increase in the building footprint immediately prior to the damage. Redevelopment of the subject site must also follow the COZ requirements to the greatest extent practicable with due consideration of provisions for space limitations of existing structures and improvements set under item 5.3 of this ordinance.

5.2.6. Non-Conforming Signs

- a. Renovation of 50 percent or more of the existing sign(s).**
- b. Damage to 50 percent or more of the existing sign(s) by fire, storm or other Acts of God.**
- c. Reconstruction, alteration or any mechanical modifications of existing sign(s) including permitted electrical work.**
- d. Routine maintenance of existing signs is permitted including changing the face(s) of the sign(s).**
- e. Non-conforming signs left abandoned for more than 12 months must be removed or brought into conformance with the sign requirements of the COZ.**

5.3. Space Limitations of Existing Structures

The COZ shall provide flexibility for major renovation or additions to development existing prior to its implementation. When any of the conditions for compliance listed under item 5.2 paragraphs 5.2.2 to 5.2.4 above are triggered, an existing development or structure shall comply with COZ requirements to the maximum extent practicable subject to space limitations of existing structures and improvements in accordance with the general intent of the COZ. Removal of an existing structure or required legal off-street parking space will not be required in order to comply with the COZ.

5.4. Changes to Multi-Tenant Centers

5.4.1. When a multi-tenant center undergoes any of the development activities triggering compliance to the COZ in accordance with item 5.2 of this ordinance, the owner of the multi-tenant center must submit a master plan to the Planning Director demonstrating how planned improvements to the development site will meet COZ requirements.

5.4.2. Minor interior improvements to individual tenant spaces within the multi-tenant center that do not impact the exterior appearance or footprint of the multi-tenant center will not be considered a trigger for compliance to the COZ.

5.5. Site Plan Review

Site plan review is required for developments and structures within the COZ when any of the development activities listed under item 5.2 of this ordinance trigger compliance. Prior to the issuance of a building permit, complete site plans with the information required in Section VIII, Site Plan Review and Design Requirements, of the St. Charles Parish Zoning Ordinance shall be submitted to the St. Charles Parish Department of Planning and Zoning for review. Section VIII of the zoning ordinance also specifies the required site plan approval

493 process, minor changes or amendment to a site plan, and phased
494 development.

495 **6. Enforcement**

496 Any deviation from an approved COZ site plan shall be considered a
497 violation of the St. Charles Parish Zoning Ordinance and subject to the
498 penalties imposed in Section XII, Violation and Penalty therein.

499 **7. Appeal**

500 Appeal of a decision of the Planning Director regarding the COZ shall be
501 directed to the St. Charles Parish Planning Commission.

502 **SECTION II.** That the Code of Ordinances, Appendix A, Section VIII. – Site design
503 requirements is hereby amended with new text underlined and deleted text in
504 strikethrough:

505 Section VIII. Site **Plan Review and** design requirements.

506 *Purpose:* The regulations of this section are intended to ensure the safe, orderly, and
507 convenient development of the built environment.

508 *Applicability:* The requirements of this section shall apply to new construction. For
509 existing sites and redevelopment the requirements of this section shall apply to all
510 additions of fifty (50) percent or more to the floor area. For existing sites and
511 redevelopment with additions of less than fifty (50) percent of the floor area, the
512 Zoning Regulatory Administrator shall determine the applicability of this section to
513 the required site plan.

514 **A. Site Plan Submittals**

515 Prior to the issuance of a building permit, complete site plans with the following
516 information shall be submitted to the St. Charles Parish Department of Planning
517 and Zoning for review:

- 518 1. Name, address, email and phone number of the property owner.
- 519 2. Name, address, email and phone number of the designated agent or
520 representative of the property owner.
- 521 3. Certified survey with a north arrow, bounding streets, existing and
522 proposed servitudes and rights-of-way, name of subdivision, lot and
523 square number, and the physical address of the subject property.
- 524 4. Proposed and existing structures with the square footage of each
525 structure, square footage of development as a whole and elevations
526 including primary material, primary colors and accent secondary colors.
- 527 5. Parking layout with the location of all parking spaces, number of required
528 parking spaces, number of proposed parking spaces and type of parking.
- 529 6. Landscaping plan showing the location, type and number of planting
530 materials and existing mature trees to be preserved.
- 531 7. Landscaping and buffering maintenance plan with a schedule of regular
532 waterings, fertilization, removal of dead vegetation, and replacement with
533 similar plantings to the original approved landscaping plan as well as
534 replacement or repair of fences, walls and other required screening as
535 needed.
- 536 8. Light fixtures with location, height, orientation, intensity, number, type,
537 style, materials, color and method of illumination.
- 538 9. Location of service areas and waste containment, loading and unloading
539 areas, along with buffers and fencing with location, height and length, and
540 materials.
- 541 10. Location of drive-thru facilities along with location and dimension of menu
542 boards with buffering from residential development.
- 543 11. Location and dimensions of all outdoor storage and permanent display
544 areas.
- 545 12. Location of mechanical equipment and utility cabinets with location, type
546 of material and dimensions of required screening.
- 547 13. Signs with number and locations of all ground or detached and attached
548 signs, dimensions, areas and renderings with area calculations of total
549 detached or ground signs and total attached signs for the development.
- 550 14. Location and dimensions of required public infrastructure including but
551 not limited to water, drainage, sewer, sidewalks, access to and from the
552 development site, and the development's relationship with public rights-of-
553 way and servitudes.

554 15. Any other information as may be necessary to completely describe the
555 proposed development and structures.

556 **B. Site Plan Approval Process**

557 1. The Planning and Zoning Department is charged with site plan review and
558 coordination with other parish and state departments as appropriate to
559 determine whether the site plan submittal meets all applicable codes. Until
560 a site plan is approved, no building or structure shall be erected, added to
561 or structurally altered, no parking lot shall be paved, added to or
562 structurally altered, and no building permit or certificate of completeness
563 shall be issued.

564 2. An approved site plan duly signed and dated by the Planning Director or
565 his designated representative shall constitute the official instrument that
566 governs the development and use of the property. Building and other
567 pertinent permits may be issued based on the approved site plan and in
568 accordance with Article II, Building and Related Construction Codes,
569 Chapter 6, Buildings and Building Regulations of the St. Charles Parish
570 Code of Ordinances and other pertinent parish regulations.

571 3. Any deviation from an approved site plan shall be considered a violation of
572 the St. Charles Parish Zoning Ordinance as per Section XII. – Violation and
573 penalty.

574 4. Final site plan approval shall be valid for a period of one (1) year.

575 5. If no building permit is issued during the one (1) year site plan validation
576 period or if the building permit lapses and has not been reactivated, then
577 the approved site plan shall be deemed null and void.

578 **C. Minor Changes to a Site Plan**

579 Minor changes to an approved site plan shall be submitted to and may be
580 approved by the Planning Director to facilitate construction and site
581 improvements if such minor changes will not change the character of the
582 approved development or structures, increase the density, floor area, intensity
583 of use or ground coverage. Additionally, no increase in total building site area,
584 in spaces between buildings, the ratio of off-street parking and off-street
585 loading area to gross floor area, or gross floor area shall be considered a minor
586 change.

587 **D. Amendment to a Site Plan**

588 Pursuant to the same standards and procedures by which the site plan was
589 approved, any site plan may be amended, either partially or completely, if all
590 land and structures remaining under such site plan comply with all regulations
591 established by all applicable codes.

592 **E. Phased Development**

593 1. Developments within an approved site plan may be developed in phases,
594 provided that more restrictive land uses and the necessary public
595 infrastructure improvements are completed first and the time frame for
596 phases is submitted at the time of the application for site plan review.

597 2. Approval of the phased development of an approved site plan is voided if
598 development does not begin within one (1) year and completed within two
599 (2) years. Additional time may be granted by the St. Charles Parish
600 Planning Director if completion of the approved site plan is assured. In no
601 case shall any phased development exceed a four-year period.

602 ~~E. *Applicability*: The requirements of this section shall apply to new construction. For~~
603 ~~existing sites and redevelopment the requirements of this section shall apply to all~~
604 ~~additions of fifty (50) percent or more to the floor area. For existing sites and~~
605 ~~redevelopment with additions of less than fifty (50) percent of the floor area, the Zoning~~
606 ~~Regulatory Administrator shall determine the applicability of this section to the~~
607 ~~required site plan.~~

608 **SECTION III.** That the Code of Ordinances, Appendix A, Section XXI. – Sign
609 Regulations is hereby amended with new text underlined and deleted text in
610 strikethrough:

611 **B. Definitions.**

612 *Awning sign* - A sign incorporated into or attached to an awning.

613 *Banner* - Any sign consisting of flexible material such as cloth, paper, or plastic
614 sheet attached to one (1) or more supports.

615 *Building* - Any structure designed or built for the support, enclosure, shelter, or
616 protection of a person, animals, chattel, or property of any kind.

617 *Building frontage* - Building frontages are exterior building walls facing a right-of-way
618 or private roadway, and any other exterior building wall facing a parking lot which
619 contains a public entry to the occupant's premises.

620 *Directional signs* - Directional signs are signs which shall be installed by the Parish
621 on public rights-of-way to direct persons to facilities, offices, or areas of public
622 service (i.e. public park sites, government offices or facilities, office of a government
623 official). A directional sign will be a single or double faced sign not exceeding six (6)
624 square feet containing the Parish logo. A directional sign will be designed to guide or
625 direct vehicular traffic or pedestrians to the area or facility of public service. Where
626 more than one (1) facility, office or area of public service is located, the directional
627 sign may contain multiple names (i.e. Courthouse/School).

628 *Electronic message center* - Signs whose message or display is presented with
629 patterns of lights that may be changed at intermittent intervals by an electronic
630 process.

631 *Fascia sign* - A single-faced sign attached flush to a building.

632 *General advertising sign (includes billboards)*. Any sign which is not an on-premises
633 sign, relating to a business activity, use or service not carried on the premises upon
634 which the sign is placed, or to a product not sold, handled, produced, or fabricated
635 on the premises upon which the sign is placed. General advertising signs shall be
636 allowed only in the CR-1, C-1, C-2, C-3, M-1, M-2 and M-3 zoning districts.

637 *Ground sign* - Shall mean any sign which is supported by structures or supports in
638 the ground and is independent of support from any building.

639 ***Incidental sign* - a small attached sign located on the door or entrance to the**
640 **building identifying the name of the business, contact information, hours of**
641 **operation and whether the business is open or closed.**

642 *Lighting methods* -

643 (1) *Direct* - Exposed lighting or neon tubes on the sign face.

644 (2) *Flashing* - Lights which blink on and off randomly or in sequence.

645 (3) *Indirect* - The light source is separate from the sign face or cabinet and is
646 directed so as to shine on the sign.

647 (4) *Internal* - The light source is concealed within the sign.

648 *Maintenance* - Normal care needed to keep a sign functional such as cleaning,
649 oiling, and changing of light bulbs.

650 *Marquee sign* - A sign incorporated into or attached to a marquee or permanent
651 canopy.

652 ***Menu board* - a detached or ground sign erected as part of a drive-through**
653 **facility used to display and provide pricing for food or other goods that may**
654 **contain a two-way speaker system for taking orders.**

655 ***Monument sign* - a detached or ground sign with the entire length in contact**
656 **with the ground or a low-level pedestal that rests upon the ground.**

657 *Moving parts* - Features or parts of a sign structure which through mechanical
658 means are intended to move, swing or have some motion.

659 *Nonconforming sign* - A sign or sign structure lawfully erected and properly
660 maintained that would not be allowed under the sign regulations presently applicable
661 to the site.

662 *Off-premises sign* - A sign which identifies or gives directional information to a
663 business not located on the property on which the sign is located.

664 *On-premises sign* - A sign relating only to the main use of the premises on which the
665 sign is located, or indicating the name and address of a building or the occupants or
666 management of a building on the premises where the sign is located.

667 *Painted wall highlights* - Painted wall highlights are painted areas which highlight a
668 building's architectural or structural features.

669 *Permanent sign* - A sign attached to a building, structure, or the ground in some
670 manner requiring a permit and made of materials intended for more than short-term
671 use.

672 *Portable sign* - Any sign that is not firmly anchored and secured to either a building
673 or the ground.

674 *Projecting sign* - A sign attached to and projecting out from a building face or wall
675 and generally at right angles to the building.
676 *Rotating sign* - Sign faces or portions of a sign face which revolve around a central
677 axis.
678 *Sign* - Any device designed to convey information visually and which is exposed to
679 public view.
680 *Sign structure* - A structure specifically intended for supporting or containing a sign.
681 *Site* - A parcel of land occupied or intended for occupancy by a use permitted in this
682 ordinance including permitted buildings together with accessory buildings, the yard
683 area and parking spaces required by this ordinance.
684 *Site frontage* - The length of the property line parallel to and along each public right-
685 of-way or private roadway.
686 *Structural alteration* - Modification of the size, shape, or height of a sign structure.
687 Also includes replacement of sign structure materials with other than comparable
688 materials, for example metal parts replacing wood parts.
689 *Temporary rigid sign* - A temporary sign, other than a lawn sign, made of rigid
690 materials such as wood, plywood, plastic.
691 *Temporary sign* - A sign not permanently attached to a building, structure, or the
692 ground.
693 *Vision clearance area* - Those areas near intersections of roadways and ingress and
694 egress points where a clear field of vision is necessary for public safety.
695 *Wall sign* - Any single-faced sign facing a public thoroughfare or parking area, which
696 is attached to, painted on, or incorporated into the exterior wall of a building.
697 **Window sign** - an attached sign affixed to the surface of a window with its
698 message intended to be read or viewed from the exterior of the building.

699 C. *General Sign Standards.*

- 700 **6. For multi-faced signs the area of each individual sign face is counted**
701 **towards the total allowable sign area (e.g. where 100 square feet of total**
702 **sign area is allowed, each face of a double-faced sign is limited to 50**
703 **square feet).**

704
705 The foregoing Ordinance having been submitted to a vote, the vote thereon was
706 as follows:

707
708
709
710 And the Ordinance was declared adopted this _____ day of _____, 2024 to
711 become effective five (5) days after publication in the Official Journal.

712
713
714
715 CHAIRMAN: _____

716 SECRETARY: _____

717 DLVD/PARISH PRESIDENT: _____

718 APPROVED: _____ DISAPPROVED _____

719
720 PARISH PRESIDENT: _____

721 RETD/SECRETARY: _____

722 AT: _____ RECD BY: _____