



# 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 2, 2024

6:00 PM

Council Chambers, Courthouse

Final

### CALL TO ORDER

### PRAYER / PLEDGE

*Pastor Tommy Hogan*  
*Calvary Baptist Church, Luling*

### APPROVAL OF MINUTES

*Regular Meeting – November 18, 2024*

### SPECIAL BUSINESS (PROCLAMATIONS, CANVASS RETURNS, ETC.)

- 1     [2024-0388](#)     In Recognition: Hannah Elizabeth Windstein, Festival of Charities Miss Queen XVI  
**Sponsors:**     Ms. O'Daniels  
**Attachments:**   [2024-0388 Hannah Windstein](#)
  
- 2     [2024-0389](#)     In Recognition: Ly'Ric De Lis Landry, Festival of Charities Teen Queen XVI  
**Sponsors:**     Ms. O'Daniels  
**Attachments:**   [2024-0389 Ly'Ric Landry](#)
  
- 3     [2024-0390](#)     In Recognition: Alysia "Lecy" Marie Cazalot, Festival of Charities Butterfly Queen  
**Sponsors:**     Mr. Pilié  
**Attachments:**   [2024-0390 Alysia Lecy Cazalot](#)
  
- 4     [2024-0391](#)     In Recognition: Alexis Marie O'Connor, Festival of Charities Ambassador Queen  
**Sponsors:**     Mr. Fisher  
**Attachments:**   [2024-0391 Alexis O'Connor](#)

5     [2024-0392](#)     In Recognition: Ms. Summer Jones

**Sponsors:**     Mr. Jewell

**Attachments:**   [2024-0392 Summer Jones](#)

6     [2024-0393](#)     Proclamation: Christmas Celebration

**Sponsors:**     Ms. Fonseca

**Attachments:**   [2024-0393 Christmas Celebration](#)

7     [2024-0394](#)     Proclamation: Toy and Gift Fund Day

**Sponsors:**     Mr. Jewell

**Attachments:**   [2024-0394 Toy and Gift Fund Day](#)

## REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)

[2024-0395](#)     Contract Monitor

**Attachments:**   [2024-0395 Council Presentation Contract Administrator 20231204](#)

[2024-0396](#)     Parish President Remarks/Report

**Sponsors:**     Mr. Jewell

## ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING

**Monday, December 16, 2024, 6:00 pm, Council Chambers, Courthouse, Hahnville**

8     [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.](#)

12    [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

- 14    [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](#)
- 17    [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](#)
- 20    [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](#)
- 22    [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](#)

- 30**    [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](#)

**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

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

- 58**    [2024-0380](#)    An ordinance approving and authorizing the execution of a Professional Services Agreement with Kyle Associates, LLC, to perform engineering services for Turtle Pond Force Main Replacement (Project No. S241002), in the not to exceed amount of \$412,827.00.

**Sponsors:**    Mr. Jewell and Department of Wastewater

**Attachments:**    [2024-0380 Kyle Associates, LLC - Professional Services Agreement - November 07, 2024](#)

[2024-0380 Kyle Associates, LLC - Rate Sheet - November 07, 2024](#)

[2024-0380 Kyle Associates, LLC - Corporate Resolution - November 07, 2024](#)

**Legislative History**

11/18/24	Parish President	Introduced
11/18/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 89**    [2024-0381](#)    An ordinance approving and authorizing the execution of Amendment No. 2 to Ordinance No. 21-8-13, which approved a Professional Services Agreement with All South Consulting Engineers, LLC, to perform engineering services for the Des Allemands Bulkhead (Project No. P210601), in the amount not to exceed \$582,570.00, increasing the overall contract amount to \$1,309,515.00.
- Sponsors:**    Mr. Jewell and Department of Public Works
- Attachments:**    [2024-0381 All South Consulting Engineers, LLC - Amendment - October 30, 2024](#);  
[2024-0381 All South Consulting Engineers, LLC - Rate Sheet - October 30, 2024](#);  
[2024-0381 All South Consulting Engineers, LLC - C... Resolution - October 30, 2024](#);
- Legislative History**
- |          |                  |  |
|----------|------------------|--|
| 11/18/24 | Parish President | Introduced   |
| 11/18/24 | Parish Council   | Publish/Scheduled for Public Hearing to the Parish Council |
- 96**    [2024-0382](#)    An ordinance approving and authorizing the execution of a Professional Services Agreement with G.E.C., Inc., to perform consulting work and services for the School Zone Traffic Study (Project No. P241101), in the not to exceed amount of \$79,392.00.
- Sponsors:**    Mr. Jewell and Department of Public Works
- Attachments:**    [2024-0382 G.E.C., Inc. - Professional Services Agreement - November 04, 2024](#);  
[2024-0382 G.E.C., Inc. - Rate Sheet - November 04, 2024](#);  
[2024-0382 G.E.C., Inc. - Corporate Resolution - November 04, 2024](#)
- Legislative History**
- |          |                  |  |
|----------|------------------|--|
| 11/18/24 | Parish President | Introduced   |
| 11/18/24 | Parish Council   | Publish/Scheduled for Public Hearing to the Parish Council |
- 111**    [2024-0383](#)    An ordinance approving and authorizing the execution of Change Order No. 1 with Kass Bros., Inc., for Concrete Maintenance 2023-24 (Project No. P230803), to increase the contract amount by \$193,430.85 and increase the contract time by thirty-five (35) days.
- Sponsors:**    Mr. Jewell and Department of Public Works
- Attachments:**    [2024-0383 CO 1 - Signed by DEII & KASS](#)
- Legislative History**
- |          |                  |  |
|----------|------------------|--|
| 11/18/24 | Parish President | Introduced   |
| 11/18/24 | Parish Council   | Publish/Scheduled for Public Hearing to the Parish Council |

- 122 [2024-0384](#) An ordinance approving and authorizing the execution of a Professional Services Agreement with Fairway Consulting and Engineering, LLC, to perform engineering services for Turtle Pond Lift Station Replacement (Project No. S241001), in the not to exceed amount of \$227,414.00.

**Sponsors:** Mr. Jewell and Department of Wastewater

**Attachments:** [2024-0384 Fairway Consulting and Engineering, LLC...ices Agreement - Nover](#)  
[2024-0384 Fairway Consulting and Engineering, LLC - Rate Sheet - November](#)  
[2024-0384 Fairway Consulting and Engineering, LLC...ate Resolution - Nover](#)

**Legislative History**

11/18/24	Parish President	Introduced
11/18/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

- 152 [2024-0385](#) An ordinance approving and authorizing the execution of Amendment No. 1 to the Professional Services Agreement with Crescent Engineering & Mapping, LLC, to perform Hydrologic and Hydraulic Analysis for Riverbend Drive in St. Rose for the Riverbend Hydraulic Design (Project No. P240701), in the lump sum amount of \$74,814.00.

**Sponsors:** Mr. Jewell and Department of Public Works

**Attachments:** [2024-0385 Crescent Engineering & Mapping - Amendment - November 13, 202](#)  
[2024-0385 Crescent Engineering & Mapping - Rate Sheet - October 29, 2024 \(1](#)  
[2024-0385 Crescent Engineering & Mapping - Corporate Resolution - Nover](#)

**Legislative History**

11/18/24	Parish President	Introduced
11/18/24	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

## RESOLUTIONS

- 159 [2024-0397](#) A resolution endorsing a waiver from Appendix C, Subdivision Regulations of 1981, Section III. Geometric Standards, B. Blocks, 3. Arrangement as requested by Charles Haynes Kurzweg Jr. for Diamond Paper Co., Ltd.

**Sponsors:** Mr. Jewell and Department of Planning & Zoning

**Attachments:** [2024-0397 RECOMMENDATIONS AT A GLANCE](#)

[2024-0397 Minutes](#)

[2024-0397 Staff Report](#)

[2024-0397 Partially executed Survey](#)

[2024-0397 AERIAL](#)

[2024-0397 ZONING](#)

[2024-0397 FLUM](#)

[2024-0397 Application](#)

[2024-0397 Waiver Request \(Signed\)](#)

**Legislative History**

10/3/24	Department of Planning & Zoning	Received/Assigned PH
11/7/24	Department of Planning & Zoning	Recommended Approval to the Planning Commission
11/7/24	Planning Commission	Recommended Approval to the Parish Council

- 172 [2024-0398](#) A resolution endorsing a waiver from Appendix A, St. Charles Parish Zoning Ordinance of 1981, Section IX. Nonconformities, item A.(2) as requested by Jamie Doster for JDK Construction.

**Sponsors:** Mr. Jewell and Department of Planning & Zoning

**Attachments:** [2024-0398 RECOMMENDATIONS AT A GLANCE](#)

[2024-0398 Minutes](#)

[2024-0398 Staff Report](#)

[2024-0398 Partially executed Survey](#)

[2024-0398 AERIAL](#)

[2024-0398 ZONING](#)

[2024-0398 FLUM](#)

[2024-0398 Application](#)

[2024-0398 Waiver Request - JDK Separatng Lots 12 & 13 & Combining Lots 13](#)

**Legislative History**

10/7/24	Department of Planning & Zoning	Received/Assigned PH
11/7/24	Department of Planning & Zoning	Recommended Approval to the Planning Commission

11/7/24 Planning Commission Recommended Approval to the Parish Council

## APPOINTMENTS

- 187 [2024-0345](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District I Representative.

*Council Chairman will accept nominations 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]*

### 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.	

- 188 [2024-0346](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District III Representative.

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

*Nominee: Mr. Jeremy Martin*

### Legislative History

11/16/20	Parish Council	Enacted Legislation
	Mr. Webb Jay appointed to the Board of Adjustment on November 16, 2020, per Resolution No. 6523	
	Term: December 7, 2020 - December 7, 2024	
11/4/24	Parish Council	Vacancy Announced
11/18/24	Parish Council	Nomination(s) Accepted
	Nominee:	
	Councilman Pilié nominated Mr. Jeremy Martin	
11/18/24	Parish Council	Close Nomination(s) for
11/18/24	Parish Council	Nomination(s) Closed

- 192 [2024-0347](#) A resolution appointing a member to the St. Charles Parish Board of Adjustment as the District VII Representative.

*Council will confirm nomination from the District VII Councilmember to fill the vacancy created by the expiration of the term of Mr. James Robert. Four (4) year term to begin December 7, 2024 and expire December 7, 2028.*

*Nominee: Mr. Duane Lorio*

### Legislative History



4/5/21	Parish Council	Enacted Legislation Mr. James Robert appointed to the Board of Adjustment as the District VII Representative on April 5, 2021, per Resolution No. 6554 Term: Immediately (April 5, 2021) - December 7, 2024
11/4/24	Parish Council	Vacancy Announced
11/18/24	Parish Council	Nomination(s) Accepted Nominee: Councilwoman deBruler nominated Mr. Duane Lorio
11/18/24	Parish Council	Close Nomination(s) for
11/18/24	Parish Council	Nomination(s) Closed

**198** [2024-0379](#) A resolution appointing a member to the St. Charles Parish Planning & Zoning Commission as the District III Representative.

*Council Chairman will accept nominations 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.*

**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

## MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.

### MEETINGS

*LAFOURCHE BASIN LEVEE DISTRICT: Wednesday, 12/4/24, 6PM, Lafourche Basin Levee District Office, 21380 Highway 20, Vacherie*  
*PLANNING & ZONING COMMISSION: Thursday, 12/5/24, 6PM, Council Chambers*  
*COMMUNICATIONS DISTRICT (911): Monday, 12/9/24, 5PM, Council Chambers*  
*CIVIL SERVICE BOARD: Tuesday, 12/10/24, 6:30PM, Council Chambers*  
*COMMUNITY ACTION ADVISORY BOARD: Wednesday, 12/11/24, 5PM, Community Services Office, 14564 Highway 48, New Sarpy*  
*PONTCHARTRAIN LEVEE DISTRICT: Monday, 12/16/24, 6PM, Pontchartrain Levee District Headquarters Complex, 2069 Railroad Avenue, Lutcher*  
*ST. CHARLES PARISH COUNCIL: Monday, 12/16/24, 6PM, Council Chambers*

### ANNOUNCEMENTS

**IMPORTANT DATES FOR THE DECEMBER 7, 2024 ELECTION:**

- \*Tuesday, December 3, 2024 – Last day to request Absentee by Mail Ballots
- \*Friday, December 6, 2024 - Last day for Registrar to receive voted Absentee Ballot
- \*Saturday, December 7, 2024 - Election Day – 7:00 am – 8:00 pm

*Christmas Tree Lighting Ceremony: Wednesday, 12/11/24, 5:30PM, Edward A. Dufresne Community Center, Luling*

**SPECIAL MATTERS TO BE CONSIDERED BY COUNCIL**[2024-0371](#)

Confirm Nomination - Presiding Officer for 2025; Chairman, St. Charles Parish Council

*Nominee: Councilwoman Holly Fonseca*

**Legislative History**

11/18/24	Parish Council Nominee: Chairman Fisher nominated Councilwoman Fonseca as Chairman.	Nomination(s) Accepted
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Councilwoman O'Daniels called for Point of Order.  
Legal Services Director Corey Oubre spoke on the matter.  
Councilwoman Fonseca spoke on the matter.  
Chairman Fisher spoke on the matter.

11/18/24	Parish Council	Close Nomination(s) for
11/18/24	Parish Council	Nomination(s) Closed

[2024-0372](#)

Confirm Nomination - Presiding Officer for 2025; Vice-Chairman, St. Charles Parish Council

*Nominee: Councilman Walter Pilié*

**Legislative History**

11/18/24	Parish Council Nominee: Councilwoman O'Daniels nominated Councilman Pilié as Vice-Chairman.	Nomination(s) Accepted
11/18/24	Parish Council	Close Nomination(s) for
11/18/24	Parish Council	Nomination(s) Closed

**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.