

TEXT STUDY STAFF REPORT  
Unified Development Code



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**Study Title:** Unified Development Code Phase 2: Implementation, “Housekeeping” Text Amendments No. 9

**Purpose:** To make additional minor changes and clarify the St. Tammany Parish Code of Ordinances: Part II Unified Development Code (UDC), which was adopted on December 18, 2023, via Ordinance No. 23-5339, amended on July 11, 2024 via Ordinance No. 24-7619, and became effective August 2, 2024.

**Public Notice:** 1/29/2025; 2/5/2025

**Planning & Zoning Commission:** 2/11/2025

**Recommendation:** Approved subject to removing # 4

**Parish Council:**

**Location:** Parishwide

FINDINGS

1. *History.* A summary of key Council Actions relevant to this Text Study is summarized below.

| Ord. No. | Adopted  | Effective | Title                                       | Summary  | Relevant Code of Ordinances Impacted                                |
|----------|----------|-----------|---|--|---|
| 23-5339  | 12/18/23 | 7/1/24    | Comprehensive Rewrite, Part II UDC          | Streamlined Part II of the Parish Code of Ordinances into a Unified Development Code.  | Ch. 30, 40, 100, 120, 125, and 130                                  |
| 24-7591  | 6/6/24   | 6/6/24    | UDC Effective date extension                | Amended the effective date of St. Tammany Parish Ordinance Council Series No. 23-5339 relative to the renaming and reorganization of the St. Tammany Parish Code of Ordinances Part II: Unified Development Code (Parishwide).   | Part II: UDC Chapters 100 - 900                                     |
| 24-7619  | 7/11/24  | 8/2/24    | Part I Reference Alignment with Part II UDC | Updated and clarified references throughout Part I of the Code of Ordinances (The Code) to correctly reference the Unified Development Code (Part II) prior to its effective date. (Parishwide)  | Part I of the Code of Ordinances                                    |
| 24-7620  | 7/11/24  | 8/2/24    | Part II UDC Housekeeping Amendments 1 and 2 | Addressed public comments, improved Code administration, made minor changes and corrections, and clarified the St. Tammany Parish Code of Ordinances: Part II Unified Development Code (UDC) adopted December 18, 2023, per Ordinance No. 23-5339 prior to its effective date on August 02, 2024. (Parishwide) | Part II: UDC Chapters 100 - 900                                     |
| 24-5592  | 10/3/24  | 10/4/24   | Part II UDC Housekeeping Amendment 3        | Updated policies, corrected errors, and clarified standards throughout the St. Tammany Parish Code of Ordinances: Part II Unified Development Code (UDC) adopted December 18, 2023, per Ordinance No. 23-5339 after its effective date on August 02. 2024 (Parishwide).  | Part I of the Code of Ordinances and Part II: UDC Chapters 100- 900 |

|                   |         |         |   |   |  |
|-------------------|---------|---------|---|---|--|
| 24-5611           | 11/7/24 | 11/7/24 | Part II UDC<br>Housekeeping<br>Amendment 4        | Updated policies, corrected errors, and clarified standards throughout the St. Tammany Parish Code of Ordinances: Part I Code of Ordinances & Part II Unified Development Code (UDC) adopted December 18, 2023, per Ordinance No. 23-5339 after its effective date on August 02, 2024 (Parishwide). | Part I of the Code of Ordinances and<br>Part II: UDC Chapters 100-900<br><br>Part I of the Code of Ordinances and<br>Part II: UDC Chapters 100-900 |
| 24-5641           | 12/5/24 | 12/5/24 | Part II UDC<br>Housekeeping<br>Amendment 5        |   |  |
| Calendar No. 7813 | N/A     | N/A     | Part I & II<br>UDC<br>Housekeeping<br>Amendment 6 |   |  |

2. *An iterative development process.* Following its effective date (08/02/2024), Parish staff have actively engaged with the UDC, identifying areas for improvement based on their direct experience with its implementation. The edits in Housekeeping No. 7 stem from the practical insights gained by staff while working with the UDC. These changes focus on refining, correcting, and enhancing the UDC to better support its application. The intent behind Housekeeping No. 7 is to ensure the UDC continues to function effectively by incorporating staff-driven improvements based on real-world use and experience.
- The Planning and Zoning Commission has reviewed and approved (as amended) two Housekeeping Text Studies (Public hearing on 3/18/24, 5/14/24, and 8/13/2024). Housekeeping No. 1 and 2 were combined into one ordinance (Ord. No. 24-7620), which was approved by the Parish Council on July 11, 2024.
  - Housekeeping No. 3 was adopted by the Parish Council at the October 3, 2024 Council hearing (Ord. No. 24-5592).
  - Housekeeping No. 4 was adopted by the Parish Council at the November 7, 2024 Council hearing (Ord. No. 24-5611).
  - Housekeeping No. 5 was adopted by the Parish Council at the December 5, 2024 Council hearing (Ord. No. 24-5641).
  - Housekeeping No. 6, 7, and 8 were combined into a single Amendment No. 6 and is being re-introduced at the February 6, 2025 Council hearing (Calendar No. 7813).

3. *Summary of proposed changes.* Proposed changes are listed and categorized by the type of change involved below. These proposed changes are also shown in a ‘marked up’ version of the Code in **Appendix A**. In some cases, changes summarized manifest in the Code as part of multiple recommendations in **Appendix A**. To help ‘toggle’ between the proposed change summarized below and the recommended changes tracked in **Appendix A**, the corresponding numbers are listed at the end of each summary item below.

a. Policy changes include:

- i. Amend Sec. 400-8 Use Standards and Sec. 600-6.1 Accessory Building Standards to clarify minimum standards related to portable storage containers used for storage. (Part II – Unified Development Code, Chapter 400, Appendix A, Recommendation No. 4).
- ii. Amend Chapter 900 – Infrastructure, Sec. 900-6.5 Placement of Fill to allow developers of a subdivision to provide for a master drainage plan covering full buildout of their development in occasions where a subdivision is being constructed and/or approved through a phased approach. (Part II – Unified Development Code, Chapter 900, Appendix A, Recommendation No. 7).

b. Clarifications include:

- i. Amend Sec. 200-2 Common Procedures and Sec. 200-3.4 Conditional Uses to clarify advertising requirements and to refer to the correct section regarding submittal requirements for Conditional Use Permits. (Part II – Unified Development Code, Chapter 200, Appendix A, Recommendation No. 1).
- ii. Amend Sec. 500-2.1 Legal Nonconforming Lots to clarify that the minimum buildable lot width for a lot of record is 75 feet. (Part II – Unified Development Code, Chapter 500, Appendix A, Recommendation No. 5).
- iii. Amend Chapter 600 – General Development Standards, Sec. 600-6 Accessory Buildings and Uses to allow more permissive setbacks for accessory structures located on buildable lots of record. (Part II – Unified Development Code, Chapter 600, Appendix A, Recommendation No. 6).

c. Corrections include:

- i. Amend Chapter 400 – Zoning - Exhibit 400-3 Permitted Uses: Commercial Districts and Sec. 400-8 Use Standards to add minimum standards related to “Automobile Sales”. (Part II – Unified Development Code, Chapter 400, Appendix A, Recommendation No. 2)

- ii. Amend Chapter 400 – Zoning – Exhibit 400-3 Permitted Uses: Commercial Districts and Sec. 400-3 Commercial Zoning District Regulations to add “Dwelling, Multiple Family” as a permitted use within the HC-4 Highway Commercial District and add “Hospital” as a permitted use within the HC-3 and HC-4 Highway Commercial District. (Part II – Unified Development Code, Chapter 400, Appendix A, Recommendation No. 3)

**APPENDIX A**  
**PROPOSED AMENDMENTS**  
**TO**  
**PART II: LAND DEVELOPMENT CODE**  
**ST. TAMMANY CODE OF ORDINANCES**  
*(last amended per Council Ord. No. 24-5641)*

**Proposed Changes Key:**

**Blue, Bold, and Underlined Text** – Added Text

~~Red and strikethrough text~~ - Deleted Text

**Proposed amendments to St. Tammany Parish’s Code of Ordinances, Part II– Unified Development Code, include the following:**

**1. Amend Sec. 200-2 Common Procedures and Sec. 200-3.4 Conditional Uses to clarify advertising requirements and to refer to the correct section regarding submittal requirements, to read as follows:**

Sec. 200-2 Common Procedures.

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G. Public Notice Requirements.

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**3. Published Notice.**

- a. Published notice is required for all applications or approvals requiring a public hearing.
- b. Notice setting forth the date, time, place, and purpose of the public hearing, the name of the applicant, and location of the subject property shall be published in the Official Journal of St. Tammany Parish:
  - i. For subdivision applications, published notice shall be provided no less than twice during a 10-day period prior to the public hearing date.
  - ii. For UDC text changes, zoning map changes, PUD, planned corridor, variance, conditional use applications, and decision appeal applications, published notice shall be provided at least 30 days in advance of the public hearing date and once a week in three different weeks in the official journal of the parish, together with a similar publication in a newspaper of general circulation in the area wherein the property is located, as determined by the Director of Planning and Development.

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Sec. 200-3.4 Conditional Uses.

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C. Submittal Requirements.

1. All applications shall be filed with the Department of Planning and Development in accordance with the requirements of ~~Sec. 200-2.B~~ Sec. 200-3.5(B) and reviewed for completeness.

2. Amend Chapter 400 – Zoning including Exhibit 400-3 Permitted Uses: Commercial Districts and Sec. 400-8 Use Standards to add minimum standards related to “Automobile Sales” and renumber, to read as follows:

Exhibit 400-3 Permitted Uses: Commercial Districts.

| Use Category<br>Specific Use | Commercial Zoning Districts |      |      |      |     |      |      |       |      |      | Use Standards                        |
|------------------------------|-----------------------------|------|------|------|-----|------|------|-------|------|------|--------------------------------------|
|                              | NC-1                        | NC-2 | GC-1 | GC-2 | PBC | HC-1 | HC-2 | HC-2A | HC-3 | HC-4 |                                      |
| Automobile Sales             |                             |      |      |      |     |      | P*   | P*    | P*   | P*   | Section 400-8. <del>Y</del> <u>D</u> |
| Auto Repair and Service      |                             |      |      |      |     |      | P*   | P*    | P*   | P*   | Section 400-8. <del>D</del> <u>E</u> |

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Sec. 400-8 Use Standards.

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D. Automobile Sales.

1. New and Used Car Lots shall be subject to the following regulations:

a. A site plan of the use must be approved by the department of planning and development. At a minimum, this plan shall include the following information:

- 1. Location of all structures on the site.
- 2. Location of customer parking and delineation of merchandise storage.
- 3. Proposed traffic movements and point of ingress and egress, including parking and sight triangles.
- 4. Location and coverage of lighting, signage and fencing; including materials, textures and colors to be used on all surfaces.
- 5. Pedestrian access to adjacent sites.
- 6. Approved landscape plan.
- 7. Approved layout of parking area for vehicles for sale and/or lease.
- 8. Any additional information as determined by the department of planning and development.

b. A minimum of six parking spaces shall be provided in addition to any applicable parking requirements as required per Sec. 600-5.1 Parking Requirements.

c. A minimum lot area of 20,000 square feet shall be required.

d. All new and used car lots are required to maintain an office space which meets commercial standards including a restroom for employees and customers.

e. In no case shall any automobile sales use park vehicles within any right of way.

**~~D.~~ E. Auto Repair and Service.**

1. The following activities shall not be performed in conjunction with any auto repair service station:
  - a. Outdoor repairs, including changing of oil and lubrication of automobiles.
  - b. Outdoor painting and body work on automobiles.
  - c. Outdoor storage of automotive parts.
  - d. The outdoor storage of wrecked or abandoned vehicles.
    - i. If an operable or wrecked motor vehicle remains outside on the premises for more than 24 hours, the premises shall be considered an outside salvage or reclamation use.
    - ii. However, a premises is not an outside salvage or reclamation use if the premises stores inoperable or wrecked motor vehicles each of which having a valid state registration, current safety inspection certificate, and documentary record of pending repairs or other disposition.
    - iii. All vehicles shall be screened from public view by a 100 percent, 6 foot non-living or 70 percent living screen. Objects shall be stored at a minimum of 5 feet from this screen.
2. Sale of 2 or more automobiles, trailers, trucks, tractors, boats, or any other similar commodity.
3. Twenty percent of each site must be landscaped open space.
4. The use of neon signs exposed to the exterior shall be limited to 2 sign units, both of which are directly related to the subject facility and are not corporate advertisements for products sold in the facility.

**3. Amend Chapter 400 – Zoning including Exhibit 400-3 Permitted Uses: Commercial Districts and Sec. 400-3 Commercial Zoning District Regulations to add “Dwelling, Multiple-Family” as a permitted use within the HC-4 Highway Commercial District and add “Hospital” as a permitted use within the HC-3 and HC-4 Highway Commercial District and renumber as necessary, to read as follows:**

Exhibit 400-3 Permitted Uses: Commercial Districts.

| Use Category<br>Specific Use | Commercial Zoning Districts |      |      |      |     |      |      |       |          |          | Use Standards |
|------------------------------|-----------------------------|------|------|------|-----|------|------|-------|----------|----------|---------------|
|                              | NC-1                        | NC-2 | GC-1 | GC-2 | PBC | HC-1 | HC-2 | HC-2A | HC-3     | HC-4     |               |
| Dwelling, Multiple-Family    |                             |      |      |      | P   |      |      |       | P        | <u>P</u> |               |
| <u>Hospital</u>              |                             |      |      |      |     |      |      |       | <u>P</u> | <u>P</u> |               |

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Sec. 400-3.5 Highway Commercial Districts.

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E. HC-3 Highway Commercial District.

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2. Permitted uses.

\* \* \*

gg. Gymnasium

hh. Hospital

ii. Hotel

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F. HC-4 Highway Commercial District

\* \* \*

2. Permitted Uses.

\* \* \*

s. Day care center, child

t. Dwelling, Multiple-Family

u. Educational facility, adult secondary

\* \* \*

hh. Gymnasium

ii. Hospital

jj. Hotel

**4. Amend Sec. 400-8 Use Standards and Sec. 600-6.1 Accessory Building Standards to clarify minimum standards related to portable storage containers used for storage and renumber, to read as follows:**

Sec. 400-8 Use Standards.

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EE. Portable Storage Containers Used for Storage.

1. Portable Storage Containers are not permitted in the NC-1 Neighborhood Office District, NC-2 Neighborhood Commercial District, GC-1 General Commercial District, GC-2 Public, Cultural, or any residentially zoned property which is one acre or less in size.

2. Portable Storage Containers placed on residentially zoned property over three acres in size which are 200 sq. ft. or less do not require a building permit. All other Portable Storage Containers, regardless of size, require a building permit prior to their placement and are not exempt from St. Tammany Parish permitting requirements.

~~1. Prior to the placement of a portable storage container the property owner must obtain a building permit.~~

~~2.~~ 3. The combined number of containers on any 1 parcel shall be limited to 2 storage containers.

~~3.~~ 4. The use of portable storage containers shall be a secondary use, requiring that a primary, permanent structure be located on the same parcel unless the subject residential property has a Rural Overlay and is three acres or greater in size.

~~4.~~ 5. The use of the portable storage container must be for the sole benefit of the business or primary, permanent structure located on the same parcel.

~~5.~~ 6. A portable storage container shall be used for storage purposes only. No occupancy or other use of the storage container shall be allowed.

~~6.~~ 7. Sale or rental of containers. Sales and rentals of portable storage containers shall be considered an allowed use only in the I-1, I-2, and I-3 zoning districts.

~~7.~~ 8. A portable storage container on any parcel may not occupy any parking spaces on that parcel that are required as parking.

~~8.~~ 9. All portable storage containers must meet all minimum setback requirements and may not be located within any required natural area.

~~9.~~ 10. Stacking of portable storage containers is prohibited in all zones except in I-1, I-2, and I-3 zoning districts.

~~10.~~ **11.** A site plan shall be submitted to the Department of Planning and Development prior to issuance of a building permit. This plan shall indicate, at a minimum:

- a. Location of all structures on site including proposed structures.
- b. Proposed traffic movements and points of ingress and egress, including parking and sight triangles.
- c. Landscaping. All landscaping shall be in compliance with the provisions of this UDC.
- d. Signage. All signage shall be in compliance with this UDC.
- e. Lighting. All site lighting shall be in compliance with this UDC.
- f. Parking/loading. All parking and loading will be in compliance with this UDC.
- g. Additional information shall be submitted as determined by the Department of Planning and Development.

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Sec. 600-6.1 Accessory Building Standards.

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5. *Prohibited accessory structures in residential, commercial, and medical zoning districts.* The following accessory structures are prohibited on residentially zoned property which are one acre or less in size ~~within the L-1 and L-2 Large Lot Residential Districts and the S-1 and S-2 Suburban Residential Districts:~~ converted mobile homes, truck vans, trailers, recreational vehicles, bus body vehicles, portable storage containers ~~shipping containers~~, cargo containers, railroad cars, and similar prefabricated items and structures.

**5. Amend Sec. 500-2.1 Legal Nonconforming Lots to clarify that the minimum buildable lot width for a lot of record is 75 feet, to read as follows:**

Sec. 500-2.1 Legal Nonconforming Lots.

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2. *Contiguous lot regulations.* When a lot of record is documented as legally established, defined by deed or act of sale which is part of a subdivisions~~s~~, the plat of which has been ~~and~~ properly recorded with the parish clerk of court prior to July 28, 1967; a primary structure and its accessory buildings may be erected on such lot of record or parcel of land when all of the following conditions are met:

- a. *Proposed land use.* The proposed land use is permitted in the zoning district in which it is located;
- b. *Minimum lot area or width.*

- i. Where sewer and water systems are provided in accordance with local and state laws, lots

shall ~~provide~~ be a minimum 75-foot width and a minimum 7,500 square feet in area.

**6. Amend Chapter 600 – General Development Standards, Sec. 600-6 Accessory Buildings and Uses to allow more permissive setbacks for accessory structures located on buildable lots of record, to read as follows:**

Sec. 600-6.1 Accessory Buildings Standards.

\* \* \*

**3. Yards and setbacks.**

- a. Accessory in required rear yards.

\* \* \*

iii. Accessory structures placed on buildable lots of record, on property zoned S-1 Single-Family Residential District or S-2 Single-Family Residential District, or accessory structures measuring less than 100 square feet in area shall be located at a minimum of 25 feet from the front lot line, a minimum 5 feet from an interior rear lot line, a minimum 5 feet from an interior side lot line, and a minimum 10 feet from a side street lot line, and when located on a through lot, shall be located at a minimum 25 feet from the designated rear lot line.

**7. Amend Chapter 900 – Infrastructure, Sec. 900-6.5 Placement of Fill to allow developers of a subdivision to provide for a master drainage plan covering full buildout of their development in occasions where a subdivision is being constructed and/or approved through a phased approach. Particularly involving minor subdivision phases, the UDC does not presently accommodate recognition of and/or exemption for subsequent phases arising under an existing, approved master drainage plan. As such, the request is to read as follows:**

Sec. 900-6.5 Placement of Fill.

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**G. Administration and Enforcement.**

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**4. Exemptions.**

- a. Subdivisions which establish to the satisfaction of the parish engineer that, ~~at the time of preliminary approval~~ with an approved master drainage plan, such subdivision development and fill associated with lot development will not result in a reduction in

the 100-year floodplain storage capacity, should it be found to comply with these standards. For major subdivisions, the exemption shall be requested as part of the Final Subdivision Plat and Construction Plan review and approval. For minor subdivisions, the exemption shall be included as part of the work order.