TEXT STUDY STAFF REPORT
Unified Development Code

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Study Title: Unified Development Text Amendments No. 20

Public Notice: 8/5/2026; 8/19/2026; 9/2/2026

Purpose: To make additional minor changes and clarify the St. Tammany Parish Code of Ordinances: Part II Unified Development Code (UDC)

Planning & Zoning Commission: 9/8/2026
Recommendation: Approval of items 1-3 & 5-8
Location: Parishwide

FINDINGS

1. *History.* Following the effective date of the Unified Development Code (08/02/2024), Parish staff have actively engaged with the UDC, identifying areas for improvement based on their direct experience with its implementation. A summary of key Council Actions relevant to this Text Study is summarized below.

Ord. No.	Adopted	Effective	Title	Relevant Code of Ordinances Impacted
23-5339	12/18/23	7/1/24	**Comprehensive Rewrite, Part II UDC**	Ch. 30, 40, 100, 120, 125, and 130
24-7591	6/6/24	6/6/24	**UDC Effective date extension**	Part II: UDC Chapters 100 - 900
24-7619	7/11/24	8/2/24	**Part I Reference Alignment with Part II UDC**	Part I of the Code of Ordinances
24-7620	7/11/24	8/2/24	**Part II UDC Housekeeping Amendments 1 and 2**	Part II: UDC Chapters 100 - 900
24-5592	10/3/24	10/4/24	**Part II UDC Housekeeping Amendment 3**	Part II: UDC Chapters 100 - 900
24-5611	11/7/24	11/7/24	**Part II UDC Housekeeping Amendment 4**	Part I of the Code of Ordinances and Part II: UDC Chapters 100-900
24-5641	12/5/24	12/5/24	**Part II UDC Housekeeping Amendment 5**	Part I of the Code of Ordinances and Part II: UDC Chapters 100-900
25-5700	3/6/2025	3/10/2025	**Part I & II UDC Housekeeping Amendment 6, 7, & 8**	Part I of the Code of Ordinances and Part II: UDC Chapters 100-900

25-5728	5/1/2025	5/5/2025	**Part II UDC Housekeeping Amendment 9**	Part II: UDC Chapters 100-900
25-5729	5/1/2025	5/5/2025	**Part II UDC Housekeeping Amendment 10**	Part II: UDC Chapters 100-900
25-5760	6/5/2025	6/9/2025	**Part II UDC Housekeeping Amendment 11**	Part II: UDC Chapters 100-900
Ord. Cal. No. 7897 – Postponed Indefinitely	N/A	N/A	**Part II UDC Housekeeping Amendment 12**	Part II: UDC Chapter 400
25-5781	7/10/2025	7/10/2025	**Part II UDC Housekeeping Amendment 13**	Part I Code of Ordinances & Part II: UDC Chapters 100-900
25-5795	8/7/2025	8/7/2025	**Part II UDC Housekeeping Amendment 14**	Part II: UDC Chapter 900
25-5796	8/7/2024	8/7/2025	**Part II UDC Housekeeping Amendment 15**	Part II: UDC Chapters 100 & 400
26-5906	1/8/2026	1/24/25	**Part II UDC Housekeeping Amendment 16**	Part II: UDC Chapters 100, 200, 400, 600, & 800
26-5934	3/12/2026	4/6/26	**Part II UDC Housekeeping Amendment 17**	Part II: UDC Chapter: 400
26-5968	5/13/2026	5/23/2026	**Part II UDC Housekeeping Amendment 18**	Part II: UDC Chapters 400, 600, & 900
26-6010	7/20/2026	7/30/2026	**Part II UDC Housekeeping Amendment 19**	Part II: UDC Chapters 100, 200, 400, & 600

2. *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 Chapter 100 – Administration, Sec. 100-2.5 Board of Adjustment to add training requirements (Appendix A, **Recommendation No. 1**).

ii. Amend Chapter 200 – Procedures, Section 200-3.3 Zoning Map Changes to codify the procedure for Parish Council action on zoning map change applications (Appendix A, **Recommendation No. 2**).

iii. Amend Chapter 100 – Administration, Section 100-5 Definitions and Chapter 300 – Buildings and Construction, Section 300-5 Inspections to add requirements for Construction Test Meters for non-residential projects (Appendix A, **Recommendation No. 3**).

iv. Amend Chapter 100 – Administration and Chapter 400 – Zoning, including Section 400-3 Commercial Zoning Districts, Section 400-4 Specialized Zoning Districts, Section 400-5 Industrial Districts, 400-7 Overlay Districts, and Section 400-8 Use Standards to add "Outdoor Shooting Range" as a conditional use and include minimum standards (Appendix A, **Recommendation No. 5**). **This item was postponed for 3 months and has been removed from Appendix A.**

v. Amend Chapter 400 – Zoning, Section 400-8(AA) – Use Standards for Mobile Food Trucks to incorporate revised standards (Appendix A, **Recommendation No. 6**).

vi. Amend Chapter 500 – Nonconformities, Section 500-2 Types of Nonconformities to clarify abandonment terms for manufactured homes (Appendix A, **Recommendation No. 7**).

vii. Amend Chapter 600 – General Development Standards, Section 600-6.2 Accessory Use Standards to increase the size of a boat house allowable on a state-designated scenic river (Appendix A, **Recommendation No. 8**).

viii. Amend Chapter 900 – Infrastructure, Section 900-6.5 Placement of Fill to add language which regulates the placement of fill in major subdivisions (Appendix A, **Recommendation No. 9**). **This item was postponed for 1 month and has been removed from Appendix A.**

b. Clarifications include:

i. Amend Chapter 400 – Zoning, Section 400-8(RR) – Use Standards for Swimming Pools to clarify setbacks for pool equipment (Appendix A, **Recommendation No. 4**).

APPENDIX A

PROPOSED AMENDMENTS

TO

PART II: LAND DEVELOPMENT CODE

ST. TAMMANY CODE OF ORDINANCES

(last amended per Council Ord. No. 26-6010)

Proposed Changes Key:

Blue, Bold, and Underlined Text – Added Text
~~Red and strikethrough text~~ **-** Deleted Text

1. **Amend Chapter 100 – Administration, Sec. 100-2.5 Board of Adjustment to add training requirements, to read as follows:**

Chapter 100 – Administration

* * *

Sec. 100-2.5 Board of Adjustment

* * *

G. Training

1. **A person newly appointed and serving on the Board of Adjustment shall receive at least 4 hours of training within 1 year of appointment.**
2. **All members shall attend unpaid biennial mandatory training consisting of 4 hours of continuing education provided by the Department of Planning and Development. Should a member be unable to attend the mandatory training session, that member will not take part in Board functions until the training requirement has been met. Should the Parish-sponsored training session not be available, an alternative training session approved by the Director of Planning and Development may be substituted. Members newly appointed and those continuing to serve are required to obtain a combined total of 4 hours of training continuing education.**

2. **Amend Chapter 200 – Procedures, Section 200-3.3 Zoning Map Changes to codify the procedure for Parish Council action on zoning map change applications, to read as follows:**

Chapter 200 – Procedures

* * *

Sec. 200-3.3 Zoning Map Changes

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F. Action by the Parish Council

1. The Parish Council shall hold a public hearing in accordance with its rules and take action ~~by motion of approval, modified approval, or denial~~ within 60 days from receipt of a recommendation from the Planning and Zoning Commission. The Parish Council may not take official action upon any application requiring a recommendation of the Planning and Zoning Commission until the report of the Commission has been received or, if the Commission has failed to act by a vote of the majority of the Commission members, once the application has been forwarded to the Parish Council without recommendation.

2. The action taken by the Parish Council shall consist of one of the following:

a. If the Planning and Zoning Commission recommended approval of the amendment, the Parish Council may, by motion, concur with or override the recommendation of the Planning and Zoning Commission. If the Parish Council concurs with the recommendation of the Planning and Zoning Commission, it shall introduce an ordinance on the zoning amendment at that same meeting. If the Parish Council overrides the recommendation of the Planning and Zoning Commission, it shall adopt a resolution noting the denial;

b. If the Planning and Zoning Commission recommended modified approval of the amendment, the Parish Council may, by motion, concur with or override the recommendation of the Planning and Zoning Commission. If the Parish Council concurs with the recommendation of the Planning and Zoning Commission, it shall introduce an ordinance on the modified zoning amendment at that same meeting. If the Parish Council overrides the recommendation of the Planning and Zoning Commission, it shall adopt a resolution noting the denial;

c. If the Planning and Zoning Commission recommended denial of the amendment, the Parish Council may, by motion, concur with or override the recommendation of the Planning and Zoning Commission. If the Parish Council overrides the recommendation of the Planning and Zoning Commission, it shall introduce an ordinance on the zoning amendment at that same meeting. If the Parish Council concurs with the recommendation of the Planning and Zoning Commission, it shall adopt a resolution noting the denial;

d. If the Planning and Zoning Commission fails to make a recommendation, the Parish Council may, by motion, approve or deny the application. If the Parish Council approves the application, it shall introduce an ordinance on the zoning amendment at the same meeting. If the Parish Council denies the application, it shall adopt a resolution noting the denial;

e. If the Planning and Zoning Commission recommends denial of the original amendment requested, the applicant may, at the public hearing conducted in accordance with these provisions, amend the request to seek a less intensive zoning classification, including one with larger site and structure provisions, or less intensive permitted uses (e.g., L-2 to L-1, R-2 to R-1, or HC-3 to HC-2 or HC-1). In that instance, the Parish Council may:

i. By motion override the recommendation of the Planning and Zoning Commission and approve the amended request, in which instance the Parish Council shall introduce an ordinance on the amended zoning request at that same meeting; or

ii. By motion deny the amended request, in which instance the Parish Council shall continue to take action on the Planning and Zoning Commission's recommendation as set forth hereinabove.

~~2.~~ **3.** If the Parish Council fails to take action by motion 60 days from receipt of the Planning and

Zoning Commission recommendation, the application is denied. If the application is forwarded to the Parish Council without recommendation from the Planning and Zoning Commission and the Parish Council fails to take action by motion 60 days from the date it received the application, the application is denied.

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H. Appeals.

Any person or persons aggrieved by any decision of the Parish Council relative to a zoning map change may file a petition to the 22nd Judicial District Court. The petition shall be filed within 30 days after the decision of the Council becomes final. The Council decision is final either on the day following (i) any action taken by the Parish Council pursuant to Sec. 200-3.3(F) or (ii) the deadline for decision-making when the Parish Council's lack of action resulted in a denial of the application. The person or persons who file such a petition shall be responsible for the cost of preparing and lodging the record.

3. Amend Chapter 100 – Administration, Section 100-5 Definitions and Chapter 300 – Buildings and Construction, Section 300-5 Inspections to add requirements for Construction Test Meters for non-residential projects, to read as follows:

Chapter 100 – Administration

* * *

Section 100-5 Definitions

* * *

Construction Test Meter - A temporary electrical meter authorized for use during active construction to provide electrical service necessary for the installation, testing, inspection, and completion of building systems prior to the issuance of a Certificate of Occupancy or Certificate of Completion and authorization of permanent electrical service.

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Chapter 300 – Buildings and Construction

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Section 300-5.1 Generally

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G. Construction Test Meter

A construction test meter shall be energized prior to scheduling any building, electrical, mechanical, or plumbing final **inspections. For all non-residential projects other than residential accessory buildings this meter shall only be active for 90 calendar days from the date of issuance of the construction test meter permit. No construction test meter permits**

will be issued until a compliant electrical service inspection is performed by a St Tammany Parish Inspector. An extension may be requested in writing to the Director when construction is ongoing and the permit is active. Upon issuance of the Certificate of Occupancy or Certificate of Completion a permanent meter permit shall be issued.

4. Amend Chapter 400 – Zoning, Section 400-8(RR) – Use Standards for Swimming Pools to clarify setbacks for pool equipment, to read as follows:

Chapter 400 – Zoning

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Section 400-8 Use Standards

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RR. Swimming Pools.

1. Swimming pools which are not located within an appropriate commercial zoning district shall not be operated as a business; however, private swimming lessons are permitted.
2. 2. All swimming pools shall be completely enclosed within a permanent and solidly constructed fence or wall of not less than 4 feet in height.
3. All gate or door openings through a fence or wall enclosure shall be equipped with a self-closing and self-latching device for keeping the gates or doors closed and locked at all times when not in actual use.
4. Above-ground swimming pools can only be located on the property in either a side or rear yard area. The inside edge, lip, or structure of each swimming pool shall be set back at least 5 feet from the side property line and 10 feet from the rear property line. However, in no instance shall a swimming pool be located within any documented servitude or easement.
5. In-ground swimming pools (less than 12 inches above grade) can only be located on the property in either a side or rear yard area. The structure, including decking and/or coping of each swimming pool shall be set back at least 5 feet from the side property line and 5 feet from the rear property line. However, in no instance shall a swimming pool be located within any documented servitude or easement.
6. All portable or accessory swimming pools that are less than 18 inches in water depth shall be exempt from any fencing or wall requirements.

7. No pool may be maintained in such a way that it is attractive to rats, mice, mosquitoes, or other such vermin. No pool may be maintained in such a way as to be hazardous to adjacent property owners.

8. **All swimming pool equipment, including pumps, filters, heaters, chlorination systems, and similar mechanical equipment, shall be located a minimum of five (5) feet from any side or rear property line and shall not be located with any recorded servitude or easement.**

5. Amend Chapter 100 – Administration and Chapter 400 – Zoning, including Section 400-3 Commercial Zoning Districts, Section 400-4 Specialized Zoning Districts, Section 400-5 Industrial Districts, 400-7 Overlay Districts, and Section 400-8 Use Standards to add "Outdoor Shooting Range" as a conditional use and include minimum standards as follows:

This item was postponed for 3 months to allow staff more time to review.

6. Amend Chapter 400 – Zoning, Section 400-8(AA) – Use Standards for Mobile Food Trucks to incorporate revised standards, to read as follows:

Chapter 400 – Zoning

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Section 400-8 Use Standards.

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AA. Mobile Food Trucks**/Temporary Food or Retail Stand**

1. *Applicability*. This section applies to mobile food trucks **and temporary food and retail stands**. Uses this applies to include, but are not limited to mobile food trucks, ice cream trucks, and snowball trucks.

2. **A mobile food truck or temporary food or retail stand shall obtain an annual Mobile Food Truck License from the Department of Planning and Development. The license shall authorize the mobile food truck to operate at multiple locations within unincorporated St. Tammany Parish during the license period, provided that each location complies with the requirements of this Section. A separate permit or approval shall not be required for each location at which the mobile food truck operates.** ~~*Limitation in size*. Any uses similar to those regulated within this section that exceed 500 square feet must follow the requirements in Sec. 400-8.NN. or must be fully permitted as a commercial building.~~

3. **A mobile food truck or temporary food or retail stand may operate only on property within a zoning district in which mobile food trucks are permitted and only at a location that complies with all applicable requirements of this Section. The license holder shall be responsible for verifying compliance with applicable zoning, setbacks, sight-distance triangles, buffers, parking, access, and other site requirements prior to operating at a location. No mobile food truck or temporary food or retail stand shall be issued on a property that is not compliant with the non-residential development standards provided for within**

Chapter 600 – General Development Standards. ~~A copy of the lease and/or written permission from the property owner or authorized agent shall be kept on site.~~

4. **The license holder shall obtain permission from the property owner or authorized agent prior to operating on private property. A copy of the lease, written permission, or other evidence of authorization shall be maintained with the mobile food truck or temporary or retail stand and made available upon request.** ~~This use requires an annual permit. The mobile food truck or temporary food or retail stand must reapply annually for the permit.~~
5. No mobile food truck or temporary food or retail stand may remain on a site for more than 12 hours.
6. The mobile food truck or temporary food or retail stand must be located entirely on private property and shall not be located in any required setback, sight distance triangle, buffer, or public right-of-way.
7. Trucks may not operate:

   Within 20 feet of any intersection, stop sign, flashing beacon, yield sign, or other traffic control signal located on the side of a roadway;

   Within 3 feet of any public or private driveway, wheelchair ramp, or bicycle ramp;

   In any manner that impedes an exit or entrance of an operating building;

   In any manner that impedes traffic flow on a public street, private drive, or parking aisles.
8. Vendors must obey all applicable parking, traffic and vehicle safety laws, regulations, and restrictions.
9. The mobile food truck or temporary food or retail stand must meet all applicable state codes.
10. No vendor may sell alcoholic beverages.
11. All vendors shall provide a trash receptacle within 3 feet of the front or back of the truck.
12. All vendors must keep a 50-foot radius around the truck during operation and upon ceasing operation.
13. No horns, amplification systems, or other sound-producing devices or music systems which can be heard outside of the truck may be used.
14. A maximum of 1 sign not exceeding 16 square feet per side, off the vehicles or temporary building, will be allowed on the property. No signs shall be located within public rights-of-way or in sight triangles.

7. Amend Chapter 500 – Nonconformities, Section 500-2 Types of Nonconformities to clarify abandonment terms for manufactured homes, to read as follows:

Chapter 500 – Nonconformities

* * *

Section 500-2.2 Legal Nonconforming Buildings

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B. Abandonment.

Any particular use that is established as a legally nonconforming use is deemed abandoned when that particular non-conforming use is discontinued or becomes vacant or unoccupied for a continuous period of 6 months. In the instance of multi-use or multi-unit sites, the site will be considered vacant when 51% or more of the units are vacant or do not have an active occupational license associated with the units. The petitioner or new occupant of a nonconforming use or structure shall have 6 months to obtain the appropriate building permits or occupy the legal non-conforming building, otherwise the use or structure shall be considered discontinued, and the legally nonconforming status shall expire.

Notwithstanding any other provision of this Chapter, a legally established nonconforming manufactured home use shall not lose its legal nonconforming status solely because of vacancy, discontinuance of occupancy, removal of the manufactured home, or discontinuation of electrical service for a period not exceeding two (2) years from the date electrical service to the manufactured home was discontinued. Following a period exceeding two (2) years from the date electrical service was discontinued, the legal nonconforming status shall expire unless otherwise determined in writing by the Planning and Development Director.

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Section 500-2.3 Legal Nonconforming Uses

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C. Regulations for Nonconforming Uses. Nonconforming uses shall be subject to the following regulations:

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4. Expiration of Use. A building or structure or premises within where a legal nonconforming use has ceased for a period of more than 6 months or has changed to a permitted or conforming use, shall lose its legal nonconforming status, subject to the following considerations:

a. The calculation of the period of discontinuance of the use does not include any period of discontinuance by declared state of emergency or acts of public enemy
b. The causal, intermittent, temporary, or illegal use of land or structures is not sufficient to establish and maintain the continuance of any legally nonconforming use, whether the use is a main or accessory use.
c. Seasonal shall be deemed expired when discontinued for 1 calendar year.
d. ***Manufactured Homes*. Notwithstanding any other provision of this Chapter, a legally established nonconforming manufactured home use shall not lose its legal nonconforming status solely because of vacancy, discontinuance of occupancy, removal of the manufactured home, or discontinuation of electrical service for a period not exceeding**

two (2) years from the date electrical service to the manufactured home was discontinued. Following a period exceeding two (2) years from the date electcial service was discontinued, the legal nonconforming status shall expire unless otherwise determined in writing by the Planning and Development Director.

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Section 500-3.2 Removal and Replacement

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A. In General

If any structure or building is removed from the site, other than a manufactured home, such structure or building shall only be replaced if it conforms to current land use regulations or meet all criteria within the current zoning district in which it is located.

B. Exception for Manufactured Homes

In order to provide for improvements in the standard of living and built environment, **a manufactured home possessing legal nonconforming status** ~~manufactured housing~~ may be removed and replaced, while maintaining nonconforming use status, if and only if all of the following conditions are met:

1. The replacement ~~mobile~~ **manufactured** home is manufactured or constructed under authority of 42 U.S.C. Sec. 5403-Construction and Safety Standards.
2. The replacement manufactured home is a newer make or model than the existing **or previously located** manufactured home on **the** site.
3. **The legal nonconforming manufactured home use has not expired pursuant to Sec. 500-2.3(C).** ~~Removal and replacement activities are complete within no more than 6 months from the point of~~ permit
4. **Only applicable to the current property owner(s), evidence of property ownership must be provided.**

8. Amend Chapter 600 – General Development Standards, Section 600-6.2 Accessory Use Standards to increase the size of a boat house allowable on a state-designated scenic river, to read as follows:

Chapter 600 – General Development Standards

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Sec. 600-6.2 Accessory Use Standards

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c. No boat house shall exceed 1,600 square feet**.** ~~, except that any boat house constructed on a state-designated scenic river shall not exceed a size of 800 square feet.~~

9. Amend Chapter 900 – Infrastructure, Section 900-6.5 Placement of Fill to add language which regulates the placement of fill in major subdivisions, to read as follows:

This item was postponed for 1 month to the public more time to review.