

TEXT STUDY STAFF REPORT
Unified Development Code



PLANNING & DEVELOPMENT
Ross Liner
Director

MICHAEL B. COOPER
PARISH PRESIDENT

985-898-2529 21454 Koop Drive, Suite 1B, Mandeville, LA 70471 stpgov.org/planning

Study Title: Unified Development Code Phase 2: Implementation, “Housekeeping” Text Amendments No. 10

Public Notice: 2/26/2025; 3/5/2025

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.

Planning & Zoning Commission: 3/11/2025
Recommendation: Approved as Amended to add protection for single family dwellings located in commercial zoning districts as seen in Amendment #2
Parish Council: April 3, 2025

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 Housekeeping Amendment 4		
24-5641	12/5/24	12/5/24	Part II UDC Housekeeping Amendment 5		
25-5700	3/6/25	3/10/25	Part I & II UDC Housekeeping Amendment 6 (Combined 6, 7, & 8)	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 Part II: UDC Chapters 100-900
Calendar No. 7828	N/A	N/A	Part II UDC Housekeeping Amendment 9	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 II: UDC Chapters 100-900

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. 10 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. 10 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 were adopted at the March 6, 2025 Council hearing (Ord. No. 25-5700).
- Housekeeping No. 9 was recommended for approval subject to removing #4 at the February 11, 2025 Planning and Zoning Commission hearing and was postponed for one month at the March 6, 2025 Council hearing in order to give staff more time to work with interested stakeholders and constituents on the subject amendments (Calendar No. 7828).

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 Chapter 400 – Zoning, Sec. 400-4 Specialized Zoning District Regulations and Sec. 400-7 Overlay Districts to allow commercial excavation as a conditional use, subject to minimum standards in the PF-2 Public Facilities District and the RO Rural Overlay and to allow utility facilities as a permitted use in the PF-1 and PF-2 Districts (Part II – Unified Development Code, Chapter 400, Appendix A, Recommendation No. 1).
- ii. Amend Chapter 600 – General Development Standards, Sec. 600-4.3 Sign Standards to allow pole signs in certain areas of the Parish as a conditional use, subject minimum standards (Part II – Unified Development Code, Chapter 600, Appendix A, Recommendation No. 2).

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 Chapter 400 – Zoning, Sec. 400-4 Specialized Zoning District Regulations to allow commercial excavation, subject to minimum standards and conditional use, and utility facilities in the PF-1 and PF-2 Districts, and Sec. 400-7 Overlay Districts to allow commercial excavation, subject to minimum standards and conditional use in the Rural Overlay, and renumber as appropriate, to read as follows:

Sec. 400-4 SPECIALIZED ZONING DISTRICT REGULATIONS.

* * *

Exhibit 400-5 Permitted Uses: Specialized Districts.

Use Category Specific Use	Specialized Zoning Districts									Use Standards
	MOCD	MHD	MRD	PF-1	PF-2	CBF-1	ED-1	ED-2	AT	
Agricultural and Open Space										
Conservation Areas					P					
Excavation, Commercial					C					Section 400-8.I
Golf Course and Recreational Facility						P				
Habitat And Wetland Mitigation Banks					P					
Local, State, or National Parks					P					
Marinas/Boat Launches					P					
Passive Recreational Facilities					P					
Utilities										
Utility Facility				P*	P*					Section 400-8.K Section 400-8.GG

Use Category Specific Use	Specialized Zoning Districts									Use Standards
	MOCD	MHD	MRD	PF-1	PF-2	CBF-1	ED-1	ED-2	AT	
Electrical Energy Substation	P*	P*	P*	P*	P*	P*	P*	P*	P*	
Small Wireless Facility	P*	P*	P*	P*	P*	P*	P*	P*	P*	
Stormwater Retention or Detention Facility	P*	P*	P*	P*	P*	P*	P*	P*	P*	
Tower, Radio, Telecommunications, Television or Microwave	P*	P*	P*	P*	P*		P*	P*	P*	Section 400-8.RR

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SEC. 400-4.3 PUBLIC FACILITIES DISTRICTS.

A. PF-1 Public Facilities District.

* * *

2. Permitted Uses.

* * *

n. Tower, radio, telecommunications, television, or microwave*

o. Transportation terminal

p. [Utility facility*](#)

~~p. q.~~ Veterinary clinic, no outdoor kennels

* * *

B. PF-2 Public Facilities District.

* * *

2. Permitted Uses.

* * *

o. Tower, radio, telecommunications, television, or microwave*

p. [Utility facility*](#)

3. Conditional uses. The following uses are deemed conditional uses in the PF-2 Public Facilities District and may be approved as a conditional use subject to approval by the Planning and Zoning Commission in accordance with Chapter 200, Section 200-3:

a. Excavation, Commercial

Section 400-8.I

~~3.~~ 4. *Permitted temporary uses.* The following temporary uses are permitted within the PF-2 District subject to development plan review by the Department of Planning and Development in accordance with **Chapter 200, Sec. 200-3.5:**

~~4.~~ 5. *Site and Structure Provisions.*

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SEC. 400-7 OVERLAY DISTRICTS.

* * *

F. Rural Overlay District.

* * *

2. Permitted uses in the Rural Overlay. The following permitted uses shall be allowed in the RO Rural Overlay, in addition to those uses permitted in the base zoning district. No structure or land shall be devoted to any use other than a use permitted hereunder with the exception of uses lawfully established prior to the effective date of the ordinance from which this chapter is derived:

* * *

c. Nonresidential uses. The following nonresidential uses are permitted within the RO Rural Overlay District subject to development plan review by the Department of Planning and Development in accordance with the procedures outlined in **Chapter 200, Section 200-3.5.**

- i. Religious uses including churches, temples, synagogues, camps, convents and monasteries.
- ii. Seasonal seafood peddlers using temporary structures. State inland waters shrimping seasons shall be considered as the seasons during which the regulations shall apply and inspectors may periodically check for conformance; including temperature of seafood storage and waste disposal.
- iii. Seasonal produce stands other than seafood peddlers and Christmas tree sales, provided that the use is temporary and valid for a period not greater than six months. Concurrent permits for a single site may not extend this six-month limit. For occupancy of a site on a permanent basis a conditional use permit is required. Signs are allowed provided they are professionally rendered and approved by the Department of Planning and Development.
- iv. Fireworks sales using temporary structures during periods established by ordinance of the Parish Council except where prohibited by ordinance. Signs are allowed provided all are professionally rendered and approved by the Department of Planning and Development.
- v. Snowball stands between April 1 and September 30.
- vi. Non-profit/family cemeteries.
- vii. Bed and breakfasts.

- viii. Excavations for the purpose of creating a decorative or farm pond of not to exceed one acre in area and when located on a parcel of at least five acres in area.
- ix. Farm winery subject to the use standards outlined in **Section 400-8.Q** of this chapter.
- x. Short term rentals subject to the requirements in **Sec 400-8.II** of this chapter.

d. Conditional uses. The following uses are deemed conditional uses in the RO Rural Overlay District and may be approved as a conditional use subject to approval of the Planning and Zoning Commission in accordance with Chapter 200, Section 200-3:

a. Excavation, Commercial

Section 400-8.I

2. Amend Chapter 600 – General Development Standards, Sec. 600-4.3 Sign Standards to allow pole signs in certain areas of the Parish, subject to minimum standards, and renumber as appropriate, to read as follows:

Sec. 600-4.3 Sign Standards.

* * *

G. Pole Signs

1. General Requirements.

a. Pole signs are permitted in the following zoning districts subject to the approval of a Conditional Use Permit, the process of which is outlined in Sec. 200-3.4 Conditional Uses:

- i. Any commercial zoning district defined in Sec. 400-3.1 Commercial Zoning District Regulations except NC-1 Neighborhood Office District, NC-2 Neighborhood Commercial District, GC-1 General Commercial District, and GC-2 Public, Cultural and Recreational District; and**
- ii. Any zoning district defined in Sec. 400-4.1 Specialized Zoning District Regulations; and**
- iii. Any zoning district defined in Sec. 400-5.1 Industrial Zoning District Regulations**

b. All requests for pole signs must include the following:

- i. Boundary line survey prepared by a licensed surveyor**
- ii. Site plan. A site plan which is drawn to scale and fully dimensioned showing the location of all structures on site, including the location of the proposed sign. The site plan must also include the location of all existing or proposed above and below ground utilities including servitudes and rights of way, all required natural areas, existing**

trees, and/or required landscaping where the sign is proposed within or adjacent to a natural area. The site plan shall detail the drip line of all trees within the required natural area in which the sign is proposed to be located.

iii. Sign Elevations and Details. Elevations which are drawn to scale must include proposed dimensions including structural details, foundation, materials, wind load requirements, and all other provisions which show compliance with the sign code.

iv. Sign Illumination and Message Details. A site plan showing light levels at property lines where the property abuts a residential zoning classification. Documentation demonstrating maximum lumens in foot candles, wattage, type of lighting, and details on shielding to prevent glare onto roadways and adjacent properties. Engineer or manufacturer certification that lighting complies with local standards and a signed statement from the applicant confirming adherence to illumination regulations.

2. Location Restrictions.

a. Pole signs shall not be permitted on a lot having less than 100 feet of street frontage.

b. A pole sign must be located within 100 feet of the highway right-of-way. A pole sign must be set back at least 15 feet from the nearest property line.

c. A pole sign is not allowed within or nearer than 500 feet from the edge of the property line of a residentially zoned district, or a single family residential structure.

d. No 2 pole signs shall be spaced less than 200 feet apart on the same side of a street.

e. No single development site or parcel shall be permitted more than 1 detached sign, including monument signs and pole signs.

f. A pole sign may not be located within a triangular area formed by the highway rights-of-way lines and a line connecting them at points 50 feet from the rights-of-way intersection or 500 feet from an interstate entrance/exit ramp.

g. No portion of a pole sign may protrude into an adjacent right-of-way. No pole sign or structure shall be located or situated in a manner so as to obscure or otherwise physically interfere with the effectiveness of any official traffic sign, signal or device, or obstruct or physically interfere with the driver's view of approaching, merging, or interstate traffic.

h. The use of a pole sign is only permitted in conjunction with a business which is located on the same property. Off premise advertising through use of a pole sign is strictly prohibited.

3. Max Height and Size.

- a. No pole sign shall exceed 25 feet in height.
- b. The minimum clearance between the bottom of the sign to the highest adjacent grade shall be 10 feet.
- c. To reduce sign clutter, preserve the visual aesthetics of the community, and enhance traffic safety, the total cumulative pole sign area shall not exceed the following limits:

<u>Building Type</u>	<u>Square Footage Per Side</u>
<u>Single Occupancy</u>	<u>75 square feet</u>
<u>Multiple Occupancy</u>	<u>150 square feet</u>

4. Pole Design and Materials.

- a. No roof, piggy-back, stack signs, side by side and multiple panel signs shall be permitted.
- b. Bare metal or wooden poles are prohibited. All requests for pole signs shall include aesthetic improvements including cladding with masonry, stone, aluminum sleeves, or alternative materials to skirt or screen the pole.

5. Illumination Standards & Message and Copy Standards.

- a. No revolving or rotating beam or beacon of light that simulates any emergency light or device shall be permitted as part of any sign. Flashing devices shall not be permitted upon a sign.
- b. External lighting, such as floodlights, thin line and goose neck reflectors are permitted provided the light source is directed on the face of the sign and is effectively shielded so as to prevent beams or rays of light from being directed into any portion of the main travel way of the highway system, or onto any adjacent property.
- c. Electronic display. Electronic displays and/or variable message boards are permitted to occupy a maximum of 50 percent of total pole sign area, except when located at the entrance of a mixed-use subdivision entrance or commercial park where there are residential uses. However, message changes must be accomplished within 4 seconds and the message must remain stationary for a minimum of 8 seconds.
- d. Illumination cannot cause glare into any residential premises or interfere with the safe movement of motor vehicles on public thoroughfares.

e. Nonconforming conversion. An existing legal nonconforming sign will not be permitted to convert, in whole or in part, to an electronic variable message sign unless it meets all other regulations of the sign code.

6. Landscaping Requirements.

a. No pole sign shall be permitted within five feet of the dripline of a protected tree species including any live oak or cypress tree.

b. The request for a pole sign shall never supersede the landscaping requirements as provided in Sec. 600-3.4 – Landscape Regulations.

c. No trees or other vegetation may be cleared, cut, or removed on the subject site without a land clearing permit. Where the sign is on a state right-of-way a state vegetation control permit may be required.

7. Construction.

a. All structural elements of a pole sign shall be of metal construction.

b. Every pole sign shall be so erected or constructed in such a manner as to withstand a wind load factor of 30 pounds per square foot or 140-160 mph as determined by the wind speed map for Risk Category II structures in coastal Louisiana, whichever is higher.

c. No pole sign shall be erected, nor shall construction commence thereon, without first obtaining a conditional use permit and subsequent sign permit from the Department of Permits.

~~G.~~ H. Erection and Maintenance of Signs.

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~~H.~~ I. Prohibited Signs.

1. Prohibited signs are subject to removal (except legal nonconforming signs as defined by this UDC) by the Parish at the owner’s or user’s expense.

2. The following sign types are prohibited:

- a. All signs not expressly permitted or exempted in this UDC.
- b. Abandoned signs.

* * *

1. Pole signs unless approved as required in Sec. 600-4.3(G): Pole Signs