

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO.: 7902

ORDINANCE COUNCIL SERIES NO.: 25-

COUNCIL SPONSOR: MR. IMPASTATO

PROVIDED BY: CIVIL DA/COUNCIL OFFICE

INTRODUCED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ON THE 5<sup>TH</sup> DAY OF JUNE, 2025

ORDINANCE TO AMEND ST. TAMMANY PARISH CODE OF ORDINANCES, PART II, UNIFIED DEVELOPMENT CODE, CHAPTER 100 – ADMINISTRATION, SECTION 100-2.2 – PLANNING AND ZONING COMMISSION, SUBSECTION (F) – SECRETARY, TO ADD LANGUAGE REQUIRING SECRETARY TO MAKE RECOMMENDATIONS TO PLANNING AND ZONING COMMISSION.

WHEREAS, the Director of Planning and Development, or their designee, serves as the secretary to the Planning and Zoning Commission; and,

WHEREAS, the director and staff of the Department of Planning and Development have the expertise to determine whether zoning changes, subdivision of land, and development in planned corridors or of Parish rights-of-way are appropriate and consistent with the Parish’s comprehensive plan; and,

WHEREAS, historically, the Planning and Development director and staff have provided recommendations in favor of or against applications to the Planning and Zoning Commission; and,

WHEREAS, the Parish Council feels it would be beneficial for the Planning and Zoning Commission and the Parish Council to receive and consider the recommendation of the Planning and Development director and staff in deciding whether zoning change requests, subdivision of property, and other planning decisions are appropriate.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS that St. Tammany Parish Code of Ordinances, Part II, Unified Development Code, Chapter 100 – Administration, Section 100-2.2 – Planning and Zoning Commission, Subsection (F), be amended as follows:

**SEC. 100-2.2 PLANNING AND ZONING COMMISSION.**

\* \* \*

F. Secretary.

The Director of the Department of Planning and Development, or their designee shall serve as the secretary to the Planning and Zoning Commission.

1. The secretary shall keep the minutes of the proceedings of the commission, and maintain all records of the commission meetings, hearings, and proceedings. The minutes shall show the vote of each member upon each question, or if absent or failing to vote, indicating that fact. A copy of the minutes and actions of the commission shall be filed with the Parish Council.
2. The secretary shall provide notices of hearings and meetings as may be required by law and shall prepare all agendas.
3. The secretary shall serve as the point of contact for all applicants, shall collect and compile information, and shall report all departmental recommendations to the commission. The secretary shall specify whether the department of planning and develop recommends approval or denial of an application. Said recommendation shall be considered and ruled upon by the commission following the required public hearing.

REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SEVERABILITY: If any provision of this Ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this Ordinance are hereby declared to be severable.

EFFECTIVE DATE: This Ordinance shall become effective fifteen (15) days after adoption.

MOVED FOR ADOPTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

WHEREUPON THIS ORDINANCE WAS SUBMITTED TO A VOTE AND RESULTED IN THE FOLLOWING:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

THIS ORDINANCE WAS DECLARED DULY ADOPTED AT A REGULAR MEETING OF THE PARISH COUNCIL ON THE 10<sup>TH</sup> DAY OF JULY, 2025; AND BECOMES ORDINANCE COUNCIL SERIES NO. 25-.

\_\_\_\_\_  
JOE IMPASTATO, COUNCIL CHAIR

ATTEST:

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KATRINA L. BUCKLEY, COUNCIL CLERK

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MICHAEL B. COOPER, PARISH PRESIDENT

Published Introduction: MAY 28, 2025

Published Adoption: \_\_\_\_\_, 2025

Delivered to Parish President: \_\_\_\_\_, 2025 at \_\_\_\_\_

Returned to Council Clerk: \_\_\_\_\_, 2025 at \_\_\_\_\_