

Houma-Terrebonne Regional Planning Commission

Subdivision Regulations Review Committee

Committee Members

L. A. "Budd" Cloutier, Jr., O.D.

Richard Elfert

Jeremy Kelley

W. Alex Ostheimer

L.A. "Budd" Cloutier, Jr., O.D.
HTRPC Chairman

Patrick Gordon
Planning & Zoning Director

JANUARY 9, 2014, THURSDAY

2:00 P.M.

**Terrebonne Parish Council Conference Room
Government Tower, 8026 Main Street, 2nd Floor**

A • G • E • N • D • A

- 1) Review minutes from Meeting of December 12, 2013
- 2) Discussion regarding drainage calculations for several subdivisions submitted to Engineering with a 25% runoff reduction and the impact of each
- 3) Mobile Home Regulations
- 4) Administrative Approvals regarding Subdivision Regulations
- 5) Sidewalks in Subdivisions
- 6) Adjourn

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Minutes of

December 12, 2013

Meeting started at 2:00 pm in the Council Conference Room on the 2nd floor of the Government Towers. In attendance were Richard Elfert, Alex Ostheimer, Patrick Gordon and Chris Pulaski.

Patrick Gordon initiated discussion regarding the newly proposed Mobile Home Regulations and explained the changes from previous proposed Mobile Home Regulations. The most obvious change was removing Recreational Vehicles (RV) Parks from the regulations and defining Major & Minor Mobile Home Parks with design differences.

Richard Elfert requested that the roadway remain at 20’ from Major and Minor Mobile Home Parks. Richard also requested that the skirting requirement be removed as well as the minimum acreage for a Mobile Home Park.

Alex Ostheimer questioned the access to the Mobile Home Park. He stated it should only be provided from a major/minor arterial or collector street and should not be provided access from a residential roadway.

Richard Elfert requested that the landscaping requirements be more detailed and questioned the necessity of landscaping at all. Staff indicated they would review and possibly amend.

Alex Ostheimer requested that Sec 17-29 Appeals be changed to include a denied decision only.

The committee as a whole felt that the definitions for Mobile Home, Mobile Home Park, RV and RV Park should be at least equivalent to State regulations and should be further defined.

Sidewalks were discussed by the committee with some skepticism. It was obvious that some specific regulations would need to be proposed in relation to the process by other communities.

Patrick Gordon indicated that the requirements for sidewalks in all new subdivisions would conform to the approved Comprehensive Plan.

Meeting adjourn.

Houma-Terrebonne Regional Planning Commission

Subdivision Regulations Review

Mobile Home & Recreational Vehicle Parks

Proposal:

~~Replace current Chapter 17, Article II “Mobile Home Parks” with Article II “Mobile Home and Recreational Vehicle Parks” to include the following:~~

~~Chapter 17 “Mobile Homes and Mobile Home Parks”
“Mobile Home, Recreational Vehicle and Residential Building Parks”~~

~~Article II. Mobile Home and Recreational Vehicle Parks~~

DIVISION 1. GENERALLY.

Sec. 17-26. Definitions.

~~Major Mobile Home Park: A mobile home park for the placement of more than five (5) mobile homes on individual mobile home spaces.~~

~~Minor Mobile Home Park: A mobile home park for the placement of five (5) or less mobile homes on individual mobile home spaces.~~

Mobile Home: a structure, transportable on its own chassis and equipped to travel on the public highways, that is used either temporarily or permanently as a dwelling with or without a permanent foundation, when connected to the required utilities, and includes plumbing, heating, air conditioning and electrical systems contained therein. Vacation trailers, travel trailers, pick-up campers, tent trailers and bus campers are included in this definition if they are used as a dwelling and are located in a mobile home park as defined below. Modular homes shall not be considered mobile homes.

Mobile Home Park: a parcel or tract of land under single ownership which is or has been used or is planned or improved for the placement thereon of ~~three~~two or more mobile homes on individual mobile home spaces for the placement of mobile homes for dwelling purposes.

Mobile Home ~~or Recreational Vehicle~~ Park Access Drive: a private thoroughfare which affords internal circulation through a mobile home ~~or recreational vehicle~~ park.

Mobile Home Space: a parcel of land in a mobile home park or subdivision designated for the accommodation of one mobile home, its accessory buildings or structures, and accessory equipment for the exclusive use of the occupants.

Mobile Home Subdivision: a residential subdivision designed exclusively for and occupied only by mobile homes in which the homes and land are owned by the occupants. Such a subdivision shall not be included in the definition of a mobile home park and shall be regulated by the parish subdivision regulations and not by this chapter.

Modular Home: A sectional prefabricated building or house that consists of multiple modules or sections which are manufactured in a remote facility and then delivered to their intended site of use. Modular homes are built without axles and are transported by means of a flat bed truck.

~~*Recreational Vehicle (RV):* a structure or vehicle used as a temporary dwelling by vacationers, transient workers, etc., designed to be towed by a vehicle or self-propelled, and designed to be licensed as a vehicle. The structure may be used without connections to public utilities; provided however that self-contained, sanitary, water and electrical systems are installed.~~

~~Recreational Vehicle Space: a parcel of land in a recreational vehicle park designated for the accommodation of one recreational vehicle, its accessory buildings or structures, and accessory equipment for the exclusive use of the occupants.~~

~~Recreational Vehicle Park: a parcel or tract of land under single ownership which is or has been used or is planned or improved for the placement thereon of three or more recreational vehicles for temporary, recreational or transient uses. No mobile home parks shall be permitted in recreational vehicle parks.~~

Sec. 17-27. Purpose.

These regulations are adopted to protect and promote the health, safety and general welfare of the parish; to prevent overcrowding and undue congestion of the population; to provide adequate and convenient open space for vehicular traffic and parking, utilities and access for emergency and service apparatus by:

- (a) Establishing minimum standards and requirements for the design, construction and maintenance of mobile home ~~and recreational vehicle~~ parks and the related utilities and facilities which are subject to the jurisdiction of these regulations as herein set forth;
- (b) Authorizing the licensing of owners and/or operators and the inspection of mobile home ~~and recreational vehicle~~ parks which are subject to this chapter and by defining duties and responsibilities of owners and operators in making mobile home ~~and recreational vehicle~~ parks sageclean, sanitary and fit for human habitation; and
- (c) Specifying a period for compliance for all nonconforming mobile home ~~and recreational vehicle~~ parks and by fixing penalties for violations.

Sec. 17-28. Scope.

- (a) The regulations contained in this chapter shall apply to the ownership, development and operation of mobile home ~~and recreational vehicle~~ parks, as herein defined, situated in all areas of Terrebonne parish.
- (b) The mobile home ~~and recreational vehicle~~ park regulations contained in this chapter shall only apply to those mobile home ~~and recreational vehicle~~ parks which shall have for their purpose the lease, rent or letting of mobile home spaces.
- (c) The development of mobile home ~~and recreational vehicle~~ parks that shall have for its purpose the sale only of spaces for use by mobile homes shall be governed by the subdivision regulations in effect for the parish.

Sec. 17-29. Appeals.

- (a) Upon denial of a mobile home ~~park or recreational vehicle~~ park development, the Houma-Terrebonne Regional Planning Commission shall communicate its reasons to the Terrebonne Parish Council and developers within seven (7) days of said denial. Included with the notice of denial to the developer shall be the appeal process provided herein.
- (b) Applicants may appeal a denial decisions rendered by the Houma-Terrebonne Regional Planning Commission to the Terrebonne Parish Council. A denial Appeals shall be filed within thirty (30) days of the planning commission decision. The notice of appeal shall include the names and addresses of all adjacent property owners of said affected development, and the development's name and location. A denial Appeals shall be filed in writing with the Terrebonne Parish Council clerk.
- (c) Upon receipt of appeal, the Terrebonne parish council shall notify the Houma-Terrebonne Regional Planning Commission and adjacent property owners of said request for appeal.
- (d) Included in the notice of appeal shall be: the notice of the hearing date, list of adjacent property owners, the names and location of said development, and the name of the developer.
- (e) Upon receipt of request for appeal, the Terrebonne Parish Council must hear the appeal within thirty (30) days of receipt of the request. The Terrebonne Parish Council may override the decision of the planning commission by a majority vote of the full council.

Sec. 17-30. Variances.

- (a) Where it can be shown by the owner or the owner's designated representative that any provision of these regulations would cause any unnecessary hardship if strictly adhered to because of topographical or other conditions peculiar to the site, then a variance must be petitioned for in writing and submitted to the planning commission. The petitions shall state fully the petitioners reasoning for the variance.
- (b) The planning commission will study the variance requested and all comments, and approve or disapprove the variance. If, in the opinion of the planning commission, a departure can be made without destroying the intent of these regulations, the requested variance may be approved, unless the planning commission finds that it would not be in the best interest and welfare of the parish to approve the requested variance, and the reasons for the approval or disapproval shall be entered into the minutes of the meeting; with the party requesting the variance being informed of the decision in writing.
- (c) In no case shall any variance, modification or waiver be more than a minimum easing of the requirements.

DIVISION III. APPLICATION AND APPROVAL PROCESS.

Sec. 17-31. Application procedure and approval process.

- (a) The Houma-Terrebonne Regional Planning Commission will use the following procedure for the purpose of approving a minor/major mobile home ~~and recreational vehicle building~~ parks so as to ensure that the mobile home ~~and recreational vehicle~~ park development provides for adequate and convenient open space for traffic, vehicular access, utilities, drainage, access of firefighting and other emergency apparatus, light and air, and to avoid congestion of the population.
 - (1) Conceptual Approval.
 - (a) The purpose of the conceptual phase is to consider the proposed land use of the proposed development. The conceptual plan application shall conform to the following:
 - (1) Be made on forms available at the office of the Houma-Terrebonne Regional Planning Commission to include all contiguous holdings of the owner with indication of the portion which is proposed to be developed.
 - (2) Have the signature of property owner or agent on application.
 - (3) Be accompanied by number of copies as required in application of preliminary survey plat as described below and complying with all aspects of these regulations.
 - (4) Be presented to the planning commission seventeen (17) days prior to the meeting of the planning commission.
 - (5) Be accompanied by the application fee as specified herein.
 - (6) Shall include the name, mailing address, and telephone number of the agent and owner.
 - (b) In conjunction with the application, a preliminary survey plat must be submitted. This plat shall depict the following information:
 - (1) Name of proposed minor/major mobile home ~~or recreational vehicle~~ park;
 - (2) Name of developer;
 - (3) Name of planner, engineer, architect or surveyor;
 - (4) Vicinity map;

- (5) Location of minor/major mobile home ~~or recreational vehicle~~-park by section, township and range;
 - (6) Date, text of legible letter size, scale (suggested one (1) inch equals six hundred (600) feet), north arrow;
 - (7) Boundary of entire tract to be planned;
 - (8) Boundary of proposed mobile home ~~or recreational building~~-park;
 - (9) Major existing streets and roads;
 - (10) Proposed major streets and roads including those from the major street plan;
 - (11) Proposed land use (single-family, multifamily, commercial, industrial, etc.,) for land within the tract;
 - (12) Important existing features, i.e. pipelines, utility rights-of-way, well locations, etc.;
 - (13) Land use of property adjacent to the boundary of the tract (within three hundred (300) feet);
 - (14) Current standard signature block for approval by commission; and
 - (15) Clearly marked "Conceptual Plan."
- (c) An electronic copy of all drawings submitted with the application shall be submitted by any electronic means accepted by the Planning Director.
- (d) The developer or his agent shall submit to the commission the minimum number of copies of the conceptual plan as required on the application at least seventeen (17) days prior to the meeting of the commission.
- (e) The staff shall review the conceptual plan and provide its comments in writing prior to the meeting. Approval by the commission allows the developer to proceed with the preliminary plan for the mobile home ~~or recreational vehicle~~-park itself. Denial requires a re-submission of the conceptual plans unless a compromise is reached between the developer and the commission. In any case, the developer will furnish the commission with a revised conceptual plan reflecting the agreed compromise.
- (f) Application fee: The application fee to obtain review of the conceptual plan by the planning commission shall be in compliance with the current fee schedule.
- (2) Preliminary Approval:
- (a) The purpose of the preliminary phase is to consider the development from the point of view of layout and configuration of lots, minor/major mobile home ~~or recreational vehicle~~-park access roads and easements. The preliminary plan application shall conform to the following:
 - (1) Be made on forms available at the office of the Houma-Terrebonne Regional Planning Commission to include all contiguous holdings of the owner with indication of the portion which is proposed to be developed.
 - (2) Have the signature of property owner or agent on application.
 - (3) Be accompanied by the minimum number of copies of a preliminary survey plat as required in application and as described below and complying with all aspects of these regulations.
 - (4) Be presented to the planning commission seventeen (17) days prior to the meeting of the planning commission.
 - (5) Be accompanied by the application fee as specified herein.
 - (6) Shall include the name, mailing address, and telephone number of the agent and owner.
 - (b) Along with the application, the applicant must submit in the electronic format required by the planning department, on a separate document, names and addresses of the property owners within a two hundred fifty (250) foot perimeter of the development. All adjacent property owners shall be listed separately. Notations should be placed on plat indicating the names of the property owners. (This must be submitted or mobile home ~~or recreational vehicle~~-park cannot be placed on commission agenda.)

- (c) In conjunction with the application, a preliminary survey plat must be submitted. This plat shall depict the following information:
- (1) Name of proposed mobile home ~~or recreational vehicle~~ park;
 - (2) Name of developer;
 - (3) Name of planner, engineer, architect or surveyor;
 - (4) Vicinity map;
 - (5) Location of mobile home ~~or recreational vehicle~~ park by section, township and range;
 - (6) Date, text of legible letter size, scale (suggested one (1) inch equals two hundred (200) feet), north arrow;
 - (7) Proposed street names, lot and block numbers (including major streets);
 - (8) Alignment of existing streets, rights-of-way, easements, and servitudes which join or cross the proposed mobile home or recreational vehicle park;
 - (9) Section, township and range, city limits and/or parish boundaries which abut or cross the proposed mobile home ~~or recreational vehicle~~ park;
 - (10) Geometric layout of lots, blocks, streets, rights-of-way, easements, and servitudes which join or cross the proposed mobile home ~~or recreational vehicle~~ park;
 - (11) Proposed land use (single-family, multifamily, commercial, industrial, etc.) for land within the tract;
 - (12) Current standard signature block for approval by commission; and
 - (13) Clearly marked "Preliminary Plan."
- (d) In conjunction with the application, a separate drawing must be submitted showing vehicular circulation patterns. If pedestrian access is provided separately from vehicular access then the drawing shall show pedestrian circulation patterns. Circulation patterns are to show expected ADT for each proposed street and expected ADT increase on existing streets.
- (e) In conjunction with the application, letter of availability from utility companies must be submitted, i.e., electric, gas, water, sewerage, telephone, etc.
- (f) An electronic copy of all drawings submitted with the application shall be submitted by any electronic means accepted by the Planning Director
- (g) The developer or his agent shall submit to the commission the minimum number of copies of the preliminary plan as required on the application at least seventeen (17) days prior to the meeting of the commission. It shall be the responsibility of the developer to secure utility service agreements from either public or private utilities. The service agreement should indicate that the utility has the capacity or facilities to serve the mobile home or recreational vehicle park and that it intends to provide service.
- (h) It shall be the responsibility of the developer or his/her agent to furnish the commission, in the electronic format required by the planning department with the names and addresses of all property owners within two hundred fifty (250) foot perimeter of the development when submitting an application to the Houma-Terrebonne Regional Planning Commission which requires a public hearing. All adjacent property owners shall be listed separately.
- (i) In addition, for all mobile home ~~and recreational vehicle~~ parks ~~that will hold a public hearing consisting of six (6) spaces or more~~, a 4' x 4' sign shall be erected by the developer at the location of the proposed mobile home ~~and recreational vehicle~~ park ten (10) days prior to the public hearing depicting the name of the development, owner and agent, time, date and location of the public hearing, and phone number of the planning commission.
- (j) The planning commission shall hold a public hearing to receive public comments and shall study the plat and the report of the planning commission staff, taking into consideration the requirements of the mobile home ~~and recreational vehicle~~ park regulations. Subsequent to the review and staff recommendations, the planning commission shall advise the applicant of any changes or additions which

may be required prior to the approval of the mobile home ~~and recreational vehicle~~ park plat.

- (k) Notification shall be sent by parish staff by certified mail to the developers and adjacent property owners and first class mail to all remaining property owners within a two hundred fifty (250) foot radius of the development at least five (5) days prior to the hearing. The notice shall advise the purpose, date, time, and place of the hearing.
- (l) The staff shall review the comments of public and private utilities and prepare its recommendations, in writing, prior to the next commission meeting.
- (m) Upon review, the commission may grant preliminary approval which will permit the developer to proceed with engineering plans for the construction of the mobile home ~~and recreational vehicle~~ park. If the commission rejects the preliminary plan, the developer shall be required to amend or revise and resubmit his preliminary plan. The planning commission may grant approval with revised plats.
- (n) Application Fee: The application fee to obtain review of the preliminary plan by the planning commission shall be in compliance with the current fee schedule.

(3) Engineering Approval.

- (a) The purpose of the engineering approval phase is to consider the engineering plans of the proposed mobile home ~~and recreational vehicle~~ park prior to construction. The engineering application shall conform to the following:
 - (1) Be made on forms available at the office of the Houma-Terrebonne Regional Planning Commission to include all contiguous holdings of the owner with indication of the portion which is proposed to be developed for a mobile home ~~or recreational vehicle~~ park.
 - (2) Have the signature of property owner or agent on application;
 - (3) Shall include the name, mailing address, and telephone number of the agent and owner;
 - (4) Be accompanied by the application fee as specified herein;
 - (5) Be accompanied by a minimum number of copies as required by the application of a preliminary survey plat as described and complying with all aspects of these regulations;
 - (6) These engineering plans and drawings shall be distributed to the appropriate T.P.C.G. reviewing agencies as required by section 5.3.1. of the subdivision regulations by the same date as they are submitted to the planning commission;
 - (7) Letters and/or signed plats from each utility company showing approval of location of utility servitudes shall be submitted;
 - (8) Be presented to the planning commission seventeen (17) days prior to the meeting of the planning commission.
 - (9) In conjunction with the final approval application, a final survey plat must be submitted. This plat must be prepared by a registered land surveyor and shall depict the following information:
 - (a) Name of proposed mobile home ~~or recreational vehicle~~ park. The proposed name shall not duplicated the name of any plat previously recorded.
 - (b) Name of developer.
 - (c) Vicinity map.
 - (d) Proposed street names (including major streets), lot and block numbers and lot area. The municipal street address of each lot shall be shown, where applicable. Addresses should be established by the 911 director.
 - (e) Existing recorded legal rights-of-way or easements affecting the property shall be identified.
 - (f) Location of property by section, township and range, parish, graphic scale (suggested scale one (1) inch equals one hundred (100) feet of greater), north arrow, and date of plat.

- (g) Location of property lines, existing easements, railroad right-of-way, watercourses, fire hydrants and streetlights; location and names of all existing or platted streets or other public ways within and/or abutting the property.
- (h) In special flood hazard zones, the center natural ground elevation of each proposed mobile home or recreational vehicle space and the FEMA first floor elevation requirements shall be shown as of the date of the plat. The Terrebonne Parish Flood Insurance Rate (F.I.R.M.) maps are available at the TPCG Planning Department. Said elevations shall be referenced to the latest FEMA elevation and shown in feet and tenths of foot.
- (i) All permanent benchmarks shall be shown on the final survey plat including elevation, datum, date and three point ties. See section 24.7.6.4 for description.
- (j) Standard dedication block for utilities, drainage and street rights-of-way with signature of owner.
- (k) Current standard signature block for approval by planning commission.
- (l) All property boundary surveys shall be performed by persons qualified to practice land surveying and registered in accordance with the provisions of R.S. 37:681, et seq.
- (m) The survey plat shall be prepared in accordance with the most recently approved "Minimum Standards for Property Boundary Surveys" as adopted by the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.
- (n) All property surveyed within Terrebonne Parish shall tie to one (1) of the following:
 - (1) If the property is located within a two thousand (2,000) foot radius of a National Geodetic Survey Monument or a Terrebonne Parish GIS monument, the survey plat shall show the state plan coordinate (Louisiana South Zone) of a least two (2) points within the mobile home or recreational vehicle park. Terrebonne Parish GIS information is available at the Terrebonne Parish Consolidated Government Planning Department.
 - (2) If the property is located outside of the two thousand (2,000) foot radius as specified in No. 1 above, but within a four thousand (4,000) radius of any state, parish or municipal road intersection, the survey plat shall show at least two (2) ties, with bearings and approximate distances.
- (o) Clearly marked final survey plat.
 - (1) All property corners shall be monumented and flagged prior to the planning commission signing the final survey plat.
- (10) An electronic copy of all drawings submitted with the application shall be submitted by any electronic method approved by the Planning Director.
- (b) A civil engineer registered in the State of Louisiana shall submit one (1) copy of the construction plans and specifications to the parish engineering department and one (1) copy to the commission along with the minimum number of copies of the preliminary plat as required on the application at least seventeen (17) days prior to the meeting of the commission.
- (c) Partial sets of the construction plans and specifications shall be submitted to the Terrebonne Parish Consolidated Government Pollution Control Division, Consolidated Waterworks District No. 1 and the Utilities Department at the same time plans and specifications are submitted to the parish engineer. These partial sets of plans and specifications shall contain all information pertinent to the responsibilities of these entities.
- (d) An electronic copy of all drawings submitted with the application shall be submitted by any electronic method accepted by the planning director.

- (e) The staff and the governmental engineer will evaluate the engineering plans along with the comments of public and private utilities and submit their comments, in writing, prior to the commission meeting.
- (f) Application fee: The application fee to obtain review of the engineering by the planning commission shall be in compliance with the current fee schedule.
- (g) In conjunction with the engineering phase application, engineering drawings and plans must be submitted. These drawings and plans must be stamped and signed by a professional engineer licensed in the State of Louisiana and shall depict the following information:
 - (1) Drawings must be submitted showing final alignment of streets and sewerage, method of sewerage disposal and/or tie-in with existing collective systems, lagoons, lift stations, force mains, etc.;
 - (2) Final drainage plan(s) shall be submitted showing existing contours at one-foot intervals or less, proposed final lot grading, and where open ditches are used for drainage, a minimum size and grade of pipe to be used for future or current improvements shall be denoted. Drainage design calculations shall be submitted at the same time;
 - (3) Profiles of all mobile home ~~or recreational vehicle~~ park access roads, proposed sewer lines and ditches shall be submitted, with hydraulic gradient of the drainage system shown on the profile;
 - (4) Plans showing location of utilities, light standards, and fire hydrants shall be submitted; and
 - (5) In conjunction with the engineering plans, a method for mitigating adverse impacts of the proposed development calculated in 1., 2., and 3. above, shall be submitted to the planning commission for their review and approval for the health safety and welfare of the residents of Terrebonne Parish.

~~(h) After engineering approval has been granted by the planning commission, the applicant may submit his approved plans to the Terrebonne Parish Council and request confirmation that acceptance of perpetual maintenance by the Terrebonne Parish Consolidated Government for a development so constructed will be granted after final approval is received from the planning commission.~~

(4) Mobile Home ~~and Recreation Vehicle~~ Park Final Approval.

- (a) There shall be no outstanding engineering conditions at the final application phase of the development. A special meeting may be called to address the engineering conditions prior to the regular meeting.
- (b) The final acceptance consists of the inspection of the mobile home ~~or recreational vehicle~~ park as constructed and the submission of engineering certification to the commission. The Mobile Home ~~and Recreation Vehicle~~ Park Final approval application shall conform to the following:
 - (1) Be made on forms available at the office of the Houma-Terrebonne Regional Planning Commission.
 - (2) Be accompanied by the minimum number of final survey plats as indicated on the application form and as described below and complying with all aspects of these regulations.
 - (3) Be presented to the planning commission seventeen (17) days prior to the meeting of the planning commission.
 - (4) Be accompanied by the application fee as specified herein.
 - (5) Shall include the name, mailing address, and telephone number of the agent and owner.
 - (6) Be accompanied by the applicant's engineer's certification that the subdivision was constructed in substantial conformance with the approved plans and specifications.
 - (7) Land use shall be depicted on final plat.
 - (8) Drawings indicating any revisions in the plan of construction for the mobile home or recreational vehicle park since the engineering approval

was granted shall be submitted to the commission at least nine (9) days prior to final inspection.

- (c) The request for final acceptance shall be made by the engineer representing the developer, in writing, at least nine (9) days prior to the date when the final inspection is requested. The developer's engineer shall submit certification that the construction was completed, a final inspection was conducted and that the construction was found to be in substantial conformance with the plans and specifications. Record drawings indicating any revisions in the plan of construction for the mobile home ~~or recreational vehicle~~ park since the engineering approval was granted shall be submitted to the commission at least nine (9) days prior to final inspection.
- (d) An electronic copy of all drawings submitted with the application as well as any changes shall be submitted by an electronic method approved by the Planning Director.
- (e) The recommendations of the commission together with the engineering certification shall be submitted by the commission to the Terrebonne Parish Consolidated Government prior to its meetings. It shall become the responsibility of the commission to submit the necessary maps to the Terrebonne Parish Consolidated Government for its concurrence, approval and acceptance of any improvements for public and perpetual maintenance. For mobile home ~~or recreational vehicle~~ parks approved by the planning commission on a conditional basis, the applicant's engineer shall submit final as built drawings and a final accepted survey plat. The recommendations of the commission's engineer, the engineering certification and a certification by the developer that they will maintain the development perpetually shall be submitted to the commission for its approval.
- (f) Upon receiving final approval and acceptance by the planning commission of a mobile home ~~or recreational vehicle~~ park, the developer may record his plat and begin renting mobile home or recreational vehicle spaces in the mobile home park.
- ~~(f)~~(g) No mobile home shall be placed and no permanent or temporary structure shall be constructed in the park except by authority of a permit issued under the Terrebonne Parish Consolidated Building Code.
- ~~(g)~~(h) Should the Houma-Terrebonne Regional Planning Commission grant final approval with a condition, a cash bond, or some other cash security in the amount of one hundred twenty-five (125) percent of the remaining construction costs has to be secured in favor of Terrebonne Parish Consolidated Government until improvements have been completed. An estimate of the remaining work shall be submitted to the planning commission by the applicant's engineer.
- ~~(h)~~(i) Application fee: The application fee to obtain final approval review of the mobile home ~~or recreational vehicle~~ park by the planning commission shall be in compliance with the current fee schedule.

DIVISION IV. MOBILE HOME ~~AND RECREATIONAL VEHICLE~~ PARK CONSTRUCTION

Sec. 17-32. Mobile home ~~and recreational vehicle~~ park construction.

- (a) General design standards.
 - (1) Condition of soil, groundwater level, drainage, and topography of proposed development sites shall not create hazards to the property or health and safety of the occupants.
 - (2) Mobile home ~~and recreational vehicle~~ park developments must meet the requirements of the Terrebonne Parish Stormwater Drainage and Detention Manual.
- (b) Mobile home ~~and recreational vehicle~~ park location, area, and setback criteria.

- (1) A mobile home ~~or recreational vehicle~~ park in the zoned areas of the parish must be located in accordance and in compliance with the applicable zoning district.
- (2) Access to mobile home ~~and recreational vehicle~~ parks shall be only from collector streets, arterials, or highways. No mobile home ~~or recreational vehicle~~ park space shall have direct access to or from local residential streets. Mobile home ~~and recreational vehicle~~ parks shall not be located where it is necessary for traffic movement from the park to pass through an existing or proposed residential development.
- (3) Mobile home ~~and recreational vehicle~~ parks shall not be permitted at locations so far removed from existing utilities or community services such as fire or police protection and schools so as to place a financial burden on the government for provision and maintenance of these facilities.
- (4) A minimum of five (5) acres is required for each major mobile home ~~and recreational vehicle~~ park, with adequate access from a publicly maintained street or road.
- (5) The perimeter boundaries of mobile home ~~and recreational vehicle~~ parks shall provide for a ten (10) foot green space between exterior property lines of the park and the adjoining space, tract, or parcel. Mobile home ~~and recreational vehicle~~ parks shall provide a landscaped strip of green space twenty-five (25) feet wide along major highways and local streets.
- (6) Open space and recreation. Major Mmobile home ~~and recreational vehicle~~ parks shall contain one or more open space areas intended primarily for the use of park residents on a minimum ratio of 250 square feet for every mobile home ~~or recreational vehicle~~ space, provided that buffer zone areas shall not be included as part of such requirement.
- (7) Any mobile home ~~or recreational vehicle~~ park developed under these standards shall provide a solid fence or screen planting at least eight (8) feet high along all side and rear property lines. Screen plantings shall be no less than eight (8) feet in height two (2) years after planting.
- (8) Each mobile home ~~and recreational vehicle~~ park shall be landscaped in accordance with a landscape plan approved by the planning commission staff. ~~Trees are required to be planted along the interior access drives and within the recreational area.~~ Landscaping is required across the front of the mobile home ~~and recreational vehicle~~ parks. Trees shall be planted at the rate of one (1) per twenty-five (25) feet of street frontage. Due to their compatibility with conditions in southeast Louisiana, acceptable tree species are limited to Bald Cypress, Southern Magnolia, Swamp Red Maple, Red Oak, Water Oak, Live Oak, Green Ash, Sweet Gum, Bradford Pear, Shumard Oak, Sycamore, Slash Pine, Longleaf Pine, River Burch, Cherry Bark Oak, Pin Oak, Willow Oak, Wax Myrtle, Crepe Myrtle and Chinese Elm. Trees shall be a minimum of twelve (12) feet in height with a minimum two-inch caliper trunk size at the time of planting. Multi-trunk Wax Myrtles and Crepe Myrtles must be a minimum two-inch caliper trunk size and eight (8) feet in height at the time of planting and cannot make up more than fifty (50) percent of the total required trees. All plant material shall be labeled with the name and size of each plant indicated on the plan, which shall be drawn to scale.
- (9) Mobile homes ~~and recreational vehicles~~ shall not be located closer than fifteen (15) feet from any permanent structure of buildings together with their additions and appurtenances.
- (10) Each mobile home ~~and recreational vehicle~~ space within a Major Mobile Home Park shall provide a minimum of three hundred and sixty (360) square feet of hard surfaced off-street parking sufficient for two parking spaces. Minor Mobile Home Park spaces may provide a crushed aggregate parking space of three hundred and sixty (360) square feet for two parking spaces.
- (11) Individual mobile home ~~and recreational vehicle~~ spaces shall be assigned a designated number on the plat plan and will be an official address of such site. The designated number shall be displayed or posted in a visible and conspicuous location on each site.

- (12) All mobile homes shall be required to have on all sides at the base of the unit a skirting or a rigid type material specific to mobile homes.
- (c) Mobile home ~~and recreational vehicle~~ space area, setback, drive, parking and addressing requirements.
- (1) Maximum density- 8 dwelling units per net acre
 - (2) Minimum area per unit space- 4,000 square feet
 - (3) Minimum depth per unit space - 75 feet
 - (4) Minimum width per unit space - 50 feet
 - (5) Front yard setback per unit space - 15 feet
 - (6) Side yard setback per unit space (each side) - 5 feet/5 feet
 - ~~(7)~~ (7) Rear yard setback - 5 feet
 - ~~(8)~~ (8) No mobile home shall encroach over an existing or proposed right-of-way, servitude, or easement
- (d) ~~Minor/Major Mmobile home-Home and recreational vehicle-Park~~ access drive standards.
- ~~(1)~~ (1) Access to Minor Mobile Home Parks shall provide a minimum of 20' crushed aggregate surfaced private drive located within private servitudes of access having a minimum width of thirty feet (30'). Aggregate roadways shall be constructed to DOTD standards.
 - ~~(2)~~ (2) Access to ~~parks~~ Major Mobile Home Parks shall be provided by a twenty foot (20') wide hard surfaced private drive located within private servitudes of access having a minimum width of forty feet (40').
 - ~~(3)~~ (3) Where only one (1) drive is to be provided, each mobile home and recreational vehicle park shall include an adequate circular turnaround at the rear of the property with a minimum inside hard surfaced radius of thirty-five (35) feet for emergency vehicles, garbage trucks and other vehicles.
- (e) Utilities.
- (1) Utilities within mobile home ~~and recreational vehicle~~ parks shall comply with Chapter 6, Article II of the Parish Code. When community sewage is not available, a private system must comply with the requirements of the Louisiana Health and Hospitals.
 - (2) Garbage and trash disposal. The contract collector is hereby authorized and directed to collect and dispose of all garbage and trash or other waste matter as defined in section 11-21, as is placed in the type of container, and in the manner and at place specified in section 11-25. The contract collector is expressly prohibited from collecting any such garbage or trash or other waste matter other than that which is put out for collection in compliance with section 11-25.
 - (3) Lighting. Adequate lighting must be provided per parish recommendation and/or road lighting district requirements. The spacing shall be two hundred (200) feet per parish regulation; however, the installation of the lighting is acceptable on the rear of the mobile home ~~or recreational vehicle~~ space rather than on the street per the subdivision regulations. When lighting is placed at the rear of the mobile home and the parish is responsible for maintenance that it shall be assessable to parish equipment and/or maintenance personnel. Failure to do so will cause delays in repair.
 - (4) Standard fire hydrants and fire service lines shall be installed in such a manner that a fire hydrant shall be located within two hundred and fifty (250) feet of each mobile home ~~or recreational vehicle~~ space.

DIVISION V. NONCONFORMING USES AND OPERATIONAL STANDARDS

Sec. 17-33. Nonconforming uses.

- (a) Mobile home parks which existed lawfully on August 30, 1966, although nonconforming to the zoning ordinance, may continue as a nonconforming use provided they shall not be discontinued for a period of six (6) months or more. Such nonconforming parks may not be permitted to expand in area without obtaining mobile home park approval.

Sec. 17-34. Mobile home ~~and recreational vehicle~~ park operational standards.

- (a) Occupational license. Prior to the opening of a ~~Major m~~Mobile ~~h~~Home ~~or recreational vehicle~~ ~~p~~Park, the owner or operator shall obtain an occupational license from the parish.
- (b) Abandonment, stockpiling of mobile homes. It shall be unlawful for any mobile home or recreational vehicle park owner to allow abandoned, junked, dilapidated, stripped, or broken down trailers to be stockpiled, located, or permitted in any mobile home ~~or recreational vehicle~~ park for a period of over thirty (30) days.
- (c) Revocation. An ~~permit~~ occupational license to maintain and operate a non-conforming mobile home ~~or recreational vehicle~~ park may be revoked when the owner, operator, or person in charge has been found guilty by a court of competent jurisdiction of violating any provision of this article. After such conviction, the ~~permit~~occupational license may be reissued if the circumstances leading to conviction have been remedied and the park is being maintained and operated in full compliance with the law.

Secs. 17-35 – 17-64. Reserved.

SIDEWALKS:

Sidewalks shall be constructed within any subdivision in accordance with these regulations. The minimum construction requirements for sidewalks are as follows:

- 1) Sidewalks shall be constructed on both sides of all streets within Terrebonne Parish
- 2) When provided for public use, sidewalks shall be placed within the street right-of-way and parallel the street. Where sidewalks abut the curb they shall be a minimum of five (5) feet in width. Where sidewalks are separated from a street curb they shall be minimum of four (4) feet in width. Sidewalks shall be constructed of Portland cement concrete with a compressive strength of four thousand (4,000) psi. Sidewalks shall be a minimum of four (4) inches in thickness, except at points of vehicular crossing they shall be at least six (6) inches thick reinforced with welded wire fabric.

Exceptions:

- A. A minor subdivision not creating any new lots shall not require the construction of sidewalks.
- B. Subdivisions with Industrial Land Use designation are not required to construct sidewalks.
- C. Large lot subdivisions outside the Zoned areas of the Parish.
(A large lot subdivision is defined as a subdivision having lots with greater than 150 feet of street frontage.)

3) Sidewalks As Part of Commercial, Multi-Family, and Mixed Use Developments: Sidewalks along streets in commercial, multi-family, and mixed use subdivisions shall be constructed concurrently with building construction as part of site development review. Sidewalks shall be the responsibility of the builder/owner, not the subdivider. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy.

4) Sidewalks Along Residential Streets: Sidewalks along streets with residential lots shall be constructed by the homeowner/builder. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy. Subdivisions which received preliminary plat approval prior to April 1, 2014 shall be exempt from the requirement to construct sidewalks on residential streets

5) Any subdivider/developer required sidewalk shall be constructed concurrently with other subdivision infrastructure. Such construction shall be completed or assurance for construction shall be required along with other infrastructure improvements prior to filing of the final plat.

6) All sidewalk construction, locations, and responsibility for construction shall be clearly identified on the final plat. Detailed sidewalk construction drawings coordinating sidewalks with other street/lot/easement infrastructure shall be shown on or included with the final plat.