

Houma-Terrebonne Regional Planning Commission

L. A. "Budd" Cloutier, O.D.....	Chairman
W. Alex Ostheimer.....	Vice-Chairman
Gloria Foret.....	Secretary/Treasurer
Richard Elfert.....	Member
James A. Erny.....	Member
Jeremy Kelley.....	Member
Keith Kurtz.....	Member
Gerald Schouest.....	Member
Wayne Thibodeaux.....	Member

SPECIAL MEETING

SEPTEMBER 4, 2014, THURSDAY

5:00 P.M.

TERREBONNE PARISH COUNCIL MEETING ROOM

Government Tower, 8026 Main Street, 2nd Floor

A • G • E • N • D • A

- 1) Invocation & Pledge of Allegiance
- 2) Roll Call
- 3) Discussion and possible action regarding South Central Planning & Development Commission's proposal for consultant services related to expansion of parish zoning districts
- 4) Discussion and possible action regarding a proposed revision to the Parish Zoning Ordinance to increase the maximum width of driveways from 30' to 36' on corner lots in R-1 districts
- 5) Discussion and possible action regarding a proposed revision to the Parish Zoning Ordinance to increase the required side yard setback from 15' to 20' on corner lots in R-1 districts
- 6) Discussion and possible action regarding the creation of a new open land zoning district (OL-2) for environmentally sensitive areas
- 7) Discussion and possible action regarding amending the Subdivision Regulations concerning the Forced Drainage District 1-1B
- 8) Discussion and possible action regarding the proposed use of iPads by the Planning Commission Members at meetings
- 9) Adjourn

South Central Planning & Development Commission

5058 W. Main Street, Houma, LA 70360-4900 • Post Office Box 1870, Gray, LA 70359
Phone: (985) 851-2900 • Facsimile: (985) 851-4472

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Friday, August 15, 2014

Mr. Patrick Gordon
Director of Planning & Zoning
Post Office Box 6097
Houma, Louisiana 70360

RE: ***Proposed Zoning Services***

Dear Mr. Gordon:

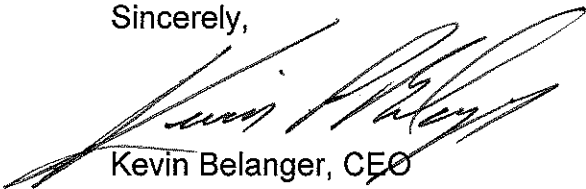
I would like to take this opportunity to thank both you and Mr. Chris Polaski for meeting with us last week, to discuss the zoning needs of the Parish. We have put together a proposal and associated Scope of Services that we feel certain will provide you with what we discussed. We are confident that our proposal will show our ability to perform the services needed by the Parish in timely and cost efficient manner.

In addition, we have included for consideration by the Parish two original signed copies of the Agreement for Professional Services between SCP&DC and Terrebonne Parish. If both the Scope of Services and Agreement for Professional Services meets your expectations, then please sign and date both copies of the Agreement and return one for our files.

As always, we look forward to working with the Parish in developing this project and we are certain that all involved will develop a zoning plan that will be the most advantageous for the Parish's continued growth.

If you should require any additional information, please feel free to call our office at (985) 851-2900.

Sincerely,



Kevin Belanger, CEO

Cc: Terrebonne Zoning Project – 8-14

A Proposal to Perform Professional Services
To the
Land Use and Zoning Commission
and
Terrebonne Parish Consolidated Government

On August 5, 2014 staff of the Terrebonne Parish Consolidated Government Planning & Zoning Department, and staff of the South Central Planning & Development Commission (SCP&DC) met to discuss expansion of zoning related efforts that included three areas of interest. The first being the creation of a new land designation for environmentally sensitive areas to help better the Community Rating System (CRS) and for mitigation measures. This initiative would be pursued through existing in-house staff of the Parish. The second and third areas of interest discussed were to expand zoning northerly from the Savanne Rd/Bayou Gardens to Highway 90 along the Highway 311 and 24 corridors that is contiguous to the existing zoning areas, and to expand zoning southerly that is again contiguous to the existing zoning areas along the Bayou Terrebonne & Bayou Chauvin corridors to a straight-line extension of Thompson Road Extension. It was further requested, that SCP&DC provide a proposal to perform the necessary work to accomplish the second and third areas of interest.

Therefore, for and in consideration of completing the two areas of interest by expanding zoning, SCPDC proposes the following scope of services that will provide for conducting an existing land-use survey, recommendations for zones that match existing parish zoning classifications, public participation and subsequent hearings, and assistance in development of ordinance amendments. The focus of the Scope of Services is to identify and detail tasks associated with the work to fulfill expanding zoning within Terrebonne Parish. The process will be as follows;

SCOPE OF SERVICES:

Task 1.) Project Kick Off: To meet formally and informally with members of the Planning Commission (PC), Parish Administration, land owners, developers, State Planning Office Officials, and the general public to review concerns and determine issues that are relevant in the overall effort in expanding the zoning footprint. This task will also involve obtaining background information; e.g reviewing the Terrebonne Parish Comprehensive Master Plan (CMP), existing Zoning Map (ZM), Master Thoroughfare Plan (MTP), Coastal Zone Plan (CZP), and other such related documents for that are

pertinent to this effort. Additionally, this task will allow SCP&DC staff to work with Parish Planning staff to discuss all timelines and other protocols related to the project.

(1 Month and ongoing throughout process)

Task 2.) Conduct Land-Use Survey: This task will involve surveying both study areas (North and South) to determine existing land-uses and compare the information gathered to the CMP. SCPDC staff will compose a digital and hard copy map overlay of existing uses versus that proposed in the CMP, CZP, MTP and other related land use studies. SCPDC will deliver maps and accompanying reports in both hard copy and digital media to the Parish. SCPDC will meet with the parish staff and review the initial findings.

(2 1/2-Months)

Task 3.) Proposed Zones: SCPDC staff will develop recommendations for establishment of zones by using sound planning principals and existing zoning classifications. SPCDC will confer with Parish staff to discuss additional classifications if any uses are noted that don't fit into the current classification system. SCPDC will also informally meet with Parish officials and provide a cursory presentation of findings and such recommendations, which will be presented formally to the PC for consideration for public input. SCPDC will develop suggested meeting locations and times in concert with the parish staff.

(2 Months)

Task 4.) Public Participation: This Task will begin when the PC approves a draft zoning plan and is ready for to receive public input on same. SCPDC will work with the parish staff to arrange meeting venues and will conduct and/or assist in the presentation of the recommended zoning plan. SCPDC will conduct a minimum of two public meetings in each of the respective areas of interest (North & South). Meetings will be held at times and locations that encourage maximum participation and outreach.

(2 Months)

Task 5.) Zoning Refinement: This task will be conducted to make the professional edits to the recommended zoning plan, for which all changes will be forwarded to the Parish staff.

(1 Month)

Task 6.) Presentation of Recommendations: This task will formally present all findings and subsequent recommendations to the PC for consideration. The PC will subsequently hold one or more formal Public Hearing(s) on the zoning plan for each area and SCPDC staff will be available at the hearing and will assist in facility the hearing as requested.

(1.5 Months)

Task 7.) Public Hearings: Based upon the outcome of the public hearing(s), SCPDC will make the professional amendments to the ZM . A final a formal Public Hearing will be held either prior or during a PC meeting, during which SCPDC will be present and available as necessary to facilitate the hearing.

(1.5 Months)

Task 8.) Final Amendments and Submission to Council for Ratification: SCPDC will provide any final edits as voted upon by the PC after the conclusion of the Public Hearing. SCPDC staff will This provide assistance in drafting the ordinance document for changes to the current Zoning Ordinance to be presented to the Parish Council. SCPDC staff will be present to answer questions, provide input or assist as necessary during all meetings of the Council on this matter.

(1. Month)

TIME FRAME:

The total process will likely take no more than 12.5 months.

COST:

The labor costs will be at a lump sum fee not to exceed \$50,000.00, which includes travel and reproduction costs. However, the estimate does not include public notification of any meetings.

DELIVERABLES:

SCP&DC proposes to deliver 5 hard copies and 5 digital copies of the revised Zoning Map and all additional written addendums. In addition, SCPDC will assist in the uploading all documents to the Parish and SCPDC websites throughout the project.



P.O. BOX 6097
HOUMA, LOUISIANA 70361
(985) 868-5050



P.O. BOX 2768
HOUMA, LOUISIANA 70361
(985) 868-3000

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

MEMORANDUM

To: Dr. Budd Cloutier, Chairman
Houma-Terrebonne Regional Planning Commission

From: Chris Pulaski, Senior Planner & Zoning Administrator
Planning & Zoning Department

Date: June 5, 2014

Re: Discussion on increasing maximum width of driveways on R-1 corner lots

Since 2011, there have been five (5) variance requests approved by the Houma Board of Adjustment for an increase in the maximum driveway width from 30' (most of the increases to 36' and one to 42') to allow for a 2-car carport and attached storage shed for new residential construction on a corner lot in an R-1 district. The inclusion of a 2-car carport with an attached shed is a trend that we are likely to continue to see. Given the recreational activities of the area (namely hunting and fishing), buyers of this type and size residence are looking for a place to park two vehicles and still have secured storage for other items such as boats, yard equipment, bikes and other recreational gear. In some cases, the driveway on this corner lot is directly across from the driveway on the corner lot across the street however there are instances where the driveway is across from the front of houses.

Staff feels that the Subdivision Regulations and HTRPC should consider amending the zoning ordinance to allow for a 36' maximum driveway width for corner lots whose driveways are directly across from another residential driveway. I have attached a aerial photo as Exhibit A to demonstrate.

Please feel free to contact me at (985) 873-6568 or at cpulaski@tpcg.org with any questions concerning this matter.

cc: HTRPC, Subdivision Regulations Review Committee
Mr. Patrick Gordon, Planning & Zoning Department Director
Council Reading File

Exhibit A



b. Two (2) one-directional driveways (minimum twelve (12) feet wide),

and must comply with all other requirements. Where two (2) drives are provided for one (1) frontage, the distance between drives measured along the right-of-way line shall not be less than:

Use	
Minimum Distance Between Drives	
(feet)	
Residential	12
Nonresidential	40

Normally not more than two (2) drives shall be provided to any single property frontages or business establishment. When more than two (2) are necessary to facilitate operations, the minimum distance between drives shall be increased to one hundred (100) feet. In the case of a corner property with frontage on two (2) or more streets and requiring driveways on more than one (1) frontage, the minimum distance between two (2) drives on one (1) frontage may be reduced to seventy-five (75) feet but must meet all other requirements.

(3) The driveway width should be adequate to handle properly the anticipated volume and type of traffic and shall conform within the range of dimensions below, measured at the narrowest point parallel to right-of-way.

Driveway Width		
(feet)		
Use	Minimum	Maximum
Residential	10	30
Residential corner lots at intersections	10	36
Nonresidential one-directional use	12	20
Nonresidential two-directional use	18	35

(4) Radius of curves at the junction of a driveway and the street pavement must not be greater than the frontage boundary line clearance and shall be developed within the following dimensions:

	Curve Radius (feet)		
Use	Desirable	Minimum	Maximum
Residential	2	5	10
Nonresidential	5	10	30



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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

MEMORANDUM

To: Dr. Budd Cloutier, Chairman
Houma-Terrebonne Regional Planning Commission

From: Chris Pulaski, Senior Planner & Zoning Administrator
Planning & Zoning Department

Date: June 5, 2014

Re: Discussion on side yard setback increase for corner lots in R-1 districts

The current side yard setback for corner lots in R-1 districts is 15'. In most cases, the back of the sidewalk is the property line which leaves 15' for a car to park in the driveway. When you consider that most drivers park 2-3 feet away from the side of the house/garage door and the depth of a typical parking stall is 18-20 feet, which means that cars and trucks are blocking most if not all of the sidewalk which is a violation of Parish Ordinance 22-11.

Staff feels that the Subdivision Regulations and HTRPC should consider amending the zoning ordinance to allow for a 20' side yard setback for corner lots in R-1 districts. This may result in slightly wider corner lots, but that is typical of single-family subdivision development. I have attached an aerial photo as Exhibit A to demonstrate.

Please feel free to contact me at (985) 873-6568 or at cpulaski@tpcg.org with any questions concerning this matter.

cc: HTRPC, Subdivision Regulations Review Committee
Mr. Patrick Gordon, Planning & Zoning Department Director
Council Reading File

Exhibit A



ARTICLE IV. SUPPLEMENTARY REGULATIONS

approval of the board of adjustment in order that such board may set such reasonable terms and conditions as may be necessary for the protection of adjacent property and uses.

- (b) *Excess height.* In any district any main structure may be erected or altered to a height in excess of that specified for the district in which the structure is located, provided that each required front, side and rear yard is increased one (1) foot for each foot of such excess height, and provided further, that where no front yard is required, the part of the structure exceeding the height specified for the district shall be set back from the vertical planes of all street lines one (1) foot for each two (2) feet of such excess height.
- (c) *Compensating bulk and open space.* To permit variety in the shape and bulk of structures in any district, part of a main structure may be erected or altered to a height in excess of that specified for the district in which the structure is located without increasing the yards or creating the setback as required above, provided a volume of space at least equal to the volume of space occupied by the structure exceeding the height limit is provided and kept open below the height limit; it is intended that such open space below the height limit shall compensate for the excessive bulk above the height limit, and to this end, both the excess bulk and the compensating open space shall be provided on the same building site.
- (d) *Accessory structures.* No accessory structure shall exceed the height of the main structure.

(City Code 1965, App. A, art. IV, § C; Ord. No. 7350 § I, 9-12-07)

State law reference— Planning for the height of buildings, R.S. 33:106.

Sec. 28-74. Supplementary yard regulations.

The following regulations shall apply in all districts as established in Article III of this chapter:

- (a) *Front yard depth.* In any residential district, any building site lying between two (2) building sites adjacent thereto and having dwellings erected upon them on the effective date of the ordinance from which this section derives shall have a front yard equal in depth at least to the average depth of the front yards of the building sites adjacent thereto; provided however, that no front yard shall be less than twenty (20) feet in depth, and no front yard shall be required to be more than thirty (30) percent of the depth of the building site.
- (b) *Side yard at abutting districts.* Where the side line (and rear line, in the case of a corner lot) of a building site in a business or an industrial district, except a C-4 District, abuts upon the side line of a building site in any residential district, there shall be provided on the building site lying in the business or industrial district and adjacent to the residential district a side yard (and rear yard, in the case of a corner lot) not less than twenty-five (25) feet in width. No part of the side yard required herein shall be used for a building or for any purpose other than landscaping; provided, however, that if screen planting at least eight (8) feet in height is provided and maintained, then as much as twenty (20) feet of the required side yard may be used for parking or other open air purposes not detrimental to the purpose of protection of the adjacent residential district.
- (c) *Corner building site.* In any district a corner building site having to its rear a building site facing toward the intersecting or side street shall have provided on the intersecting or side street side of the corner building site a side yard having width equal at least to the depth of the front yard required for a structure on the building site to the rear of the corner building site; provided, however, that this regulation shall not be applied to reduce the buildable width of the corner building site to less than thirty (30) feet nor require a side yard of more than fifteen (15) feet except in the case of an R-1 District where the required side yard shall be twenty (20) feet for lots in subdivisions approved after Month/Day/Year.



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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

MEMORANDUM

To: Dr. Budd Cloutier, Chairman
Houma-Terrebonne Regional Planning Commission

From: Chris Pulaski, Senior Planner & Zoning Administrator
Planning & Zoning Department

Date: August 12, 2014

Re: Discussion on creation of new open land zoning district (OL-2) for environmentally sensitive areas

The FEMA sponsored Community Rating System (CRS) is a program that reduces flood insurance premiums for parish citizens. Currently, our score is a 6 (1 is the best) which provides a 20% reduction in premiums for properties in special flood hazard areas and a 10% reduction for properties outside of the special flood hazard areas. Our goal as a parish is to improve the score to a 5 which would be the lowest in the state. In reviewing the scoring criteria, one way to earn a significant number of points is to prohibit development in environmentally sensitive areas. Considering how much of our parish (particularly coastal marshes) are environmentally sensitive, this seems like a good way to earn a large number of points which will likely improve our score to a 5.

Staff has prepared a map that demonstrates what that would look like. Simply put, no building permits would be issued within the OL-2 districts. Areas where there are currently camp sites have been excluded from the district to allow for future construction/repairs/replacement in these areas. Existing OL district would be renamed as OL-1 with no change to the permitted uses. Attached is a copy of the map (Exhibit A) along with the proposed OL-2 zoning district description (Exhibit B).

Please feel free to contact me at (985) 873-6568 or at cpulaski@tpcg.org with any questions concerning this matter.

cc: HTRPC, Subdivision Regulations Review Committee
Mr. Patrick Gordon, Planning & Zoning Department Director
Council Reading File

Exhibit A

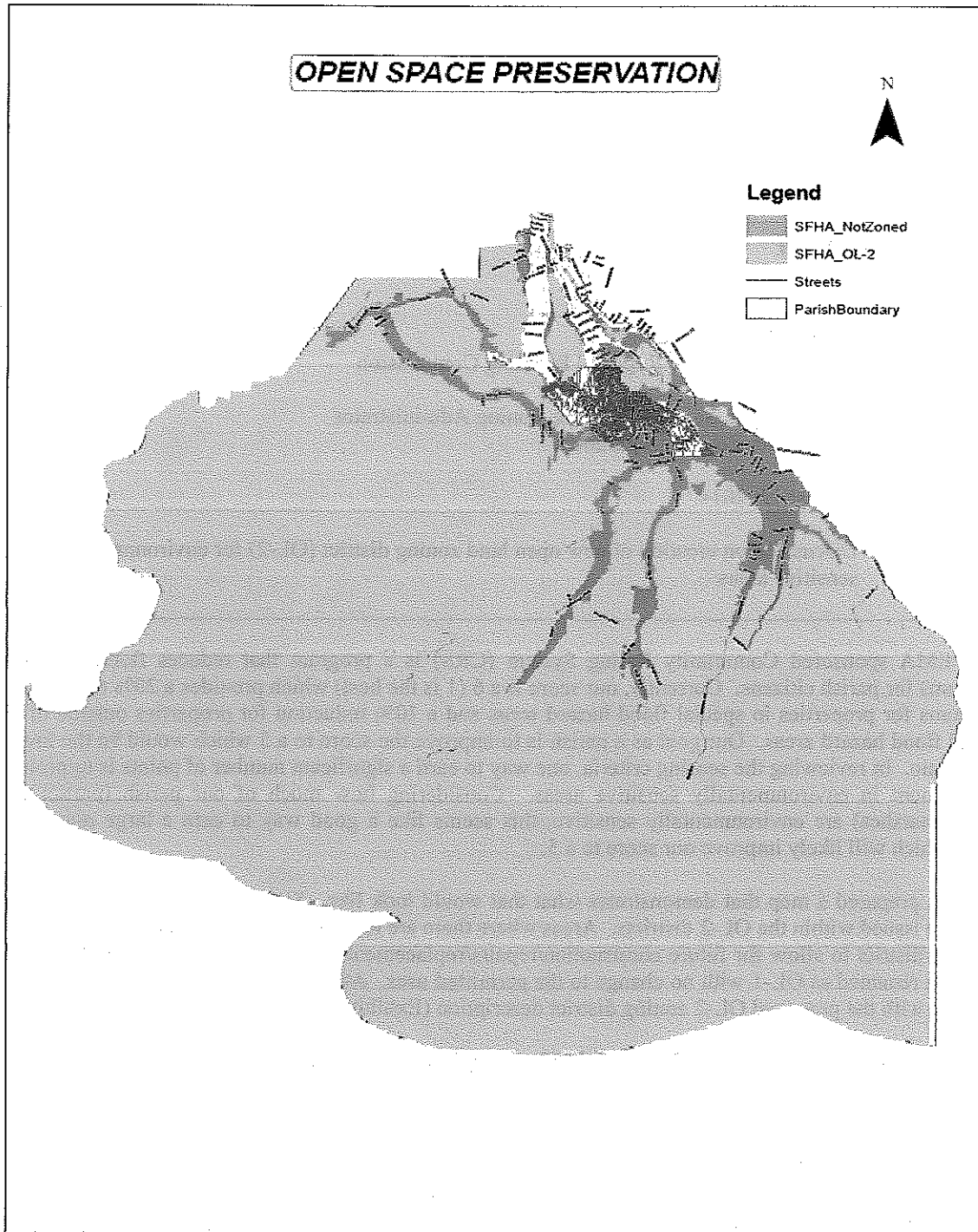


Exhibit B – Proposed Zoning District Ordinance Revisions

Sec. 28-50. Open land districts.

(a) *OL-1 Districts: Open Land 1 Districts.* These districts are composed mainly of large tracts of open un-subdivided lands that are vacant or in agricultural or forestry uses. The regulations are designed to protect the essentially open character of the districts until such time as plans for development are prepared by prohibiting the establishment of scattered residential, business, industrial and other uses that are unrelated to any general plan of development and that might inhibit the best future urban utilization of the land. It is intended that land in these districts will be reclassified to its appropriate residential, commercial or industrial category in accordance with the amendment procedure set forth herein whenever such land is subdivided into urban building sites.

(1) *Permitted uses.* In O-L Districts only the following uses are permitted:

a. *Uses by right*—The uses listed below are permitted subject to the conditions specified:

Accessory use.

Archery range (need not be enclosed within structure).

Agriculture.

Livestock and poultry raising, includes dairy (need not be enclosed within structure).

Park or playground, public, including recreation center (need not be enclosed within structure).

Riding academy (need not be enclosed within structure).

b. *Uses requiring planning approval*—The uses listed below are permitted upon approval of the location and site plan thereof by the zoning commission as being appropriate with regard to transportation and access, water supply, waste disposal, fire and police protection and other public facilities, as not causing undue traffic congestion or creating a traffic hazard and as being in harmony with the orderly and appropriate development of the district in which the use is located:

Outdoor general advertising structure (need not be enclosed within structure).

Pipeline or electric transmission line (need not be enclosed within structure).

Railroad right-of-way, but not including shops, yards and team tracks (need not be enclosed within structure).

Revival church, temporary, as a temporary use on a permit issued by the zoning administrator, such permit to be good for a period not exceeding one week and renewable for not more than three (3) such periods.

c. *Special exception uses*—The uses listed below are subject to the same approval of location and site plan as uses requiring planning approval; in addition, these uses are declared to possess such characteristic of unique or special form that each specific use shall be considered an individual case and shall be subject to approval of the board of adjustment, in accordance with the provisions of Article VIII governing special exception:

Airport and/or crop dusting service (need not be enclosed within structure).

Cemetery (need not be enclosed within structure).

Correctional, detention or penal institution.

Electric substation (need not be enclosed within structure but must be enclosed within a brick or perforated brick wall at least eight (8) feet high and adequate to obstruct view and passage of persons or materials, provided that the substitution of other masonry materials or a fencing material in lieu of brick may be approved by the zoning commission as being equally satisfactory for meeting enclosure requirements).

Gas regulator station (need not be enclosed within structure but must be enclosed within a brick or perforated brick wall at least eight (8) feet high and adequate to obstruct view and passage of persons or materials, provided that the substitution of other masonry materials or a fencing material in lieu of brick may be approved by the zoning commission as being equally satisfactory for meeting enclosure requirements).

Water and sewage pumping station.

(2) *Building site area*. The minimum building site area shall be:

For electric substation, gas regulator station, water or sewage pumping station: No minimum requirement.

For any other permitted use: Ten thousand (10,000) square feet.

(3) *Building height limit*—Except as provided in Article IV, no structure shall be erected or altered to exceed thirty-five (35) feet.

(4) *Yards required.* Except as provided in Article IV, the minimum dimensions of yards shall be:

Feet

Front yard25

Side yard10

Rear yard25

(City Code 1965, App. A, art. III, § E; Ord. No. 7350 § I, 9-12-07)

State law reference— Louisiana Right to Farm Law, R.S. 3:3601 et seq.

(b) *OL-2 Districts: Open Land 2 Districts.* These districts are composed mainly of large tracts of environmentally sensitive open space special flood hazard areas in their natural state. The regulations are designed to protect and preserve the open space and marsh areas through legal restrictions that prevent development within these areas by the prohibition of building permits, fill or storage of materials in these districts. It is intended that these districts will remain in their natural, undeveloped state in perpetuity which will provide for continued enjoyment of activities such as hunting and fishing on public and private lands in these areas and protect the natural function of the floodplain. Uses related to the extraction of minerals shall be permitted as governed by the State and local regulations.

L.A. "BUDD" CLOUTIER, JR., O.D.
Chairman

W. ALEX OSTHEIMER
Vice Chairman

GLORIA FORET
Secretary / Treasurer

RICHARD ELFERT

JAMES ERNY

JEREMY KELLEY

KEITH KURTZ

GERALD SCHOUEST

WAYNE THIBODEAUX



PATRICK GORDON
Director

CHRISTOPHER PULASKI
Senior Planner

BECKY BECNEL
Minute Clerk

Terrebonne Parish
Consolidated Government
Planning & Zoning Department
www.tpcg.org/planning

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Houma, Louisiana 70361-1446
Phone (985) 873-6793
Fax (985) 580-8141

August 21, 2014

MEMO TO: L.A. "Budd" Cloutier, Jr. O.D.
Chairman

FROM: Patrick Gordon, Director
Planning & Zoning Department

SUBJECT: Amend Subdivision Regulations
Forced Drainage District 1-1B

Per our discussion the attached documents are to amend the Forced Drainage District 1-1B of the Subdivision Regulations.

Should you have any question please contact me at (985) 873-6569.

Thanks,
PG/lh
Attachments:

CC: Council Reading File

OFFERED BY:

SECONDED BY:

RESOLUTION NO. _____

A RESOLUTION GIVING NOTICE OF INTENT TO ADOPT AN ORDINANCE TO AMEND APPENDIX A, SUBDIVISION REGULATIONS, 24.7.6.2, DRAINAGE BY ADDING ITEM NUMBER 9 AND TO PROVIDE FOR RELATED MATTERS.

WHEREAS, the Houma-Terrebonne-Regional Planning Commission is aware of the increased development within Force Drainage District 1-1B; and

WHEREAS, modifying the drainage requirements within Force Drainage District 1-1B would properly address increased development; and

WHEREAS, the Houma-Terrebonne Regional Planning Commission envisions sustainable developments within Force Drainage District 1-1B.

THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that Notice of Intent is given for adopting an Ordinance to amend Appendix A, Subdivision Regulations, 24.7.6.2, Drainage by adding item number 9 and to provide for related matters.

BE IT FURTHER RESOLVED that a public hearing on said ordinance be called for Wednesday, _____, 2014.

**OFFERED BY
SECONDED BY**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE TERREBONNE PARISH CODE OF ORDINANCES, APPENDIX A, SUBDIVISION REGULATIONS, 24.7.6.2, DRAINAGE, BY ADDING ITEM NUMBER 9, AND ADDRESS OTHER MATTERS RELATIVE THERETO.

SECTION I

BE IT ORDAINED by the Terrebonne Parish Council, in regular session convened, acting pursuant to the authority invested in it by the Constitution and laws of the State of Louisiana, the Home Rule Charter for a Consolidated Government for Terrebonne Parish, and including, but not limited to, LSA R.S. 33:1368 and other statutes of the State of Louisiana, to amend the Terrebonne Parish Code of Ordinances, Appendix A, Subdivision Regulations, 24.7.6.2, Drainage, by adding item number 9 as per "Attachment A".

SECTION II

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13 (b) of the Home Rule Charter for a Consolidated Government of Terrebonne Parish, whichever occurs sooner.

Appendix A – Subdivision Regulations

24.7.6.2 (9)

(9) Development within the boundaries of Drainage District 1-1B requires the review and approval prior to the issuance of commercial/industrial building permits or subdivision development. The drainage and paving plan and as built drawings shall be stamped and certified by a licensed Louisiana State registered engineer and shall meet the following criteria:

- i. Developments 0-1 acre in size shall not have an increase from predevelopment surface water runoff.
- ii. Developments over 1 acre in size shall be required to reduce predevelopment surface water runoff by at least 25%
- iii. A site must utilize a retention pond to meet the drainage reduction requirement. The utilization of a parking lot for detention purposes is not allowed to meet the 25% predevelopment reductions.

Attachment A

From: [Pat Gordon](#)
To: [Becky Becnel](#)
Cc: [L. A. "Budd" Cloutier \(cloutier_eyecare@hotmail.com\)](#)
Subject: FW: Electronic Agenda Packets
Date: Thursday, August 28, 2014 9:32:35 AM
Attachments: [image002.png](#)
[image003.png](#)
[image001.png](#)

Please include as IPAD backup.

Thanks

Patrick Gordon Sr.
Director, Planning and Zoning
Terrebonne Parish Consolidated Gov.
pgordon@tpcg.org
Work: (985) 873-6569
Fax: (985) 580-8141



"Saltwater Fishing Capital of the World"

From: Cloutier [mailto:cloutier_eyecare@hotmail.com]
Sent: Tuesday, July 29, 2014 1:12 PM
To: Pat Gordon
Subject: Re: Electronic Agenda Packets

Sure.

Sent from my iPhone

On Jul 29, 2014, at 11:26 AM, "Pat Gordon" <pgordon@tpcg.org> wrote:

Bud,

I have been talking to IT about the possibility of going paperless at the Planning Commission meetings and purchasing the IPADS would solve this if we could get everyone to agree to use. If not we will still need to make copies.

Let's discuss when you have some time.

Thanks

Patrick Gordon Sr.
Director, Planning and Zoning
Terrebonne Parish Consolidated Gov.
pgordon@tpcg.org
Work: (985) 873-6569
Fax: (985) 580-8141

<image003.png>

"Saltwater Fishing Capital of the World"

From: Brian Rodrigue
Sent: Tuesday, July 29, 2014 9:29 AM
To: Pat Gordon
Subject: RE: Electronic Agenda Packets

The list price for an 32GB iPad is \$729.00 (We would most likely get them a little cheaper).

Brian Thomas Rodrigue, Jr.
Network Administrator - Information Technology Division
Terrebonne Parish Consolidated Government
7868 Main Street, Houma, LA 70360
Phone: (985) 873-6483 Fax: (985) 873-6482
<http://www.tpcg.org> brodrigue@tpcg.org

<image002.png> Please consider the environment before printing this email.

From: Pat Gordon
Sent: Tuesday, July 29, 2014 8:49 AM
To: Brian Rodrigue; Ben Smith
Cc: Jamie Elfert
Subject: RE: Electronic Agenda Packets

Thanks

That's what I'm a little confused with is the docking stations.

Patrick Gordon Sr.
Director, Planning and Zoning

Terrebonne Parish Consolidated Gov.
pgordon@tpcg.org
Work: (985) 873-6569
Fax: (985) 580-8141

<image003.png>

"Saltwater Fishing Capital of the World"

From: Brian Rodrigue
Sent: Tuesday, July 29, 2014 8:47 AM
To: Pat Gordon; Ben Smith
Cc: Jamie Elfert
Subject: RE: Electronic Agenda Packets

Good Morning,

Currently I am waiting on Charlette to decide what route she wants to take for the council. It was my understanding the Council would not have docking stations. I will try to call you sometime this morning to discuss more.

Brian Thomas Rodrigue, Jr.
Network Administrator - Information Technology Division
Terrebonne Parish Consolidated Government
7868 Main Street, Houma, LA 70360
Phone: (985) 873-6483 Fax: (985) 873-6482
<http://www.tpcg.org> brodrigue@tpcg.org

<image002.png> Please consider the environment before printing this email.

From: Pat Gordon
Sent: Tuesday, July 29, 2014 8:39 AM
To: Brian Rodrigue; Ben Smith
Cc: Jamie Elfert
Subject: RE: Electronic Agenda Packets

Brian,

I would have to agree that the Planning Commission could use the IPAD as long as it works with NOVUS but I would want something adaptable to whatever the Council has for their docking station.

Please complete the Council's project. I do not want to hold them up.

I would like to discuss with you when you get a chance.

Please give me a call.

THanks

Patrick Gordon Sr.
Director, Planning and Zoning
Terrebonne Parish Consolidated Gov.
pgordon@tpcg.org
Work: (985) 873-6569
Fax: (985) 580-8141

<image003.png>

"Saltwater Fishing Capital of the World"

From: Brian Rodrigue
Sent: Monday, July 28, 2014 8:07 PM
To: Pat Gordon; Ben Smith
Cc: Jamie Elfert
Subject: RE: Electronic Agenda Packets

Good Evening,

We recently purchased some Dell Venue 11 Pro tablets for the Council Staff. These are full Windows 8 professional tablets with the price starting around \$1,200. The setup we purchased for them cost around \$2,100 each. The price depending on the use and configurations that will be needed.

These are laptop replacement tablets, meaning they have the same software and hardware spec as normal laptop we are currently purchasing. These are also the same devices that the network technicians have and use while working in and out of the office. Inside the office, these tablets are placed into a docking station giving the user a full two monitors, mouse and keyboard, and a network connect, allowing them to perform their normal office task. When it is time to leave, just grab the tablet and go.

As of yet, we have not purchased anything for the Council members, but Charlette has discussed with me the possibility of purchasing these for them. The Council members access the kdrive as well as other network resources. Because of this, they need the full version of Windows 8 Professional.

I don't not believe the Planning Commission Members need this type of access, so there may be cheaper options that we can look into for them. What I really need to know is, what are the plans and needs for these tablets? An iPad maybe the best solution for them providing it works with Novus.

Brian Thomas Rodrigue, Jr.

Network Administrator - Information Technology Division

Terrebonne Parish Consolidated Government

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<image002.png> Please consider the environment before printing this email.

From: Pat Gordon

Sent: Monday, July 28, 2014 1:40 PM

To: Ben Smith

Cc: Jamie Elfert; Brian Rodrigue

Subject: RE: Electronic Agenda Packets

The Planning Commission could place this item in their budget for 2015. They have the funds they could use but I was looking for an estimated cost for budgeting purposes. Hopefully Brian can contact me and provide an estimate.

Thanks

Patrick Gordon Sr.

Director, Planning and Zoning

Terrebonne Parish Consolidated Gov.

pgordon@tpcg.org

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Fax: (985) 580-8141

<image003.png>

"Saltwater Fishing Capital of the World"

From: Ben Smith

Sent: Monday, July 28, 2014 1:36 PM

To: Pat Gordon

Cc: Jamie Elfert; Brian Rodrigue

Subject: RE: Electronic Agenda Packets

Pat,

Brian is working with them on this and he is out of office for most of day. To my knowledge it will be Microsoft Windows computer/tablets. I did a quick search on

Novus website and found some information on using an IPAD. Charlette or someone from her staff would need to check with Novus since they deal with them directly. Let me know if you need some help with this.

Here is the link on Novus website.

<http://www.novusolutions.com/novusagenda/what-about-tablets.aspx>

Ben

From: Pat Gordon
Sent: Monday, July 28, 2014 11:20 AM
To: Ben Smith
Cc: Jamie Elfert
Subject: Electronic Agenda Packets

Ben,

A few months ago we discussed the possibility of converting the Parish Council and Planning Commission to electronic agendas with IPADS. I also discussed with Charlette and I got the impression from Council that this would be a hard sell. Now I understand they are moving forward with this proposal and I was wondering how we could pull in the Planning Commission in to this same process as the Council.

Please let me know the possible cost involved.

Thanks

Patrick Gordon Sr.
Director, Planning and Zoning
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<image003.png>

"Saltwater Fishing Capital of the World"



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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

MEMORANDUM

To: Dr. Budd Cloutier, Chairman
Houma-Terrebonne Regional Planning Commission

From: Chris Pulaski, Senior Planner & Zoning Administrator
Planning & Zoning Department

Date: August 28, 2014

Re: Discussion on proposed revisions to RV Park Regulations

On June 12, 2014, the Parish Council amended the Chapter 17 of the Parish Ordinances to include revisions to the Mobile Home and Mobile Home Park sections. One intent of the revisions was to distinguish between mobile homes and mobile home parks (permanent housing) from recreational vehicles and travel trailers (temporary housing) and not allow the two uses to occur in the same area. To that same point and to further discourage the use of RV's and travel trailers as permanent housing, a similar set of proposed revisions to the RV Park regulations has been drafted. These proposed revisions also including similar language regarding the procedure for park approval and regulations on the standards for development such as signage and landscaping. Attached are the proposed revisions.

Staff feels that the Subdivision Regulations and HTRPC should consider recommending the proposed revisions be forwarded to the Parish Council. Please feel free to contact me at (985) 873-6568 or at cpulaski@tpcg.org with any questions concerning this matter.

cc: HTRPC, Subdivision Regulations Review Committee
Mr. Patrick Gordon, Planning & Zoning Department Director
Council Reading File

Proposal:

- 1. RETITLE Ch. 17 AS: RECREATIONAL VEHICLES & MOBILE HOMES**
- 2. RENUMBER EXISTING ARTICLES AS:**
ARTICLE II. - Mobile Homes & Mobile Home Parks
ARTICLE III. - Residential Building Parks
- 3. ADD NEW: ARTICLE I. - Recreational Vehicles & RV Parks, as follows:**

ARTICLE I. – RECREATIONAL VEHICLES & RV PARKS

DIVISION I. - GENERALLY

Sec. 17-01. Purpose.

The purpose and objective of this Article is to recognize the value of recreational vehicles and recreational vehicle parks (RV Parks) as leisure facilities in Terrebonne Parish and to regulate their use and development for the benefit of the general public and those utilizing recreational vehicles and such parks or facilities while also preventing 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 regulations to control the placement of recreational vehicles;
- (b) Establishing minimum standards and requirements for the design, construction and maintenance of recreational vehicle parks and the related utilities and facilities which are subject to the jurisdiction of these regulations as herein set forth;
- (c) Authorizing the licensing of owners and/or operators and the inspection of recreational vehicle parks which are subject to this chapter and by defining duties and responsibilities of owners and operators in making recreational vehicle parks clean, sanitary and fit for temporary human habitation; and
- (d) Specifying a period for compliance for all nonconforming recreational vehicle parks and by fixing penalties for violations.

Sec. 17-02. Scope.

The regulations contained in this chapter shall apply to the placement and use of recreational vehicles; and the ownership, development and operation of recreational vehicle parks, as herein defined, situated in all areas of Terrebonne Parish.

Sec. 17-03. Definitions.

FEMA Temporary Housing Unit means a post disaster transportable emergency living unit designed and constructed to standards determined and specified by the Federal Emergency Management Agency of the US Department of Homeland Security (FEMA), to meet immediate and short-term basic housing needs for persons rendered homeless in consequence of a declared disaster. Such units are neither designed nor constructed to meet the minimum standards for a residential structure in the state of Louisiana as set out in the Louisiana State Uniform Construction Code, or minimum housing standards as determined by the US Department of Housing and Urban Development (HUD).

Mobile Home (See Mobile Home & Mobile Home Parks Article II this chapter)

Park Model Recreational Vehicle (also known as a recreational park trailer) means a trailer type towable vehicle that is too large for normal vehicle towing and designed to provide temporary accommodation for recreation, camping, or seasonal use. Such recreational vehicles are built on a single chassis, mounted on

wheels, do not exceed four hundred (400) square feet in set-up mode, and are manufacturer certified as compliant with the ANSI Standard A119.5 for recreational park trailers. These trailers are designed for occasional recreational purposes and are neither designed nor intended by their manufacturers to be used as permanent residences (Recreational Vehicle Industry Association).

Permitted means placed under the authority of a valid and legally obtained permit issued by the Planning & Zoning Department of the parish.

Primary Residence means a person's principle abode, a permanent dwelling, being a house, townhouse, apartment, or US Department of Housing & Urban Development (HUD) plated mobile home, that is the principle accommodation in which a person resides, has declared homestead or which constitutes their home address for the purposes of legal filings and records. Where a person habitually uses a box number for their mailing address, the physical address connecting them to that box number may, in the absence of significant contradicting factors, be deemed to be their primary residence.

Recreational Vehicle (RV) means a motorized or towable vehicle that combines transportation and temporary living quarters for travel, recreation, and camping. For purposes of this Chapter, a "recreational vehicle" includes new and used motor homes, new and used travel trailers, new and used fifth-wheel travel trailers, new and used folding camper trailers, and slide-in truck campers[LARS Title 32 §1252.47]. A towable Recreational Vehicle shall have a gross area of less than 320 square feet, and shall not exceeds the weight or size limitations for legal road use without a special highway movement permit when towed by a motorized vehicle [LAC Title 51 §1503]

Recreational Vehicle (RV) Park means a defined area of land, lawfully approved for use as a facility to accommodate transient leisure needs for the parking and use of recreational vehicles, which complies in all respects with the requirements of Title 51, Chapter 15, (Public Health Sanitary Code) of the Louisiana Administrative Code. An RV Park may be a stand-alone facility, or an identifiably separate area adjoining a lawfully approved Mobile Home Park.

Sanitary Service Station means a sewage inlet, with cover, surrounded by a concrete apron sloped inwards to a drain, and watering facilities to permit periodic wash down of the immediately adjacent areas, to be used as a disposal point for the contents of intermediate waste holding tanks

Service Building means a building housing toilet and bathing facilities for men and women, with laundry facilities.

Sec. 17-04. Recreational vehicles.

- (a) **Restrictions on Use:** Recreational vehicle construction standards are not governed by the Louisiana State Uniform Construction Code or regulations of the US Department of Housing and Urban Development and, being only designed to meet transient short term lodging needs associated with leisure

activities, do not conform to any recognized standards for residential housing. Neither, a recreational vehicle, nor a park model recreational vehicle, nor a FEMA temporary housing unit shall in any circumstances, other than *permitted* use for a limited time in direct consequence of a declared emergency, be used as a primary residence or home.

(b) **Restrictions on placement:** No person shall place a recreational vehicle on any land within Terrebonne Parish other than within an approved recreational vehicle park **EXCEPT:**

- i. Alongside the residence of the owner, for a period not exceeding 10 days, for the specific purpose of preparing the vehicle for a trip, or preparing it for storage immediately following a trip.
- ii. Alongside the residence of the owner, under a permit allowing the placement for storage only, of a single recreational vehicle for a period not exceeding 180 days, where compliance is maintained with the conditions imposed on the grant of such a permit; or
- iii. For an indefinite period, for storage only, fully enclosed within a *permitted* residential accessory or other storage structure where compliance is maintained with the conditions imposed on the grant of a permit for the construction of such a structure; or
- iv. Under a permit allowing temporary placement for storage or recreational use for a period of not exceeding 180 days, where compliance is maintained with the conditions imposed on the grant of such a permit; or
- v. Under a permit allowing placement for use as a recreational camp which is the subject of an affidavit of use and meets all of the restrictions placed on such approvals under State and local law; or
- vi. Under a permit for temporary placement on a construction site with approval or waiver from the Office of the State Fire Marshal; or
- vii. At a commercial place duly permitted and licensed for use as a recreational vehicle sales, repair, or storage facility; or
- viii. At a commercial place duly permitted and licensed for use as a vehicle dismantling facility.

Sec. 17-05. Recreational vehicles in flood hazard areas.

(a) **A Zones and V Zones:** Recreational vehicles placed on sites within A zones, Coastal A zones, or V zones, on the community's FIRM shall either:

- i. be fully licensed, ready in all respects for highway use, and on the site for fewer than one hundred eighty (180) consecutive days; **or**
- ii. comply with all requirements specified for recreational vehicles in the parish Flood Hazard Ordinance.

(b) **Ready for Highway Use:** A recreational vehicle is ready for highway use if it is on its wheels or integral jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

Sec. 17-06. Recreational Camps.

A recreational vehicle placed under the authority of a permit allowing for its use as a recreational camp; and which is the subject of an affidavit of use; and meets all of the restrictions placed on such approvals under State and local law, shall still be required to comply with all requirements specified for recreational vehicles in the parish Flood Hazard Ordinance, but shall still not be permitted for use as a primary or permanent dwelling.

DIVISION II. – RECREATIONAL VEHICLE PARK CONSTRUCTION

Sec. 17-07. Recreational vehicle parks.

Whether developed as an adjunct to an approved mobile home park or as a stand-alone facility, RV Parks shall be subject to the Houma-Terrebonne Regional Planning Commission (HTRPC), zoning compliance, permitting approval, and shall conform to the following standards:

- (a) Maximum density and site occupancy:** There shall not be more than eighteen (18) spaces per acre; and the occupied area of any recreational vehicle space shall not exceed 75 percent of the area of its individual lot/space.
- (b) Setbacks:** Recreational vehicles shall be located a minimum of ten (10) feet from any side or rear line defining the individual lot/space.
- (c) Access:** No main access or egress road shall be located within 125 feet (or such greater distance as may be otherwise prescribed by law) of any external road intersection and each individual lot/space shall front onto an internal collector road. Stop signs shall be provided at all intersections of egress driveways with public streets
- (d) Landscape Buffer Requirements:** The perimeter boundaries of 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. Recreational vehicle parks shall provide a landscaped strip of green space twenty-five (25) feet wide along major highways and local streets.
 - i. The landscape buffer area, identified as the required green space abutting all public rights-of-way, shall contain small trees, shrubs and other landscape elements.
 - ii. Trees shall be planted at the rate of one (1) per twenty-five (25) feet of street frontage. These trees may be spaced evenly or planted in groups or clusters.
 - iii. 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 Birch, Sweet Gum, 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.

- iv. Other species may be included but may not be counted toward fulfilling the requirements of this section.
- v. Landscape areas with shrubs shall be installed in a mulched bed with a minimum of three (3) square feet of bed per linear feet of street frontage. Shrubs shall be a minimum height of two (2) feet when planted.
- vi. Plant material within the 5' vegetative area along interior property lines shall be of sufficient height, but in no case less than eight (8) feet, two (2) years after planting, and density to afford protection from the glare of lights, from blowing papers, dust and debris, from visual encroachment and from excessive transmission of noise. It shall be maintained in a clean and neat condition.

(e) **Open Space and Recreation:** Recreational vehicle parks shall contain one or more open space areas intended primarily for the use of park occupants on a minimum ratio of 250 square feet for every recreational vehicle space, provided that the buffer zones shall not be included as part of such requirement.

(f) **Landscaping:** A landscape plan for the site, to include all buffer strips, open spaces, common areas, and recreational areas shall be prepared by a state licensed professional landscape architect or landscape contractor. Planting areas shall be drawn to scale and labeled in accordance with current conventions for such plans, which shall also be subject to the approval of the planning commission staff.

(g) **Signs:** All internal roadways and individual lots/spaces shall be clearly and consistently labeled to standards and plans approved by the local fire authorities. RV Parks shall be permitted one (1) square foot per linear footage of lot frontage with a max of 70 square feet of signage area visible from external roadways and/or adjoining property. This 70 square feet may be in the form of one (1) free standing sign, which may be located in the external buffer strip, and one (1) wall or fence mounted sign.

(h) **Site Plan:** There shall be a site plan, in such form as shall be approved by the Planning Commission, which shall locate and show dimensions for all external and internal lot/space lines, buffer strips, roadways, utility connections, fire fighting and suppression systems, waste disposal points, core health & hygiene facilities, permanent structures, easements, and rights of way. Also shown on this plan shall be the elevations above mean sea level for each individual lot/space and each permanent structure, as established by a Louisiana licensed land surveyor, professional engineer, landscape architect, or architect. Each individual lot/space or structure shall be identified on the plan by a number approved by the administrator of the 911 addressing service, and identified on the ground by the corresponding label. Additional requirements may be imposed by other relevant building controls.

(i) **Fire Prevention:** Equipment and services for the prevention and fighting of fires shall be core services to be installed and located in accordance with plans approved by the state and local fire authorities.

- (j) **Health & Hygiene:** All spaces shall have access to common facilities provided to meet the service building and sanitary service station requirements of the Louisiana Stat Uniform Construction Codes and Louisiana Public Health Sanitary Code.
- (k) **Other Laws and Regulations:** A recreational vehicle park shall also comply with requirements imposed by other regulatory controls including, but not limited to, federal, state and local floodplain regulations, state health and hygiene regulations, local zoning and property maintenance regulations, state and local building codes.

Sec. 17-08. General provisions for recreational vehicle parks.

- (a) **Separation of mobile homes and recreational vehicles:** Where constructed as an adjunct to a mobile home park, the area designated for use by recreational vehicles shall be distinct and separate from the area used by mobile homes. Recreational vehicles shall not be permitted in areas designated for mobile homes, which themselves shall not be permitted in areas designated for recreational vehicles.
- (b) **Restrictions on Use:** RV parks are designated for the transient use and occupancy of recreational vehicles. No person may use, cause, or permit the use by any person of any part of an approved RV park, nor any vehicle placed therein, as their primary or long term (in excess of 180 days) residence.
- (c) **Permitted accessory uses:** Subject to restrictions imposed by the parish code and permitting processes, accessory uses which are not available to the general public, but serve the needs of park users, may be permitted within the interior of the park and shall include:
 - i. Coin operated laundry equipment or car wash.
 - ii. Vending machines and telephone facilities.
 - iii. A management facility or office.
 - iv. Recreational facilities or clubhouses.
 - v. Common storage facilities.
 - vi. Manager's single family residence, which may also include the park office.
 - vii. Private sale of recreational vehicles; the term "sale" being transactions between private parties and not commercial sales business (new or used).
- (d) **Parking standards:** Guest parking shall be provided at the rate of one (1) additional space per three (3) RV spaces and may be located in a centralized area(s) or on or adjacent to each cluster of individual RV lots/sites. Parking areas should be screened from roads, activity areas, and adjoining property whenever possible. In addition, a minimum of two (2) parking spaces shall be provided adjacent to registration facilities for persons arriving at the park. The minimum size of each parking space shall be 180 square feet.

DIVISION II. – RECREATIONAL VEHICLE PARK APPLICATION & APPROVAL PROCESS

Sec. 17-09. Application procedure and approval process.

- (a) Approving Authority:** Each application for the development and establishment of a recreational vehicle park shall be submitted for approval to the Houma-Terrebonne Regional Planning Commission.
- (b) Consideration of applications for park approval:** The Houma-Terrebonne Regional Planning Commission will use the same procedure as provided in Section 17-31 of the parish code for the purpose of approving a mobile home park, as though the words “recreational *vehicle*” were substituted for the words “*mobile home*” throughout those provisions.

Sec. 17-10. Violations.

- (a) Process, procedures and penalties:**
 - i. It shall be unlawful for any person or corporation to develop, establish, or operate a recreational vehicle park, or to place, or use and recreational vehicle, or to cause to be placed or used any recreational vehicle, except as provided for herein.
 - ii. It shall be unlawful for any recreational vehicle park owner to allow abandoned, junked, dilapidated, stripped, or broken down recreational vehicles to be stockpiled, located, or remain in any such park for a period of more than thirty (30) days.
 - iii. It shall be unlawful for any person or corporation to operate a recreational vehicle park without obtaining and maintaining a valid occupational license from the Parish.
 - iv. All violations shall be strict liability offences to be dealt with as if they were violations of the Terrebonne Parish Consolidated Building Code, under the procedures and penalties established by Section 114 of that code for violations.
- (b) Revocation of park approval:** The Planning Commission, upon recommendation of the Director of Planning and Zoning for the Parish, shall have authority to revoke its approval for a recreational vehicle park:
 - i. where such recommendation is supported by clear evidence of repeated refusal or failure to resolve violations, notice of which has been duly served on the operator or manager of the park; **or**
 - ii. where the operation of the park has resulted in the conviction of an owner or its manager for “*Keeping a Disorderly Place*” or “*Letting a Disorderly Place*” under sections 19-204 or 19-205 of the parish code of ordinances; **or**
 - iii. where, on report by the Director of Planning and Zoning for the Parish, in the view of the Planning Commission, there is other good and sufficient cause for such action in the interests of public safety, health or welfare.

- iv. Once revoked, approval for the operation of a recreational vehicle park shall not be granted to the to the same owner(s), or corporation, or a corporation in which the same owners have an interest until two years shall have elapsed and the circumstances leading to revocation shall have been remedied. Any application for re-approval shall be treated as a new application and no prior non-conforming conditions shall be allowed to continue.
- v. An occupational license to maintain and operate a 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, or has pleaded *no contest* to, violating any provision of this article. After revocation, the occupational license may be reissued after the lapse of one (1) year, if the circumstances leading to revocation have been remedied and an undertaking is rendered, by sworn affidavit, that the park will be maintained and operated in full compliance with the law.
- vi. Recreational vehicle parks which were established and lawfully operated under a valid occupational license prior to August 1st 2014 may continue as a nonconforming use provided they shall not be discontinued for a period of six (6) months or more. Nonconforming parks shall automatically lose the benefit of prior nonconforming status if there is any increase in the extent to which they fail to conform to the requirements of this Article; nor shall they be permitted to expand in area or to increase the number of spaces or recreational vehicles accommodated without obtaining recreational vehicle park approval.

Sec. 17-11. 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 specific site, then a variance must be petitioned for in writing and submitted to the Planning Commission. The petitions shall state fully the petitioners special conditions and reasoning for the requested 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 damaging the intent of these regulations, the requested variance may be approved, with or without such attached conditions as the commission may, in its absolute discretion deem appropriate, UNLESS the Planning Commission finds that it would not be in the best interest and welfare of the parish or neighboring properties 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.

Sec. 17-12. Appeals.

- (a) Upon denial of a 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 decision rendered by the Houma-Terrebonne Regional Planning Commission to the Terrebonne Parish Council. A denial appeal 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 appeal 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 name and location of said development, and 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.

Secs. 17-13—17-25. Reserved.