

ORDINANCE NUMBER 2022-11

AN ORDINANCE OF THE TOWN OF ST. FRANCISVILLE AMENDING THE TOWN OF ST. FRANCISVILLE COMPREHENSIVE ZONING ORDINANCE ARTICLE VIII ADMINISTRATION AND ENFORCEMENT SECTION 8.1 PROCEDURE ET SEQ.

WHEREAS, St. Francisville, Louisiana is empowered to adopted amendments and revisions to its ordinances, WHEREAS, the Town of St. Francisville has submitted an application for such amendments and revisions to it’s Comprehensive Zoning Ordinance of the Town of St. Francisville, State of Louisiana (hereinafter referred to as “CZO”),

WHEREAS, the Mayor and Board of Alderman are desirous of exercising said power, now therefore

BE IT ORDAINED by the Mayor and Board of Alderman of the Town of St. Francisville, Louisiana and is hereby ordained by the same, as follows:

- I. Section 8.1 ARTICLE VIII ADMINISTRATION AND ENFORCEMENT SECTION 8.1 PROCEDURES is herein modified and changed as follows. Section A. Common Review Procedures, #2 previously referred to as “Pre-Application Conference” shall now be amended to read “2. Application Process” (see below).

“2.—Pre Application Conference Process

- a. Pre-Application Conference Optional- Before submitting an application for development approval, an applicant may schedule a pre-application conference with the Building Official to discuss the procedures, standards and regulations required for approval. A pre-application conference is optional, except for the procedures listed below.
b. Pre-Application Conference Mandatory- Before submitting vii. Certificates of Appropriateness in Historic District”

- II. Table 8.1 APPLICATION AUTHORITY shall be amended herein to include Zoning Verification under the Town of St. Francisville.

- III. Section 8.1 Procedures, A. Common Review Procedures, 2. Application Process c. Application, i. shall read:

“i. Initiation- Parties allowed to file an application are summarized below in Table 8.1. Where allowed in Table 8.1, a resolution from the Planning Commission or board of Alderman shall substitute for an official application. More detailed information may be included with each specific procedure.

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vi. Modifications of Application- An application may be modified at the applicant’s request following the approval of the Building Official or his duly authorized representative. Any modification after a hearing but prior to a final decision shall require a new hearing.

vii. Expiration of Application- If an application is not determined to be complete within six (6) months of the initial application date, that application shall expire and a new application will be required to proceed.

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- 4. Recommendation and/or Final Action

- a. Recommendation by Planning Commission-Where a time limit is prescribed by this ordinance for an application, and the Planning Commission does not take official action before the deadline, the application or request shall be sent to the Board of Alderman with no recommendation.
b. Final Action by Planning Commission or board of Adjustment-Where a time limits is prescribed by this ordinance for an application or process, and the Planning Commission or board of Adjustment does not take official action before the deadline, the application is denied.
c. Final Action by Board of Alderman-Where a time limit is prescribed by this ordinance for an application or process, and the Board of Alderman does not take official action before the deadline, the application is denied.

- B. Zoning Verification

- 1. When Required

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- 3. Decision by Building Official

a. The Building Official shall consider relevant comments of all interested parties and the review criteria in Section 8.1.B.4.

b. Within thirty (30) days of determination of a complete application, the Building Official shall approve, approve with conditions, or deny the proposed zoning verification.

c. The Building Official shall may attach any condition to the permit necessary to protect the health, safety and welfare of the Town of St. Francisville and minimize adverse impacts on adjacent properties.

* * *

C. Administrative Adjustment

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3. Decision by Building Official

a. The Building Official shall consider relevant comments of all interested parties and the review criteria in Section 8.1.C.4.

b. Within thirty (30) days of determination of a complete application, the ...

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D. Variance

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4. Public Hearing and Decision by Board of Zoning Adjustment

a. The Board of Zoning Adjustments shall consider relevant comments of all interested parties and the review criteria in Section 8.1.D.5.

b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance, and within forty-five (45) days of the initial public hearing, the Board of Zoning Adjustment shall approve, approve with conditions, or deny the proposed variance request.

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E. Appeal of Administrative Decision

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4. Public Hearing and Decision by Board of Zoning Adjustments

a. The Board of Zoning Adjustments shall consider relevant comments of all interest parties and the review criteria in Section 8.1.E.6.

b. Within forty-five (45) days of determination of a complete application, the Board may reverse...

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F. Site Plan Review

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5. Major Site Plan Review by Design Review Board

a. Following notice and public hearing as required by Section 8.1.A, Common Review Procedures, the Design Review Board shall meet within thirty (30) days following the determination of a complete application, except where such time period is extended by the applicant.

6. Major Site Plan Decision by Planning Commission

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b. Following notice and public hearing as required by Section 8.1.A, Common Review Procedures, within forty-five (45) days of the initial public hearing, the Planning Commission shall approve, approve with conditions, or deny the major site plan for a withing sixty (60) days.

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G. Conditional Use Permit

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~~4. Review by Design Review Board~~

~~a. Following notice and public hearing as required by Section 8.1.A, Common Review Procedure, the Design Review Board, shall meet within thirty (30) days following submittal of the complete application to the Building Official, except where such time period is extended by the applicant.~~

~~b. The Design Review Board shall review the plan and provide such information and guidance it depends appropriate in the form of a written report and recommendations.~~

4. Public Hearing and Recommendation by Planning Commission

a. The Planning Commission shall consider the recommendation of the Building Official, Design Review Board report and comments, relevant comments of all interested parties and the review criteria in Section 8.1.G.6.

b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance, within forty-five (45) days of the initial public hearing the Planning Commission shall recommend to approve, approve with conditions, or deny the proposed conditional use application.

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5. Public Hearing and Decision by the Board of Alderman

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b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance, within sixty (60) days of the Planning Commission final action the Council shall accept, accept with conditions, or deny the Planning Commission's recommendation on the conditional use application.

(NOTE, REMAINING NUMBERING SHOULD COINCIDE WITH CORRECT NUMBERING PATTERN AFTER REMOVAL OF PREVIOUSLY REMOVED TEXT)

H. Zoning Map Amendment

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4. Public Hearing and Recommendation by Planning Commission

- a. In making this recommendation, the Planning Commission shall consider the recommendations of the Building Official, relevant comments of all interested parties and the review criteria in Section 8.1.H.6.
- b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance, within forty-five (45) days of the initial public hearing the Planning Commission shall recommend to approve, approve with conditions, or deny the proposed zoning map amendment.

5. Public Hearing and Decision by the Board of Alderman

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- b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance, within sixty (60) days of the planning Commission final action the Board of Alderman shall accept, accept with conditions, or deny the Planning Commission recommendation on the zoning map amendment.
- ~~c. Failure to act shall result in an approval of the Planning Commission's recommendation.~~

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I. Planned Unit Development- Concept Plan

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7. Public Hearing and Recommendation by Planning Commission

- a. In making this recommendation, the Planning Commission shall consider the recommendations of the Building Official, relevant comments of all interested parties and the review criteria in Section 8.1.H.8.
- b. Following notice and a public hearing as required by Section 8.1.A of the Ordinance, within forty-five (45) days of the initial public hearing the Planning Commission shall recommend to approve, approval with conditions, or deny the proposed planned unit development concept plan.

8. Public Hearing and Decision by the Board of Alderman

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- b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance, within sixty (60) days of the Planning Commission final action the Board of Alderman shall accept, accept with conditions, or deny the Planning Commission's recommendation on the planned unit development concept plan.
- ~~c. In making this recommendation, the Board of Alderman shall consider the recommendations of the Building Official and the Planning Commission, Design Review Board report and comments, relevant comments of all interest parties and the review criteria in Section 8.1.H.8.~~
- ~~d. Failure to act shall result in an approval of the Planning Commission's recommendation.~~

J. Zoning Text Amendment

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4. Public Hearing and Recommendation by Planning Commission

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- b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance, within forty-five (45) days of the initial public hearing the Planning Commission shall recommend to approve, approve with modifications or deny the proposed zoning text amendment.

5. Public Hearing and Decision by the Board of Alderman

* * *

- b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance within sixty (60) days of the Planning Commission final recommendation the Board of Alderman shall accept, accept with modifications, or deny the Planning Commission's recommendation on the zoning text amendment.
- ~~c. In making this recommendation, the Board of Alderman shall consider the recommendations of the Building Official and the Planning Commission, relevant comments of all interested parties and the review criteria in section 8.1.1.6.~~
- ~~d. Failure to act shall result in acceptance of the Planning Commission recommendation.~~

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K. Development Agreements

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4. Public Hearing and Recommendation by Planning Commission- Following notice and a public hearing as required by Section 8.1.A of this Ordinance, within forty-five (45) days of the initial public hearing the planning Commission shall recommend to approve, approve with conditions, or deny the proposed development agreement.

5. Public Hearing and Decision by the Board of Alderman

- a. In making this decision, the Board of Alderman shall consider the recommendations of the Building Official and the Planning Commission and relevant comments of all interested parties.
- b. Following notice and a public hearing as required by Section 8.1.A of this Ordinance, with in sixty (60) days of the planning Commission final action the Town of St. Francisville shall approve, approve with conditions nor deny the proposed development agreement.

- ~~b. A development agreement shall be approved by ordinance by the board of Alderman.~~
- ~~c. Failure to act shall result in an acceptance of the Planning Commission's recommendation.~~

IV. Throughout the changes in Article VIII Administration and Enforcement Section 8.1 et seq., wherever text has been removed and numbering or alphabetical sequencing are out of sequence, the numbering and sequencing shall be herein corrected.

An ordinance introduced by Andrew D'Aquilla and seconded by Abby T. Cochran on the 27th day of September 2022.

Adopted on a motion by Andrew D'Aquilla and seconded by Abby T. Cochran on the 25th day of October 2022.

A roll was called on the adoption thereof, and the ordinance as adopted by the following votes:

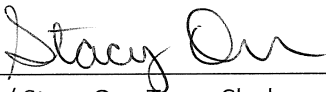
YEAS: Andrew D'Aquilla, Abby T. Cochran, Al Lemoine, James "Rucker" Leake and Gigi Robertson

NAYS:

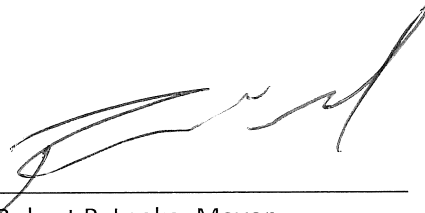
ABSTAINED:

ABSENT:

Ordinance approved this 25th day of October 2022.



/s/ Stacy Orr, Town Clerk



/s/ Robert P. Leake, Mayor