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ARTICLE I - UNIFIED DEVELOPMENT CODE (UDC) INTRODUCTION

CHAPTER 1. PURPOSE AND AUTHORITY

SECTION 1.1 ZONING REGULATIONS, SHORT TITLE

These land use regulations shall be known and may be cited as the “Unified Development Code” of the City of New Roads in the State of Louisiana.

SECTION 1.2 PURPOSE AND AUTHORITY

A. Purpose - These zoning regulations as herein set forth have been prepared for the City of New Roads, Louisiana, to safeguard the health, property and public welfare by controlling the design, location, use or occupancy of all buildings and structures through the regulated and orderly development of land.

B. Authority - This code is adopted pursuant to the Charter of the City of New Roads, Louisiana and the provisions of Section 33:4721 et seq., Section 3:101 and Section 25:731 et seq. of the Louisiana Statues and the Constitution of the State of Louisiana in order to promote the public health, safety, morals and general welfare of the City of New Roads, LA.

C. Commission Provision

1. Under authority of the LA R.S 33:101 et seq. the City of New Roads maintains a municipal planning commission, to be known as the "New Roads Planning Commission" or the "Planning Commission" herein, whose administrative provisions are found in the City of New Roads Code of Ordinances.

2. As per LA R.S. 33:4721 et seq., the municipal planning commission shall also serve as the municipal zoning commission, and shall have all of the powers conferred upon zoning commissions by law, and shall be known as the "New Roads Zoning Commission" or "Zoning Commission" herein.

3. There shall be a Board of Adjustments, the membership, terms of office, and rights and duties shall be provided in LA R.S. 33:4727, as amended, and Chapter 17 of New Roads Code of Ordinances.

4. The Historic District Commission of the City of New Roads shall carry out the intent of this code herein when appropriate. The administrative provisions for the Historic District Commission shall be found in Chapter 5 of the City of New Roads Code of Ordinances.

D. Any reference or citation made in this code to any duly enacted statute of the United States of America of the State of Louisiana; or any duly enacted ordinance of the Parish of Pointe Coupee or the City of New Roads; or any regulation enacted or promulgated by any department, agency, bureau or other institution or subdivision of the United States of America, the State of Louisiana, the Parish of Pointe Coupee or the City of New Roads shall refer to the provisions of the cited or referenced statute, ordinance or regulation as of the date of the enactment of this code or as cited or referenced statute, ordinance or regulations may thereafter from time to time be amended, reenacted or re-designated.

E. All ordinances or part of ordinances in conflict herewith or incompatible with the provisions of the code are hereby repealed.

SECTION 1.3 JURISDICTION

A. These regulations shall apply to all the area located with the corporate limits of the City of New Roads. All developments shall meet the minimum standards and requirements of these regulations as
amended. This code, or any amendment thereto, shall not affect the validity of any building permit lawfully issued prior to the effective date of the adoption of this code, or any amendment thereto, provided that the permit is valid upon the effective date of the adoption of this code or any amendment thereto, that construction authorized by such permit has commenced prior to the effective date of this code, or any amendment thereto, and provided that construction has and does continue without interruption until development is completed.

B. Any use established on the effective date of this code and which conforms with the conditional use provisions applicable in the zoning district in which the use is located shall be considered a lawful conditional use; provided that the use continues to conform with the provisions of this code.

C. This code, or amendment thereto, shall not affect the validity of variances granted by the City of New Roads prior to the effective date of this code, or amendment thereto. Said variances granted by the City of New Roads shall remain in effect after the effective date of this code, and shall constitute variances to the applicable provisions of this code.

SECTION 1.4 SCOPE

A. The provisions of this code shall apply to the construction, addition, alteration, moving, repair and use of any building, structure, parcel of land, or sign within a jurisdiction, except work located in a public way, public utility towers and poles and public utilities unless specifically mentioned in this Code.

B. Where, in any case, different section of this code, specify different requirements, the more restrictive shall govern, and where there is conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

C. In fulfilling these purposes this code is intended to benefit the public as a whole and not any specific person or class of persons. Although, through the implementation, administration and enforcement of this code, benefits, and detriments may be enjoyed or suffered by specific individuals, such as merely a byproduct of the overall benefit of the community. Therefore, the City of New Roads, its officers, agents and employees shall have qualified immunity against unintentional breaches of the obligation of administrations and enforcement impose on the jurisdiction.

D. Lawfully established buildings and uses, lighting, landscaping, parking, building setbacks, and other site features in existence at the time of the adoption of this code shall be permitted to lawfully continue subject to the provisions of Article VIII Non-Conformities and other provisions of this code.

E. All buildings or uses, both existing and new, and all parts thereof, shall be maintained. To determine compliance with this section, the Building Official shall be permitted to order any structure or use to be inspected.

SECTION 1.5 FEES

A. The City Council shall establish a schedule of fees, charges and expenses and a collection procedure for building permits, certificate of occupancy, appeals and other matter pertaining to this code. This schedule of fees shall be available from the City of New Roads and may be altered or amended by the City Council. No permit, certificate, or development approval shall be issued unless or until such costs, charges, fees or expenses have been paid in full, nor shall any action be taken on proceeding before the City of New Roads unless preliminary charges and fees have been paid in full.

SECTION 1.6 ZONING MAP

A. The boundaries of each zoning district are to be indicated upon the official zoning map as approved by the City Council of the City of New Roads. Said map and subsequent amendments thereto shall be considered as a part of this code.

B. No amendments or changes of any nature shall be made in the official zoning map except in conformity with the procedures set forth in this Code.
C. The official zoning map shall be updated periodically by the City of New Roads to incorporate any changes in the official ordinance.

SECTION 1.7 ENFORCEMENT

A. Administration of Enforcements - The provisions of these land use regulations shall be administered by the Mayor, who shall have the power to appoint duly authorized representatives including an Administrative Official and Building Official, who shall have the power to make inspections of buildings or premises necessary to carry out their administrative duties in the enforcement of these regulations. The City of New Roads Police Department may be called upon to enforce the provisions of these regulations.

B. Violations and Enforcement Proceedings - If any structure is erected or structurally altered or maintained, or any structure or land is used or altered or is not maintained, in violation of these regulations, The City of New Roads may institute any appropriate action or proceedings to prevent such unlawful construction or alteration or use or other violations, to restrain, to correct or to prevent any illegal act, conduct any business or maintain any use in or about such premises. Furthermore, any resident of the community who believes that a violation of any of the provisions of these regulations is occurring may file a written complaint with the Mayor. Such complaint shall fully set forth the acts or omissions constituting the alleged violation and the site or sites at which such violation or violations are alleged to be occurring. The Building Official shall record properly such complaint, promptly investigate the allegations underlying said complaint, and take action on such complaint and take action on such complaints as provided by these regulations.

C. Responsibility for Violations - Whenever the City of New Roads, on the basis of a written complaint, has reason to believe that a violation of these regulations may exist, the City may require any person owning the structure or land or operating a use thereon to provide, within thirty (30) days of notification or the next available City of New Roads Court date, information as may be necessary, in his judgment, to determine the existence or extent of any violation.

D. Penalty - Any person violating any provision of these regulations shall be guilty of a misdemeanor, and deemed a public nuisance and upon conviction shall be punished for each separate offense by a fine not exceeding five hundred dollars ($500.00) or imprisonment for a term not exceeding sixty (60) days. Each day any violation of any provision of these regulations shall continue shall constitute a separate offense.

SECTION 1.8 CONFLICTING PROVISIONS REPEALED

All ordinances or regulations or parts of ordinances or regulations in conflict with any of the provisions of these regulations are here by repealed.

SECTION 1.9 SEVERABILITY

If any section or provision of this Code is declared invalid for any reason by a court of competent jurisdiction, the remaining herein shall not be affected.
ARTICLE II - DEFINITIONS

CHAPTER 1. DEFINITIONS AND RULES OF INTERPRETATIONS

SECTION 1.1 RULES OF INTERPRETATION
A. This code shall be constructed to achieve the purposes for which it is adopted.
B. In the event of a conflict between the provisions of this code and any other ordinance of the City of New Roads, the provisions of this ordinance shall control.
C. In the event of a conflict between the text of this code and any caption, figure, illustration, table or map, the text of this code shall control.
D. The particular controls the general
E. In the case of any difference in the meaning or implication between the text of this Code and any caption or illustration, the text controls.
F. “Shall” is always mandatory and not discriminatory.
G. Words used in the present tense include the future; and words used in the singular include the plural, and the plural the singular, unless the context clearly states the contrary.
H. A “building” or “structure” includes any part thereof.
I. “Person” includes an individual, a corporation, a partnership, an incorporated association or any other similar entity.
J. Unless the context clearly indicates the contrary, where a regulation involves two (2) or more items, conditions, provisions or events connected by the conjunction “and” or “or”, the following shall apply:
K. “And” indicates the all the connected items, conditions, provisions or events shall apply.
L. “Or” indicates that the connected items, conditions, provisions or events may apply singularly or in any combination.
M. Terms not defined in this Chapter have the meaning customarily assigned to them, or a meaning to be assigned by a duly authorized representative of the City of New Roads.

SECTION 1.2 WORDS AND PHRASES DEFINED

For the purpose of these regulations, certain terms and words are hereby defined. Words used in the present tense include the present; the singular number shall include the plural and the plural the singular; the word “building” shall include the word “structure”; the word “shall” is mandatory and not directory; and the words and terms not defined herein shall be interpreted in accord with their normal dictionary meaning and customary usage;

Abandonment – (Also see “Discontinuance”) The cessation of the use of a property or of a particular use for at least twelve (12) months.

Accessory Dwelling Unit - A self-contained residential unit, considered subordinate to the principal use, and built on the same lot as an existing single-family or two-family residential structure.

Accessory Structure – A building or structure detached from, but located on the same lot as, the principal structure and the use of which is clearly incidental and subordinate to the principal structure.
Accessory Use – A use that is customarily incidental and subordinate to the principal use, and which is located on the same lot as the principal use.

Addition (or Enlargement) – Any construction that increases the size of a building or structure in terms of site coverage, height, length, width or floor area.

Administrative Official - Person or persons designated by the Mayor to review, comment, make recommendations to the appropriate entities, and to make official decisions on submissions and issues regarding their conformance or nonconformance to this code, following the processes delineated by this code.

Adult Business - An adult bookstore, adult motion picture theater, adult nightclub, or an adult massage business. Adult business also means any premises that sells or disseminates explicit adult sexual material.

Adult Uses/Materials - An establishment having a substantial or significant portion of its stock in trade in which, for any form of consideration, adult material is presented to or is available for exclusive viewing, rental or purchase by adults. As used in this code, adult material shall consist of movies, films, motion pictures, video tapes, video discs, slides, photographs, or other media of visual representation; or live performances, exhibitions or presentations; or books, papers, pamphlets, magazines, periodicals or publications which are characterized by an emphasis upon the depiction or description of any of the conduct or activities set forth and described in the provisions of Louisiana Revised Statutes Title 14, Chapter 1, part VI, Sub-part C, and in that portion thereof designated as sub-paragraphs (2)(b) and (3) of paragraph A of Section 106 [R.S. 14:106A(2)(b), (3)], or as such provisions may hereafter be amended, re-enacted or re-designated from time to time, or shall consist of any instruments, devices or paraphernalia that are designed or marketed for use in connection with any such conduct or activities. As used in these regulations, the term "adult material" shall be applied to any material that meets the definition set forth in this section whether or not, as a matter of law such material is or could be classified as pornographic or obscene.

Airport - Land, water, or structures used for the landing and taking of aircraft, including airport buildings, structures, or rights of way. An airport includes passenger terminals for that airport and any ancillary uses within the passenger terminal.

Agriculture – The use of land for the production of crops and/or livestock (in accordance with Chapter 4, Animal and Fowl of the New Roads Code of Ordinances), including but not limited to farming, horticulture, floriculture, viticulture, dairying, animal and poultry husbandry, and the necessary accessory uses for storing such products.

Alley - A way that affords only a secondary means of access to property abutting thereon

Alteration – Any material change, addition or modification to any real property in construction, use or occupancy.

Alteration, Historic District - Any change, addition or modification to any real property that is visible from any public street, alley, sidewalk or lot because of construction, repair, maintenance or other means.

Animal Shelter - a facility that houses homeless, lost or abandoned small domestic animals

Antenna - Any structure or device for the purpose of collecting or transmitting electromagnetic waves, including but not limited to directional antennas, such as panels, microwave dishes, and satellite dishes, and omni-directional antennas, such as whip antennas.
Amateur (HAM) Radio Equipment – A radio station licensed as such by the Federal Communications Commission (FCC), including equipment such as, but not limited to, a tower or alternative tower structure supporting a radiating antenna platform and other equipment.

Applicant - The owner of record of an immovable property upon which a building or other structure is or will be located; the lessee thereof with the approval of the owner of record in notarized form; or a person holding a bona fide contract to purchase an immovable property upon which a building or other structure is or will be located.

Appurtenance – An architectural feature of a structure that is higher than the adjacent portion of the structure, such as a chimney, cupola, spire or parapet wall.

Architectural Elements - Parts of a building that are integral to its composition, including balconies, roofs, porches, chimneys, dormers, parapets and other parts of a building structure that contribute to its overall shape and silhouette.

Arrays – A bundle of antennas arranged by a telecommunications service provider and place on a tower, structure or building at a given height to provide the desired directional characteristics.

Art Gallery - A commercial establishment engaged in the sale, loan or exhibition center for the showing of paintings, sculptures, photography, video art, or other art works. An art gallery does not include cultural facility, such as a library, museum or non-commercial gallery.

Art Studio - An establishment for the instruction or study of an art or type of exercise or activity such as dance, martial arts, photography, music, painting or yoga.

Attic – The unfinished space below the roof of a structure.

Automotive/Vehicle Dealership (see Motor Vehicle Dealership)

Automotive Repair, – An establishment primarily engaging in the repair or maintenance of motor vehicles, trailers and similar mechanical equipment, including paint, body and fender, brake, muffler, upholstery work, tire repair and change, lubrication, tune ups, and transmission work and engine and engine part overhaul, which is conducted within a completely enclosed building.

Bar - An establishment serving alcoholic beverages in which the principle business is the sale of such beverages for consumption on the premise. No retail sales of packaged alcoholic beverages for consumption off-premise is permitted.

Base Flood Elevation – The elevation shown on FEMA Digital Flood Insurance Rate Maps (DFIRMs) for that indicates the water-surface elevation resulting from a flood that has a one percent (1%) chance of equaling or exceeding that level in any given year.

Bed and Breakfast - An owner occupied residential structure, which provides sleeping rooms, no more than eight (8), for overnight paid occupancy of up to fourteen (14) nights. Common bathroom facilities may be provided rather than private bathrooms for each room. No cooking facilities are permitted in individual rooms.

Biosawle - Landscape elements designed to remove silt and pollution from stormwater runoff, which consist of a swaled drainage course with gently sloped sides of less than six percent (6%) slope and filled with vegetation, compost, or riprap.
Bike Lane - A corridor expressly reserved for bicycles, existing on a street or roadway in addition to any lanes for use by motorized vehicles.

Block - A parcel of land within a subdivision or development, which is bounded by streets or bounded by streets and the exterior boundary of the subdivision. For this definition, an alley is not considered a street but part of the block.

Block Face - The front of a block along one side of the street.

Block Length - The distance between intersections of through streets, such distance being measured parallel to the longest street bounding the block and from right-of-way line to right-of-way line of the two intersecting streets.

Board of Zoning Adjustments - The term "Board of Zoning Adjustments" shall mean the New Roads Board of Zoning Adjustments created under LA.R.S. 33:4727 et seq., which shall have the powers provided for by Louisiana law and as may be provided for in this Code.

Boat House - A structure that provides storage for watercraft and maybe used as a dwelling.

Boat Launch - A ramp or similar structure or area used for the placement of a boat into the water and for the retrieval of a boat from the water to a trailer or device.

Buffer - An area established in order to protect and separate one land use from another.

Buffer Planting Area - Area of land, which is unpaved between the side or rear property lines and designated for the preservation and placement of plant materials.

Buildable Area - The area of a lot where a structure may be built once the minimum yard and open space requirements of this Code have been met.

Building - Any structure, either temporary or permanent, having a roof and designed, intended or used for the sheltering or protection of persons, animals, chattels, or property of any kind.


Building, Height - The vertical distance as measured from grade to: the highest point of the coping of a flat roof, the highest point of a mansard roof, the mean height level between eaves and ridge for gable, hip, shed and gambrel roofs. When the highest wall of a structure with a shed roof is within thirty (30) feet of the public right-of-way, the height of the structure is measured to the highest point of coping or parapet.

Building Line – The perimeter of that portion of a building or structure nearest a property line, but excluding open steps, terraces, cornices and other ornamental features projecting from the walls of the building or structure.

Building, Main or Principal - A building in which is conducted the principal use of the lot on which it is situated. A dwelling shall be deemed to be the main building on the lot in all residential districts.

Building Official - Person or persons designated by the mayor to enforce the building code and when applicable, to make official decisions on all submissions and issues regarding the conformance or nonconformance to this code, following the processes delimitated by this code.
Building, Temporary – A building used temporarily for the storage of construction materials and equipment incidental and necessary to on-site permitted construction of utilities, or other community facilities, or used temporarily in conjunction with the sale of property within a subdivision under construction.

Brewery - A facility licensed as a "Manufacturer or brewer" as defined in Title 26, Section 241, of the Louisiana Revised Statutes. The facilities may include an on-site tasting room as an accessory use with retail sales of only those alcoholic beverages produced at the facility for consumption on or off the premises. An on-site tasting room shall be subject to the use and parking standards of a bar and any limitations provided for in state law. The facilities may also include other uses such as standard restaurant, bar, or live entertainment as permitted in the zoning district, with retail sales of only those alcoholic beverages produced at that facility for consumption on or off the premises.

Caliper - The diameter of a tree trunk measured at six (6) inches above the ground up to and including four (4) inches caliper size, and twelve (12) inches above the ground for larger trees. Used for nursery stock and newly planted trees, and not for established trees.

Campground - An area to be used for transient occupancy by camping in tents, camp trailers, travel trailers, motor homes, or similar movable or temporary sleeping quarters of any kind for a maximum of fourteen (14) days.

Canopy – A roofed structure constructed of fabric or other material supported by the building or by support extending to the ground directly under the canopy placed so as to extend outward from the building providing a protective shield for doors, windows and other openings.

Carport – A shelter for an automobile consisting of a roof extended from the side of a building, similar to a garage but that has a part of the wall area open to the outside.

Car Wash – A commercial establishment engaged in the washing and cleaning of passenger vehicles, recreational vehicles or other light dirty equipment, whether automatic in an enclosed structure or by hand.

Casino/Gaming Establishment - A facility in which gaming tables, wagering devices or machines or other games of chance are present and available for persons to wager money with an unassured prospect of winning money or other stakes, and prizes.

Cemetery - Land used or dedicated for the burial of the dead, including crematoriums, mausoleums and necessary sales and maintenance facilities.

Centerline - A line equidistant from both of the sidelines defining a public right of way.

Certificate of Appropriateness - A certificate issued by the New Roads Historic District Commission indicating its approval of plans for the construction, reconstruction, alteration, removal, or demolition of a structure within a Historic District.

City Planner – A person, appointed by the Mayor, who is responsible for advising the City of New Roads on land use, land development and zoning.

Club House - The principle building associated with a golf course, tennis club, or similar recreational facility that typically contains a pro-shop, administrative offices, exercise facilities and locker rooms, storage and maintenance facilities and may contain food and beverage services, including banquet and meeting rooms.
Co-location – Placement of telecommunications equipment from one or more service provider on a single tower or site.

Columbarium - A structure for the storage of cinerary urns.

Commencement of Construction - The physical improvement of land in accordance with a permit issued by the City Council of the City of New Roads, provided that the improvements are of a form and character which are not reasonably useable for development other than that authorized by the issued permit.

Commercial Purposes - Those related solely to the economic interests of the person or persons on whose property or for whose benefit the sign is displayed, excluding signs which refer solely to the sale or lease of the premises upon which the signs are located.

Common Structure - A structure, such as a garage, tool shed, or recreational facility used by more than one resident in a planned development or manufactured housing development.

Community Center – A facility to be used as a place of meeting, recreation, or social activity, and not operated for profit, which is open to the community and designed to accommodate the surrounding neighborhood or the larger community.

Community Garden - Neighborhood based development that provides space for community members to grow plants for the beautification, education, recreation, community distribution. These sites shall be owned and managed by public or civic entities, non-profits or other community organizations that are responsible for the maintenance and upkeep.

Conditional Use - A use or occupancy of a structure or a use of land, permitted only upon issuance of a conditional use permit and subject to the limitations and conditions specified therein.

Condominium – A single-dwelling unit in a multiunit dwelling or structure, that is separately owned and may be combined with an undivided interest in the common areas and facilities of the property.

Construction - The addition or placement of any improvement onto a property

Construction Plan - see "Engineering Plan"

Contractor Storage Yard – Any land or buildings used primarily for the storage of equipment, vehicles, machinery, or other building materials or construction contractor in the conduct of any building trade or craft.

Country Club - A public or private facility operated for social and outdoor recreation purposes with recreation facilities for members, their families, and invited guests. A country club may include bars and restaurants.

Cultural Facility - A use that is open to the public and provides cultural services and facilities including, but not limited to: libraries, museums, aquariums, zoos, botanical gardens, and historical societies. A cultural facility may have ancillary retail uses, that offers items related to the facility for sale, and ancillary restaurants, which are only open during the hours of operation of the facility. A cultural facility may hold special events and receptions on-site, including events that take place after closing hours.

Culvert: A pipe or enclosed channel that conveys water by gravity under a road, railway, or embankment.
Day – When used in this Code, day shall mean one (1) business day.

Day Care Center, Adult - Any place owned or operated for profit or not for profit, by a person, society, agency, corporation, institution, or any other group wherein impaired adults who are not related to the owner or operator of the facility for the purposes of supervision or participation in a training program. This excludes alcohol and drug abuse clientele, former inmates of prisons or correctional institutions or former patients of mental institutions who have been found not guilty by reason of insanity. An adult day care center does not include adult day care home.

Day Care Center, Small: Up to ten (10) adults
Day Care Center, Large: Eleven (11) to fifty (50)

Day Care Center, Child (Small) - Any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision and guidance to children, who are not within the immediate family of the care giver and are unaccompanied by parent or guardian. A childcare facility does not include child day care home.

Day Care Center, Small: Up to fifteen (15) children
Day Care Center, Large: Sixteen (16) to fifty (50) children

Day Care Home - A residential dwelling where a permanent occupant for the dwelling provides the care and nurture of children or adults during the school or workday.

Day Care Home, Adult - May have up to six (6) functionally-impaired adults who are not related to the owner operator of the facility for the purposes of providing care, supervision or participation in a training program. This excludes alcohol and drug abuse clientele, former inmates of prisons or correctional institutions or former patients of mental institutions who have been found not guilty by reason of insanity.

Day Care Home, Child - May have up to six (6) children. The number counted includes the family’s natural or adopted children and all other persons under the age of twelve (12). A child day care home does not include facilities that receive children from a single household.

DBH - The diameter of a tree, stem or trunk measured at breast height.

Deck - A raised platform built above grade on support structures, which is open to the sky and attached to the principal building. A deck is distinguished from a terrace in that a terrace is a raised surface constructed above grade built upon a solid base. Decks eighteen (18) inches above grade are considered part of the principal structure and not an accessory structure.

Decorative Details - Ornamental or embellishments, including cornices, lintels, arches, balustrades, chimneys, shutters, columns, and other common details.

Demolition - The complete or partial removal of buildings, structures, objects, or sites, including appurtenances or any other improvements.

Demolition By Neglect - Inadequate maintenance or lack of maintenance of any structure, part thereof, or any other improvements thereon which results in substantial deterioration.

Density - The number of dwelling units that are allowed on an area of land, which area of land shall be permitted to include dedicated streets contained within the development.
Detention/Retention Pond – (Also known as Bio-Retention Pond) A man-made basin designed to protect against flooding by storing stormwater for a limited period of time.

Development - The use of land including change or enlargement of any use or disturbance of any land and the performance of any building or mining operation.

Development Plan (or "Site Plan") - A plan or program that provides details for complex or phased development projects, which is intended to aid in the evaluation of a proposal and its impacts on neighboring property, as well as to anticipate the necessary infrastructure systems (road network, drainage, parks and open space, utilities, etc.) that are needed to support the development.

Digital Flood Insurance Rate Map (DFIRM) – An official map of the community, on which the Administrator of the National Flood Insurance Program (NFIP) has delineated both the special hazard areas and the risk premium zones applicable to the community.

Direct Light - Light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a lighting fixture.

Discontinuance – (also see Abandonment) The abandonment of a property or of a particular use for a period of at least twelve (12) months. The determination of discontinuance for non-conforming uses or structures shall be supported by evidence, satisfactory to the City of New Roads (e.g. the actual removal of equipment, furniture, machinery, structures, or other components of the non-conforming use and not replaced, the turning off of the previously connected utilities, or where there are no business receipts/records or any necessary licenses available to provide evidence that the use is in continual operation).

Distillery -- A facility licensed as a “Manufacturer” as defined in Title 26, Section 2, of the Louisiana Revised Statutes. The facilities may include an on-site tasting room as an accessory use with retail sales of only those alcoholic beverages produced at that facility for consumption on or off the premises. An on-site tasting room shall be subject to the use and parking standards of a bar an any limitations provided for in state law. The facilities may also include other uses such as standard restaurant, bar, or live entertainment as permitted in the zoning district, with retail sales of only those alcoholic beverages produced at that facility for consumption on or off the premises, subject to the standards of this code and any limitations provided for in state law.

Dock - A structure built over or floating upon the water and used as a landing place for boats and other marine transport, fishing, swimming, and other recreational uses.

Dry Dock – In dry dock and lift operations, a ship or boat is removed from the water to enable work to be performed on the exterior part of the ship below the waterline. In launching, the new or repaired ship is floated in place, lifted via cranes or slid from its berth. The storage of marine vessels is also allowed under this use.

Drainage Plan – A plan showing proposed site drainage features for controlling storm water runoff and conveying it to public outfalls. A drainage plan shall also include runoff calculations for engineering review, evidence that the drainage plan has been submitted to and reviewed by the storm water drainage authority with jurisdiction over the site, and that the drainage plan has been approved by said authority.

Drip Line - The outer edge of the foliage of a tree extending in all directions parallel to the ground.

Drive-Through Facility – Premises used to provide or dispense products or services through an attendant, window or automated machine to persons remaining in their vehicle. A drive-through facility may be in
combination with other uses such as a “financial institution”, a “retail goods establishment” or a “restaurant.” A “car wash,” “gas station” or “motor vehicle service and repair” shall not be considered a drive-through facility.

Driveway – A private access road, the use of which is limited to persons residing, employed, or otherwise using or visiting the parcel in which it is located.

Dwelling - Any structure or portion therefore, which is designed or used for residential purposes.

Dwelling, Multi-family – A building or portion thereof designed for occupancy by more than five (5) families living independently in which they may or may not share common entrances and/or other spaces. Individual dwelling units may be owned as condominiums, or offered for rent.

Dwelling, Single-family - An individual dwelling unit in a structure which is not physically connected with any other dwelling unit.

Dwelling, Townhouse – A structure consisting of no less than three (3) dwelling units, with no other dwelling, or portion of other dwelling, directly above or below, where each unit has a separate entrance and direct ground-level access to the outdoors. These units are connected to other dwelling units by a single party wall with no opening. “Townhouse dwelling” shall not include “multi-family dwelling.” Townhouse dwelling refers to the construction not the ownership pattern of the individual units.

Dwelling, Two-Family – A building designed or arranged to be occupied by two families living independently, with the structure having only two (2) dwelling units.

Dwelling Unit - Any room or group of rooms located within a structure forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking, eating and sanitation by one family.

Easement (or "Servitude")- The right, granted by the property owner, to use a parcel of land for specified purposes, such as public utilities, drainage and other public purposes, the title of which shall remain with the property owner, subject to the right of use designated in the reservation of the easement.

Eave – The projecting sides of a roof overhanging the wall of a building.

Educational Facilities (Also see "Schools")- Any land used for educational facilities, including universities, colleges, elementary and secondary, and vocational schools.

Educational Facility, College/University – A post-secondary institution for higher learning that grants associate or bachelor degrees. The institution may also have research facilities and/or professional schools that grant master and doctoral degrees. This also includes post-secondary theological schools for training ministers, priests or rabbis.

Educational Facility, Elementary – A public, private or parochial school offering instruction at the elementary, middle and/or junior high school level. Religious facilities with elementary educational facilities shall be considered educational facilities, elementary.

Educational Facility, Secondary – A public, private or parochial school offering instruction at the senior high school level. This also includes secondary schools for training ministers, priests or rabbis. Religious facilities with secondary educational facilities shall be classified as educational facilities, secondary.
Educational Facility, Vocational School – A school established to provide for the teaching of industrial, clerical, managerial or artistic skills. This definition applies to schools that are owned and operated privately for-profit and that do not offer a complete educational curriculum.

Emergency Services - Publicly owned safety and emergency services, such as fire stations, police stations and emergency medical and ambulance services. Does not include outpatient services.

Encroachment – The extension or placement of any structure or component of a structure into a required yard.

Engineer, Professional: A professional engineer in good standing registered by the Louisiana Professional Engineering and Land Surveying Board.

Engineering Plan (or "Construction Plan"): The drawings accompanying a subdivision plan for Major Subdivisions and showing the specific location and design of improvements, which if approved, will be used for construction of the improvements.

Equestrian Facilities - Commercial horse facilities including horse ranches, boarding stables, riding schools and academies, horse exhibition facilities. This includes barns, stables, corrals and paddocks accessory and incidental to the above uses.

Façade - The exterior wall of a building exposed to public view or that wall viewed by persons not within the building.

Family – One or more persons related by blood, marriage, adoption or guardianship, the occupants of a community or group home for mentally or physically challenged individuals or not more than four (4) persons not so related occupying a dwelling unit and living as a single housekeeping unit shall be considered a family. Notwithstanding any other provisions of this section, this definition does not include individuals required to be assembled under one living unit for the purpose of drug or substance abuse rehabilitation or persons assigned to same as the result of criminal activity.

Farmers Market - The seasonal offering for sale of produce or processed, packaged, or prepared food on pre-established dates in an open area or in a structure, subject to the procedures and regulations set forth in this Code and the City Code. The individual sellers need not be the same each time the market is in operation.

Fence – An artificially constructed barrier of wood, masonry, stone, wire, metal or other material erected to enclose, screen or separate uses.

Fill: Any material including, but not limited to, dirt and concrete that is placed above natural grade.

100-Year Flood: The highest level of flood that, on the average, has a one percent (1%) chance of occurring in any given year.

Filter Strip – A type of buffer strip that is in area of vegetation, generally narrow and long, that slows down the rate of stormwater runoff, allowing sediments and other pollutants that are being conveyed by the water to be removed by settling out.

Financial Institution – A bank, savings and loan, credit union, mortgage office, or automated teller machine (ATM).
Finished Grade - The completed surfaces of lawns, walks and roads brought to grade as shown on development plans relating thereto.

Fixture - The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

Floodplain - Floodplain or flood-prone area means any land area susceptible to being inundated by floodwater as depended by FEMA.

Floodway - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the 100-year flood without cumulatively increasing the water surface elevation more than one foot at any point.

Floodlight (or "Spotlight") - Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a beam directed in a particular manner.

Floor Area - The sum of the gross horizontal areas of the several floors of the main building but not including the area of roofed porches, terraces, or breezeways. All dimensions shall be measured between exterior faces of the walls.

Foot-Candle - A unit of measure for luminance. A unit of luminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot.

Forest/Nature Preserve - Designed and managed open space that preserves natural features and protects wildlife and environmental features and may include opportunities for passive recreation and environmental education.

Frontage - That portion of a lot abutting a street right-of-way measured along the property line of the public right-of-way and the private property.

Funeral Home – (also see "mortuary") An establishment in which the dead are prepared for burial or cremation. The facility shall be permitted to include a chapel for the conduct of funeral services and spaces for funeral services and informal gatherings, and/or display of funeral equipment.

Full Cut-off Type Fixture - A light fixture that, by design of the housing, does not distribute any illumination above a 90-degree horizontal plane.

Fully Shielded Fixture - A lighting fixture constructed in such a manner that an opaque shield extends, on the top and all sides, below the lowest direct-light-emitting part (LDLEP) of the fixture. The lowest edge of such a shield shall surround the LDLEP and be level with the horizontal plane, regardless of the orientation of the fixture.

Gaming/Gambling – To deal, operate, carry on, conduct, maintain, or expose for play any game, sports book, pari-mutuel, or any other form of wagering.

Gas Station - A business where flammable or combustible liquids or gases used as fuel for motor vehicles are stored and dispensed from fixed equipment into the tanks of motor vehicles. Accessory activities shall be permitted to include automotive maintenance, car wash service, and food sales.

Government Facility – A building or structure owned, operated or occupied by a governmental agency to provide a governmental service to the public, and shall include public works and public safety facilities.
Glare - Light emitting from a fixture with intensity great enough to reduce a viewer's ability to see. It is often accompanied by discomfort and, in extreme cases, causing momentary blindness.

Grade – The lowest point of elevation of the existing surface of the ground, within the area between the building and a line five (5) feet from the building. The elevation of the ground at a building or building site.

Green Infrastructure - (see "Stormwater Management")

Group Home or Community Home – A single-family residential structure, licensed by the State of Louisiana, designed or adapted for occupancy by unrelated developmentally disabled persons.

Group or Community Home (Small) - A small, residential facility located within a community, designed to serve children or adults with chronic disabilities. Small group homes may have six (6) or fewer occupants who are mentally, physically or developmentally disabled, and one or more resident counselors/trained caregivers on staff twenty-four (24) hours a day. A small group home must be licensed by an agency of the State of Louisiana, the political subdivision, and/or a state-licensed child placement agency, as a group home, receiving home, or similar care facility. Alcohol and drug abuse clientele, former inmates of prisons or correctional institutions, or former patients of mental illness institutions who have been found not guilty of a criminal charge by reasons of insanity shall be excluded as occupants.

Group or Community Home (Large) - A residential facility located within a community, designed to serve children or adults with chronic disabilities. Large group homes may have twelve (12) or fewer occupants who are mentally, physically or developmentally disabled, and two or more resident counselors/trained caregivers on staff twenty-four (24) hours a day. A group home must be licensed by an agency of the State of Louisiana and/or a state-licensed child placement agency, as a group home, receiving home, or similar care facility. Alcohol and drug abuse clientele, former inmates of prisons or correctional institutions, or former patients of mental illness institutions who have been found not guilty of a criminal charge by reasons of insanity shall be excluded as occupants.

Health Club - An establishment that provides health and fitness facilities such as running, jogging, aerobics, weight lifting, court sports, and swimming, and may include ancillary facilities such as locker rooms, showers, massage rooms, saunas, sales of related health equipment and clothing, juice bars, and other related uses.

Heavy Sales, Rental and Service – This use includes retail, rental and/or service establishments that have permanent outdoor service or storage yards, or partially enclosed structures including, but not limited to, large-scale home improvement centers with outdoor storage and rental components, lumberyards, playground equipment sales and rental, truck repair establishments, and uses with permanent outdoor service or storage areas for heavy equipment such as truck rental establishments, large-scale moving centers, and temporary storage container facilities.

Height - The vertical distance of a structure measured from the average elevation of the proposed finished grade to the highest point of the roof for flat roofs, to the deck line of the mansard roof, and to the
mean height between eaves and ridges for gable, hip and gambrel roofs. No height limitation in this code shall apply to any of the following structures: silos, barns and other agricultural structures; church spires; cupolas; domes; monuments; water towers; smoke stacks; derricks; flag poles; masts; solar energy facilities; air conditioning equipment; elevator penthouses and similar structures required to be placed above the roof level and not intended for human occupancy.

Height of Lighting Fixture - The height of a lighting fixture shall be the vertical distance from the normal finished grade directly below the centerline of the fixture to the lowest direct-light-emitting part of the fixture.

Heliport - Land, water, or structures used for the landing and takeoff of helicopters, and may include facilities for such aircraft or providing for permanent basing of such aircraft.

Historic District - A district including its appurtenances and environmental setting, which can be linked historically through location, design, settings, material, workmanship, and/or associate, and which is significant in national, state or local history, architecture, archeology or culture.

Historic District Commission – The term “Historic District Commission” shall mean the New Roads Historic District Commission, which shall exist to serve the municipality and review applications for Certificates of Appropriateness according to the provisions of their regulations and the City Code.

Historic District Design Guidelines - A set of guidelines provided by the City that property owners shall follow when making improvements to their properties in the Historic District.

Home Occupation - A business, profession, occupation or trade conducted within the principle structure of a residential use by a resident of the dwelling which is incidental and secondary to the residential use of the dwelling, does not change the essentially residential character of the use, and which complies with the regulations of this code.

Horizontal Illuminance - The measurement of brightness from a light source, usually measured in foot-candles or lumens, which is taken through a light meter's sensor at a horizontal position.

Hospital – An institution designed for the diagnosis, treatment and care of human illness or infirmity and providing health services, primarily for inpatients, and including as related facilities, laboratories, outpatient departments, training facilities and staff offices. A hospital may also include accessory uses such as “retail goods establishments” and “restaurants,” provided that such facilities are incidental and subordinate to the main use and part of the main structure.

Hotel (or "Motel") – An establishment providing, for a fee, sleeping accommodations and temporary living accommodations to the general public. Related ancillary uses may include, but shall not be limited to, conference and meeting rooms, restaurants and recreational facilities.

House of Worship - A building where persons regularly assemble for religious worship and which building is maintained and controlled by a religious body organized to sustain religious expression.

Indirect Light - Direct light that has been reflected or has scattered off of other surfaces.

Impervious Coverage - The square footage or other area measurement by which all buildings and impervious surfaces cover a lot as measured in a horizontal plane to the limits of the impervious area(s), such as surface areas, walkways, patios and plazas. All parking spaces and lots, buildings, roads, driveways, walkways, tennis courts, patios, decks and any other structure or on-site material or ground.
condition that does not permit the natural absorption of water shall be included in the computation of impervious coverage.

Impervious Materials – Materials that prevent precipitation from contacting the existing soil and do not allow water to penetrate the soil.

Intensity – Any factor such as square footage, number of dwelling units, or number of employees used as a basis for requiring parking or loading facilities.

Kennel – An establishment where pet animals owned by another person are temporarily boarded for pay or remuneration of any sort. Kennel shall not apply to animal hospitals operated by veterinarians duly licensed under State law where the boarding of animals is accessory to medical treatment.

Laboratory - A facility for scientific laboratory analysis of natural resources, medical resources, and manufactured materials. The scientific analysis is generally performed for an outside customer, to support the work of that customer. This category includes environmental laboratories for the analysis of air, water, and soil; medical or veterinary laboratories for the analysis of blood, tissue, or other human medical or animal products; and forensic laboratories for analysis of evidence in support of law enforcement agencies.

Lamp - The component of a lighting fixture that produces the actual light; as in the bulb.

Lowest Direct-light Emitting Part (LDLEP) - The lowest part of the lamp or lamps, the reflector or mirror and/or the refractor or lens.

Landscape Area - A non-built-upon area of land in which landscape materials are placed, planted or maintained.

Landscape and Tree Preservation Plan - A plan outlining the criteria, specifications, and detailed plans to arrange and modify the effects of natural features such as planting ground and water forms, trees, circulation, walks and other features to comply with the provisions of this Code.

Landscaping - The installation of plant material or seed as a part of development.

Light Trespass - The shining of light produced by a lighting fixture beyond the boundaries of the property on which it is located.

Live/Work Dwelling – A structure combining a dwelling unit with a non-residential use permitted in the zoning district where the structure is located, which is principally used by one (1) or more of the residents. A live/work dwelling may also include the combination of a dwelling unit with arts-related activities, such as painting, photography, sculpture, music or film, and principally used by one (1) or more of the residents.

Live Entertainment – Secondary Use - Any one (1) or more of any of the following live performances, performed live by one (1) or more persons, whether or not done for compensation and whether or not admission is charged: musical act, theatrical play or act, including stand-up comedy, magic, dance clubs, and disc jockey performances using vinyl records, compact discs, computers, or digital music players when the disc jockey is in verbal communication with the clientele of the establishment. Live entertainment - secondary use may be part of a standard restaurant, specialty restaurant, indoor amusement facility or bar, reception facility and shall be approved separately.
Loading Space – A space within a main building on the same lot as a main building, providing for the standing, loading or unloading of trucks.

Lot – A parcel of land having specific boundaries and having its principal frontage upon an officially approved street.

Lot Area – The total horizontal areas within the lot lines of the lot.
Lot, Corner – A lot abutting two (2) or more streets at their intersection.
Lot Coverage – The area of the lot covered by a structure.
Lot Depth – The average horizontal distance between the front and rear lot lines.
Lot, Through – A lot having frontage on two (2) approximately parallel streets or places.
Lot, Interior – A lot other than a corner lot.
Lot Lines – The lines forming the outer boundary of a lot.
Lot Width – The average horizontal distance between the side lot lines measured at the required front yard line and parallel to the front street line, or measured at the street lone if no front yard is required.

Lot of Record - A recorded, platted lot or a parcel of land lot, the map of which has been recorded in the Office of the Clerk of Courts of Pointe Coupee Parish, or a lot described by metes and bounds, the description of which has been recorded in the Office of the Clerk of Courts of Pointe Coupee Parish.

Lumen - A unit of luminous flux. One-foot candle is one lumen per square foot. For the purposes of this section, the lumen-output values shall be the initial lumen output ratings of a lamp.

Mansard - A roof with two slopes on all four sides, the lower slope being nearly vertical and the upper nearly horizontal.

Manufacturing, Heavy - The assembly or fabrication of goods and materials which may include the storage of large volumes of highly flammable or toxic matter. Heavy manufacturing processes ordinarily have greater impacts than average impacts on the environment, or that ordinarily have significant impacts on the use and enjoyment of adjacent property in terms of noise, smoke, fumes, odors, glare or health and safety hazards.

Manufacturing, Light – The manufacturing from previously prepared materials of finished products or parts, including processing, fabrication, assembly, treatment and packaging of such products, and
incidental storage, sales and distribution such products, providing all industrial activities are contained
entirely within a building and noise, odor, smoke, heat, glare and vibration resulting from the industrial
activity are confined within the building.

Marina, Commercial - A place for docking or storage of commercial boats and/or providing services for
them, limited to minor repairs to boats while in the water for a maximum thirty (30) day period, and the
sale of fuel, ice, food and beverages. No lodging for the occupants, other than the manager or owner of
the commercial marina or entertainment, are permitted as accessory to the marina. Vehicular access to
the site is limited to automobiles, pick-up trucks, and vans with a maximum load capacity of one (1) ton.
The sale or processing of seafood at the marina site is expressly prohibited with the exception of bait that
may be sold by the operator. The marina shall be kept free of noxious odors at all times. Repair facilities
for repairs of boats out of water are prohibited.

Marina, Recreational - A place for docking or storage of pleasure boats or providing services to pleasure
boats and the occupants thereof, including minor servicing and repair to boats while in the water, sale of
fuel and supplies, or provision of lodging, food, beverages, and entertainment as accessory uses. A yacht
club is considered a recreational marina. A hotel/motel, or similar use where docking of boats and
provision of services thereto is incidental to other activities, is not considered a recreational marina. Boat
docks accessory to a multi-family dwelling where no boat-related services are rendered are not
considered a recreational marina, but an accessory use to the multi-family dwelling.

Medical/Dental Clinic – A facility operated by one (1) or more physicians, dentists, chiropractors,
psychiatrists or other licensed practitioners of the healing arts for the examination and treatment of
persons solely on an outpatient basis.

Mini-Warehouse – A structure that rents individual compartments for the purpose of storing personal
property. Individual compartments shall not exceed one thousand (1,000) square feet.

Mortuary – (Also see "Funeral Home") An establishment in which the dead are prepared for burial or
cremation. The facility shall be permitted to include a chapel for the conduct of funeral services and
spaces for funeral services and informal gatherings, and/or display of funeral equipment.

Motor Vehicle Dealership – An establishment that sells or leases new or used, functional automobiles,
trucks, vans, trailers, recreational vehicles, boats, motorcycles or other motorized transportation vehicles.
A motor vehicle dealership may contain an inventory of the vehicles for sale or lease either on-site or at a
nearby location, and may provide on-site facilities for the repair and service of the vehicles sold or leased
by the dealership.

Mulch - Any material that is used to cover the ground surface to prevent erosion, retain moisture and
protect plant material.

Neon Lighting - Any white or tubular lighting of which the primary source of light is gaseous.

Nonconforming Lot of Record - A platted lot, which does not comply with the lot requirements of the
zoning district in which it is located, as outlined in this code.

Nonconforming Structure - Any structure, which was lawful on the effective date of this code, but does not
comply with all the standards and regulations of this code or any amendment thereto.

Nonconforming Use - Any use of any land, building, or structure, which was lawful on the effective date of
this code, but does not comply with all the standards and regulations of this code or any amendment
thereto.
Nursing Home - (See "Residential Care Facility") - A facility designed and intended to provide nursing service on a continuing basis to persons, the majority of whom require such service under trained professional nurses or physicians, and for whom medical records are maintained. The term "nursing home" shall include post-operative centers but shall not include any facility used for providing service to any inmate of any prison or other correctional institution.

Office – An establishment in which business, clerical, or professional activities are conducted.

Open Space – That part of a lot, including all yards, which is open and unobstructed from grade level upward and is not occupied by off-street parking, streets, drives, or other surfaces for vehicles.

Off-Track Betting Facility - An establishment that accepts wagers of horse and dog racing away from the racetrack.

Open Space: Those areas of a lot open and unobstructed from grade level upward, unless otherwise permitted by these regulations or by the comprehensive zoning code.

Ordinary Repairs or Maintenance - Work done to prevent deterioration of a structure or any part thereof by returning the structure as nearly as practical to its condition prior to such deterioration, decay or damage.

Outdoor Lighting - The nighttime illumination of an outside area or object by any man-made device located outdoors that produces light by any means.

Outdoor Storage Yard – The storage of any material, as a principal use of the lot, or for a period of more than twenty-four (24) hours, including items for sale, lease, processing and repair not in an enclosed structure. Items within an outdoor storage yard must be owned or leased by the owner of the storage yard.

Owner of Record - The owner of a parcel of land, improved or unimproved, reflected on the city tax roll and in parish deed records.

Parapet Wall – That portion of the wall that extends above the roofline.

Parcel - see "Lot".

Parking Lot – An open, hard-suraced area, other than a street or public way, used for the storage of operable passenger motor vehicles for limited periods of time. Parking may be available for residents, visitors, employees, clients, customers or similar users whether for compensation or at no charge.

Parks/Playgrounds – A non-commercial facility designed to serve the recreational needs of the residents of the community, and shall include but not be limited to, ball fields, basketball courts, skateboard parks, playgrounds and filed house which may have indoor recreation facilities.

Party Wall – A wall starting from the foundation and extending continuously through all stories to or above the roof that separates one (1) building from another, but is in joint use by each building.

Pawn Shop - An establishment that lends money on the deposit or pledge of physically delivered personal property, and who may also purchase such property on the condition of selling it back again at a stipulated price. A pawnshop includes establishments that buy personal property, such as jewelry or artwork, made of gold or other valuable metals for refining.
Penthouse, Mechanical – An enclosed structure above the roof of a building, other than a roof structure or bulkhead, that shelters mechanical equipment or vertical shaft openings in a roof.

Pervious Materials – Materials that permit water to enter the ground by virtue of their porous nature or by large spaces in the material.

Pervious Surface - A surface that presents an opportunity for precipitation to infiltrate the ground.

Person - An individual, corporation, public agency, business, trust, partnership, association, two (2) or more persons having a joint or common interest, or any other legal entity.

Personal Services Establishment – An establishment or place of business primarily engaged in the provision of frequent or recurrent services of a personal nature. Typical uses include, but are not limited to, beauty shops, barbershops, tanning salons, massage parlors, animal grooming, shoe repair, personal item repair shops, Laundromats, dry cleaners, and tailors. Personal services establishments shall not include any adult uses.

Pet Day Care - An establishment where pet animals owned by another person are boarded for the day or overnight, and services such as grooming, dog walking and pet training are offered.

Petitioner (or "Applicant") - A person applying for subdivision approval under these regulations.

Pier- Any fixed or floating structure for securing vessels and the loading or unloading of persons or property projecting from a lot or parcel in private ownership or which may be accessed by the public.

Pilling - A post driven into the water's bottom and supporting a structure such as a pier, wharf, jetty, dock, or float.

Prison – A facility for the detention, confinement, treatment or rehabilitation of persons located within a residential development that is limited to use by residents and their guests.

Planned Unit Development (PUD) – A development planned under a unified site plan with the goals of: encouraging flexibility, innovation and variety in the development of land in order to promote its most appropriate use; improving the design, character and quality of development; facilitating the adequate and economic provision of streets, utilities and services; achieving beneficial land use relationships with the surrounding area; preserving the unique natural and scenic features of the landscape; and preserving open space as development occurs.

Planning Commission - The term "Planning Commission" shall mean the New Roads Planning Commission created under LA.R.S. 33:101 et seq., which shall have the powers provided for by Louisiana law and as may be provided for in this code.

Plant Material - Any plant including trees, vines, shrubs, ground covers and annuals or vegetation of any size, species or description.

Planting Area - Any area designed for landscape material installation.

Plat - A survey of a tract of land showing the boundaries, dimensions and location of individual lots and streets, survey monuments, topographic data, easements, servitudes, rights--of--way, existing structures, and significant natural features. For purposes of these regulations the term plat is not to be construed as a site plan.
Plat, Conceptual - A conceptual representation of a proposed subdivision survey prior to the preparation of the Preliminary Plat (or Final Plat in the case of Minor Subdivision) sufficient for a tentative subdivision application. The Conceptual Plat may be drawn to scale in architectural freehand style to enable the developer to save time and expense in reaching general agreement with the City regarding the objectives of these regulations but accurately representing the size and proposed dimensions of lots and the extent of any public facilities that are proposed for dedication and which is accompanied by a site features map and conceptual drainage study.

Plat, Final - A subdivision survey in substantial conformance with any preceding Preliminary Plat in accordance with the provisions of these regulations submitted to and approved by the to be signed by the required City officials placed on file with the Pointe Coupee Parish Clerk of Court.

Plat, Preliminary - A subdivision survey plat preparatory to the preparation of a final plat, accompanied by engineering construction plans and specifications for the construction of any and all public and private improvements shown or required to be shown on the Preliminary Plat.

Public Improvement Plan - A detailed plan outlining the installation of all public improvements either in a subdivision or in conjunction with a subdivision.

Prefabricated Housing – Any housing with structural or mechanical components manufactured and assembled away from the construction site. For purposes of this definition, the following terms shall have the following meanings:

Manufactured Housing - Dwelling units constructed primarily at a plant or facility on a production line basis and delivered to the site as an assembled unit or in modular form. Manufactured housing specifically refers to housing built under the Manufactured Home Construction and Safety Standards set by the U.S. Department of Housing and Urban Development (HUD).

Mobile Home - Prefabricated trailer-type housing units, built before June 15, 1976 that are semi-permanently attached to land, either the owner’s fee land or leasehold, such as in a mobile-home park. A mobile home is a moveable or portable structure designed and constructed on its own chassis and intended for connection to utilities for year-round occupancy as a dwelling. Any dwelling unit that qualifies, as a modular home according to the definition herein is not considered a mobile home. Furthermore, a travel trailer is not considered a mobile home.

Manufactured Home Community – A unified development of two (2) or more manufactured home sites, plots or stands, arranged on a large tract usually under single ownership, meeting the area and yard requirements of this code, and designed to accommodate manufactured homes for a more or less permanent duration. Such term may include travel trailer accommodations, provided that no more than twenty-five percent (25%) of the park is used for such purpose.

Modular Home - Modular homes are houses divided into multiple modules or sections, which are manufactured in a remote facility and delivered to their intended site of use. The modules are then assembled on a permanent foundation without a permanent chassis, into a single residential building. Unlike other prefabricated construction, modular homes conform to all state, local and regional codes (International Building Code standards) where the structure is to be located.

Travel Trailer – A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling and may be hauled along a highway.

Preservation - The maintenance of a site or structure in its present condition or as originally constructed. Preservation aims at halting further deterioration and providing structural safety, but does not contemplate
significant rebuilding. Preservation includes techniques of arresting or slowing deterioration and improvement of structural conditions to make a structure safe, habitable, or otherwise useful.

Principal Building - A structure in which the primary use of the lot on which the building is located is conducted.

Principal Use - The primary use and chief purpose of a lot or structure.

Property Line – The lines forming the boundary of a lot, whether those lines are determined by metes and bounds, single lot or combination of lots or portions of lots of record.

Public Improvement – Any drainage ditch, storm sewer or drainage facility, sanitary sewer, water main, roadway, parkway, sidewalk, pedestrian way, tree lawn, off-street parking area, lot improvement or other facility for which the local government may ultimately assume the responsibility for maintenance and operation, or for which the local government responsibility is established.

Public Services – Uses operated by a unit of government to serve public needs, such as a police (with or without a jail), fire service ambulance, judicial court or government offices, but not including public utility stations or maintenance facilities.

Public Way – Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

Public Use - Any use operated by an agency of government which provides a direct service to the public including police, fire, library, schools whether operated by a public body or not and recreational services.

Public Utility Station – A structure or facility used by a public or quasi-public agency to store, distribute, and/or generate electricity, gas telecommunications and related equipment, or to pump or chemically treat water. This does not include storage or treatment of sewerage, solid waste or hazardous waste.

Quasi-Public – Essentially a public use, although under private ownership or control.

Quorum – A majority of authorized members of a board or commission.

Rain Garden - A planted depression that allows stormwater runoff to be absorbed into the ground.

Recreational Facilities - Any facility that provides recreational opportunities such as tennis clubs, health clubs or golf clubs.

Recreational Facilities, Indoor – A commercial establishment providing completely enclosed recreation activities. Accessory uses shall be permitted to include the preparation and serving of food and/or sale of equipment related to the enclosed uses. Included in this definition shall be bowling, roller-skating or ice-skating, billiards, pool, motion picture theaters, and related amusements.

Recreational Facilities, Outdoor – An area free of buildings except for restrooms, dressing rooms, equipment storage, maintenance buildings, open-air pavilions and similar structures used primarily for commercial recreational activities.

Rehabilitative Care Center - A building other than an apartment hotel, hotel, small or large group home, rooming house, tourist home, motel or motor lodge, providing temporary lodging and board and a special program of specialized care and counseling on a full-time basis. Such a center includes but is not limited
to centers that provide for alcohol and drug abuse clientele, former inmates of prisons or correctional institutions, or former patients of mental illness institutions. A rehabilitative care center must be licensed by an agency of the State of Louisiana as a rehabilitative or similar care facility, and shall be operated by an entity that is similarly licensed by the State of Louisiana.

Relocation - Any changes in the location of a building, object, or structure in its present setting or to another setting.

Residential Care Center - A group care facility licensed by the State of Louisiana for twenty-four (24) hour medical or non-medical care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual. Residential care facility includes, independent living, assisted living, hospice facilities, nursing homes, and continuum of care facilities.

Restaurant - Any establishment whose primary purpose is the service of food for consumption on or off the premises. Restaurants shall be classified as follows:

- Restaurant, Fast Food – An establishment that sells food already prepared for consumption, packaged in paper, Styrofoam or similar materials, and may include drive-in or drive-up facilities for ordering.

- Restaurant, Full-service - A restaurant with table service (order placement and delivery on-site) provided to patrons, also including cafeterias; carryout service, if any, shall be a limited portion of the facility and activity.

- Restaurant, Specialty - An establishment whose primary business is the sale of one or more, specialty types of food or beverages that is or not considered a complete meal (e.g. candy, coffee, ice cream).

Retail Goods Establishment – A commercial enterprise that provides physical goods, products or merchandise directly to the consumer, where such goods are typically available for immediate purchase and removal from the premises by the purchaser. Retail goods establishments shall not include alcohol, unless “retail sales of alcohol” is allowed within the district and a separate approval is obtained for such use.

Retail Sales of Alcohol – Retail sale of alcoholic beverages for consumption off-premises, when licensed by the City and the State of Louisiana.

Roof Line - The highest continuous horizontal line of a roof. On a sloping roof, the roofline is the principal ridgeline, or the highest line common to one (1) or more principal slopes of roof. On a flat roof, the roofline is the highest continuous line of the roof or parapet, whichever is higher.

Satellite Dish Antenna – A dish antenna designed for transmitting signals to a receiver or receiving station or for receiving television, radio, data, communication or other signals from other antennas, satellites or services.

Setback - The required minimum horizontal distance between any structure or projection and the related front, side, and rear property line.

Setback, Building - The required minimum horizontal distance between the building and the related front, side, and rear property line. For the purpose of this section, the setback will be measured to the nearest
point of the foundation wall of the building. A roof overhang or projection not to exceed two (2) feet will be allowed to project past the foundation wall.

Schools – (See "Educational Facilities") - Any land used for educational facilities, including universities, colleges, elementary and secondary, and vocational schools.

Servitude - See "Easement".

Sewage System, Individual - Any system of piping (excluding plumbing within a building), treatment device or other facility that conveys, stores, treats, or disposes of sewage on the property where it originates, and which utilizes the individual sewage system technology.

Sewage System, Private - A collection system and/or treatment facility, which is owned, operated, maintained, and managed by a private individual or individuals or entity (partnership, corporation, etc.).

Sewer Treatment Facility - a designated location where wastewater and solids are received and put through multi-step processes of treatment before being safely returned to the environment for other purposes.

Sidewalk – A paved pedestrian footpath between the curb lines or the lateral lines of a roadway and the adjacent property lines.

Sight Triangle - The triangle at either side of an accessway or public right-of-way at its junction with a public street with sides of not less than ten feet (10’) in length each along the public right-of-way and/or accessway within which clear visibility of approaching vehicular or pedestrian traffic must be maintained in all directions.

Sign - a medium of communication, including its structure and component parts, which is used or intended to be used to attract attention to its subject matter or location usually for advertising purposes, including paint on the surface of a building. Each distinctive message painted or placed on a building or other structure shall be considered an individual sign.

Sign, Abandoned - A sign or sign structure shall be considered abandoned or discontinued when its owner fails to operate or maintain a sign for a period of six months or longer. The following conditions shall be considered as the failure to operate or maintain a sign:

1. A sign displaying advertising for a product or service, which is no longer available, or displaying advertising for a business, which is no longer licensed or in operation
2. A sign that is blank

Sign, A-Frame - An advertising device, ordinarily in the shape of an “A” or some variation such as a “T” shape, located on the ground, not permanently attached, and easily movable

Sign, Animated - a sign employing actual motion or the illusion of motion.

Sign, Attached - A sign attached to a structure

Sign, Awning - An architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering or rigid or non-rigid materials and / or fabric on supporting framework that may be either permanent or retractable, including such structures that are internally illuminated by light structures
Sign, Banner - A temporary sign or string of one or more signs, usually made of cloth or other lightweight material, which is used to attract attention, whether or not imprinted with words or characters. Flags shall not be considered a banner.

Sign, Billboard - Any type of sign that is a freestanding permanent sign and is either affixed to the ground or to any other structure and is used for the lease of advertising display space which directed the attention of the general public to an activity conducted a service rendered or a commodity or product sold or produced which is not the primary activity, service commodity or product provided on the premises on which the sign is located.

Sign, Changeable - A sign with the capability of content change by means of manual or remote input, including signs that are:

- Electrically Activated or Changeable Sign - A changeable sign whose message copy or content can be changed by means of remote electrically energized on-off switching combinations of alphabetic or pictographic components arranged on display surface.
- Manually Activated Sign - A changeable signs whose message copy or content is changed manually.

Sign, Construction - A temporary, non-illuminated sign that identifies the name of principal contractors, architects, and lending institutions responsible for the construction in the site and limited to the duration of construction.

Sign, Detached - A sign that is attached to a self-supporting structure and not attached to a building.

Sign, Directional - A sign design to provide direction to pedestrian and vehicular traffic.

Sign, Electronic Message - Any sign or portion of a sign that uses changing lights to form a sign message or messages in text form where the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. Time/temperature and gas price signs are not considered electronic message signs.

Electrical Signs - Any sign containing electrical wiring and which is attached to an electrical energy source.

Sign, Face - That particular area of the sign structure upon which a message, copy or advertisement is displayed for viewing.

Sign, Facade - A permanent signs mounted or otherwise affixed to the side of a building and projecting generally perpendicular to the surface it is mounted to.

Sign, Free Standing (see “Sign, Freestanding – Monument” and “Sign, Freestanding – Pole.”) - A sign that is attached to a self-supporting structure. A freestanding sign may be a pole or monument sign.

Sign, Hanging - A permanent sign mounted on or otherwise affixed to the side of a building and projecting generally perpendicular to the surface it is mounted on. Usually under a canopy or beside a door.
Sign, Marquee - Any permanent roof-like structure projecting beyond a building or extending along projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.

Sign, Menu Board - Signs located adjacent to a drive-through lane that identifies food and beverages offered for sale at the restaurant and associated prices and specials.

Sign, Monument - A freestanding sign mounted directly on a planter or pedestal base without air space beneath as distinguished from the support of a pole or poles and that is designed to incorporate features and building materials that complement the architectural theme of the building on premises.

Sign, Nonconforming. A sign legally erected prior to the adoption of this Code that does not conform to the requirements of this Code.

Sign, Pole - A sign erected and maintained on one (1) or multiple freestanding masts or poles and not attached to any structure

Sign, Window - A permanent sign applied to the surface of a window but intended to be viewed and read from the exterior of the building

Sign Area - Only one side of a double-faced sign shall be included in a computation of sign area; for other signs with more than two faces, each side shall be included in a computation of sign area. The area of a cylindrical sign shall be computed by multiplying one-half of the circumferences by the height of the sign. The area of a sign made of individually cut out letters is the sum of the area of rectangles or triangles necessary to enclose each letter. Supporting framework or bracing that is clearly incidental to the display itself shall not be computed as sign area.

Sign Height – The vertical distance measured from grade to the highest point of the sign structure.

Site Plan – (or "Development Plan") - An accurate, scaled drawing showing the location of buildings, the landscaping, parking, circulation and such other features as floor plans and elevations to help describe the existing and proposed development of a specified area.

Social Club or Lodge – Buildings and facilities or premises used or operated by an organization or association for some common purpose, such as, but not limited to, a fraternal, social, educational or recreational purpose, but not including clubs organized primarily for profit or to render a service that is customarily carried on as a business. Such organizations and associations shall be incorporated under the laws of the State of Louisiana as a non-profit corporation or registered with the Secretary of State of Louisiana.

Solar Panel - A group of photovoltaic cells or thermal collectors that collect and convert sunlight as a source of energy for purposes such as heating or cooling a structure, heating or pumping water, or generating electricity. Panels are assembled on-site into solar arrays.

Stadium – A structure with tiers of seats rising around a field or court, intended to be used primarily for the viewing of athletic events, typically designated for one sport and/or sporting team. Sports arena may also be used for secondary entertainment and other public gathering purposes, such as conventions, circuses, or concerts.

Stormwater Management (or "Green Infrastructure") - Any technique, apparatus, or facility that controls and/or manages the path, storage, or rate of release of stormwater runoff and include storm sewers,
retention/detention basins, drainage swales and bioswales, rainwater reuse systems, drainage channels, inlet or outlet structures, and other similar techniques and facilities.

Story – That portion of a building included between the surface of any floor and the surface of the floor next to it; or, if there is no floor above it, then the space between the floor and the ceiling above it.

Streets - A public right-of-way or private thoroughfare, which provides vehicular and pedestrian access to adjacent properties. All streets will be within dedicated rights-of-way that have been properly processed, approved and recorded. The following shall be used to classify all streets:

Arterial Streets - A major street in the City’s street system that serves as an avenue for the circulation of traffic into, out, or around the City and carries high volumes of traffic.

Alley: A public or private right-of-way primarily designed to serve as a secondary access to the side or rear of those properties, and not intended for general traffic.

Boulevard: A street that is divided by a median or neutral ground.

Collector Streets - A street whose principal function is to carry traffic between minor, local, and sub-collector streets and arterial streets but that may also provide direct access to abutting properties.

Sub-collector - A street whose principal function is to provide access to abutting properties but is also designed to be used or is used to connect minor and local streets with collector or arterial streets.

Cul-de-Sac - A street that terminates in a vehicular turn-around.

Dead-End Street - A street having an outlet at one end only and terminated at the other end by undeveloped property. It may or may not have facilities permitting vehicles to turn around.

Frontage Road or Marginal Access Street - A street adjacent or parallel to a freeway, expressway or an arterial street that is designed to provide access to abutting properties so that these properties are somewhat sheltered from the effects of the through traffic on the arterial street and so that the flow of traffic on the arterial street is not impeded by direct driveway access from a large number of abutting properties.

Local Streets - A street whose sole function is to provide access to abutting properties.

Public Streets - A public street is a road, thoroughfare, alley, highway, or bridge under the jurisdiction of a public agency.

Private Streets – Private streets are owned by residents, and have a publicly recognized indenture, or covenant, that outlines governance and acts as a deed restriction. In order to create a private street, property owners must pay the fees to support upgrades and maintenance of said street. The City of New Roads shall provide police and fire protection, as well as trash removal services. The residents shall pay for maintaining or paving sidewalks and street surfaces, maintaining or planting trees, and maintaining or installing streetlights and entry gates. Private streets must meet minimum standards for drainage and storm water regulations, pedestrian safety regulations, and fire/emergency vehicle requirements.
Structure - A combination of materials constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground, including, but not limited to, retaining walls in excess of four (4) feet.

Subdivider (also known as a Developer): Any person, firm, partnership, corporation or other entity, acting as a unit, subdividing or proposing to subdivide land as herein defined.

Subdivision - The division of a parcel of land into two (2) or more lots, tracts, or parcels for the purpose, whether immediate or future, of sale, lease or building development, or if a new street is involved, any division of a parcel of land. The term includes re-subdivision and when appropriate to the context, shall relate to the process of subdivision or to the land subdivided.

Subdivision, Major: Any subdivision not classified as a Minor Subdivision or specifically exempted by these regulations.

Subdivision, Minor: An administratively approved subdivision that may be used to: adjust interior lot lines resulting in no new lots of record, combine two or more lots on a single, contiguous piece of property, or to create no more than four (4) new lots of record. A Minor Subdivision cannot require the creation of any new public street or public improvement.

Subdivision Regulations – The City of New Roads Subdivision Regulations Article X of this Code.

Substantial Completion: The degree of completion of construction of required infrastructure improvements necessary for such improvements to operate and function appropriately as designed and to be utilized for the purpose for which it is intended and permitted. Substantial completion considers construction, installation, testing, inspection and approval or permitting when applicable. Whenever a subdivision is approved in phases, the substantial completion requirement shall apply to each phase independently.

Surveyor - A qualified registered land surveyor in good standing with the Louisiana Board of Registration.

Swimming Pools – Any structure, portable or permanent, containing a body of water eighteen (18) inches or more in depth, intended for recreational purposes, including a wading pool, but not including an ornamental reflecting pool, fish pond, or similar type pool, located and designed so as not to create a hazard or to be used for swimming or wading.

Tattoo Parlor – Establishments where services offered are tattooing, body piercing and non-medical body modification.

Taxidermy - An establishment whose primary business is preparing, stuffing and mounting the skins of animals.

Telecommunications – As defined in the federal Telecommunications Act of 1996, means the transmission between or among points specified by the user, or information of the user's choosing, without change in the form or content of the information as sent and received.

Telecommunications Antenna – A specific device, the surface of which is used to transmit and/or receive radio-frequency signals, microwave signals, or other signals transmitted to or from other antennas.

Telecommunications Facility – An unstaffed structure used to house and protect the equipment necessary for processing telecommunications signals, which may include air conditioning equipment and emergency generators.
Telecommunications Tower - Any ground or roof mounted pole, spire, structure, or combination thereof taller than fifteen feet (15’), including lines, cables, wires, braces, and masts, intended primarily for the purposes of mounting an antenna, meteorological device, or similar apparatus above grade. Notwithstanding any other provision of this code “Height” of a telecommunication tower is the distance from the base of the tower to the top of the structure.

Temporary Structure - A structure without any foundation or footing that is removed after a designated time period, when the activity or use for which the temporary structure was erected has ended.

Temporary Use – A use that is authorized by this code to be conducted for a fixed period of time. Temporary uses are characterized by such activities as the sale of agricultural products, contractors’ offices, equipment sheds, fireworks, carnivals flea markets, and garage sales.

Texture - Refers to the physical and visual feeling of a building and surface materials

Tract - A parcel of land identified by letter or number the boundaries of which are shown on the recorded subdivision or development plat. A tract need not be suitable for development.

Traffic Generation Rates - The average daily trips generated per unit of land, as set forth by the Institute of Traffic Engineering or authenticated local figures for approval by the City Engineer.

Traffic Impact Study/Analysis - An analysis of the effect of traffic generated by a development on the capacity, operations and safety of the public street and highway system.

Trash/Garbage Storage Area - That area of a development used for the storage and containment of refuse and refuse containers (i.e. dumpsters).

Tree - A woody perennial plant that has the potential to attain a height of fifteen feet (15’) or greater and a dbh of three inches (3”) or greater.

Tree Canopy - The land area covered by a tree crown or crowns, as measured in square feet. For a site or lot it may be expressed as the percent of the land area covered by tree canopy and is calculated by dividing the tree canopy cover in square feet by the total land area of the site or lot.

Tree, Class A - Any self-supporting woody plant of a species which normally grows to an overall height of approximately fifty feet (50’), usually with one (1) main stem or trunk although some species may have multiple trunks, and with many branches. Class ‘A’ trees shall be a minimum of three inches (3”) in caliper as measured thirty-six inches (36”) above the ground and seven feet (7’) in height at time of planting.

Tree, Class B - Any self-supporting woody plant of a species which normally grows to an overall height of approximately twenty-five feet (25’), with one (1) or more main stem(s) or trunk(s) and many branches. Class ‘B’ trees shall be a minimum of one inch (1”) in caliper as measured thirty-six inches (36”) above the ground and five feet (5’) in height.

Tree Topping – The severe cutting back of limbs of Class A trees larger than two inches (2”) in diameter or one inch (1”) of Class B trees within the tree crown thereby removing the normal tree canopy.

Truck Stop Facility - Those facilities as contemplated in LA R. S. 33:4862.1 et seq., which are designed primarily for serving eighteen-wheel tractor-trailer motor vehicles, but where no video draw-poker devices may be operated.
Use – The activity occurring on a lot or parcel, for which land or a building is arranged, designed or intended, or for which land or a building is or may be occupied, including all accessory uses.

Use, Change of – The change within the classified use of a structure or parcel.

Utility – Basic services such as electricity, gas, sewer, or water, or the company that provides such a service.

Variance – A deviation from the height, bulk, setback, parking or other dimensional requirements established by this code.

Vehicle, Commercial – Those exceeding one (1) ton in size with advertising or special equipment, which distinguish it from private automobiles. Any vehicle used for commercial purposes, except passenger vehicles used for to and from work. All vehicles with more than two (2) axles, except motor homes used for recreation and not used in commerce. Note: A sign alone on a vehicle does not make the vehicle commercial.

Vehicle, Recreational – A vehicle designated for temporary living quarters for camping, traveling, or recreational use. It may have its own motive power, or be mounted on or pulled by another vehicle.

Vehicle Storage Yard – Any land or buildings used primarily for the permanent or temporary storage of inoperable vehicles, machinery, or other equipment on a temporary or permanent basis.

Warehouse, Wholesale or Storage – A building or premises in which goods, merchandise or equipment are stored for eventual distribution.

Waiver - A grant of relief to an applicant from a specific development requirement of this Code.

Yard – An open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of structure upward except as otherwise provided herein. In measuring a yard to determine the width of a yard, the minimum horizontal distance between the lot line and the maximum permissible main building shall be yard dimension.

Yard, Front – A yard extending across the full width of a lot between the side lot lines and between the front property line and the front line of the building projected to the side lines of the building site. The depth of the front yard shall be measured between the front line of the building and the street line. On corner lots, the front yard shall be considered as parallel to the street upon which the lot has the least dimension. This space is considered open space.

Yard, Rear – A yard extending across the rear of the lot between the side lot lines and being the minimum horizontal distance between a rear lot line and the rear of the maximum main building. The rear yard shall be at the opposite end of the lot from the front yard. However, on through lots fronting two (2) streets, two (2) front yards shall be provided.

Yard, Side – A yard between the main building and the side lot line and extending from the front lot line to the rear lot line.
SECTIONS 5.22 to 5.30. RESERVED
ARTICLE III – ADMINISTRATION AND COMMON PROCEDURES

CHAPTER 1: ADMINISTRATORS AND RESPONSIBILITIES

SECTION 1.1 CODE ADMINISTRATION
A. Purpose - The Purpose of this chapter is to outline and summarize the specific powers of the different boards, commissions and officials as they relate to the Code. This chapter summarizes which boards, commissions and officials make recommendations and grant approvals on applications. If provisions of this CHAPTER conflict with the provisions of any other Section in Chapter II, the provisions of said sections shall control.

SECTION 1.2 DESIGNEES
A. Municipal officials are cited as having powers, which may also be administered by a designee. The ability to direct powers to a designee applies to all actions throughout this Code.
B. If a City Planner or designee has not been appointed by the Mayor, the duties of the City Planner outlined in this code shall be the responsibility of the Administrative Official.

SECTION 1.3 CITY COUNCIL
The City Council has the following powers, pursuant to this code:
A. To approve, approve with conditions, or deny a Conditional Use application
B. To approve, approve with conditions, or deny a Zoning Map amendment and Zoning Text amendment
C. To approve, approve with conditions, or deny a Planned Unit Development (PUD) Conceptual Plan application and a PUD Preliminary Plan application.
D. To hear an appeal of a Planning Commission decision on a Site Plan Review.
E. To hear an appeal of a Planning Commission decision on a Subdivision Plat application.
F. To hear an appeal of a Planning Commission decision on a PUD Final Plan application.
G. To hear an appeal of a Historic District Commission decision on a Certificate of Appropriateness.

SECTION 1.4 PLANNING COMMISSION
The Planning Commission has the following powers, pursuant to this Code:
A. To make a recommendation to the City Council on a Conditional Use application.
B. To make a recommendation to the City Council on a Zoning Map Amendment and Zoning Text amendment.
C. To make a recommendation to the City Council on a Planned Unit Development (PUD) application.
D. To approve, approve with conditions, or deny a Site Plan Review application.
E. To make a recommendation to the City Council on a PUD Conceptual Plan application and a PUD Preliminary Plan application.
F. To make a final decision on a PUD Final Plan application.

SECTION 1.5 BOARD OF ADJUSTMENTS
The Board of Adjustments has the following powers, pursuant to the Code:
A. To approve, approve with conditions, or deny a Variance application.
B. To hear an appeal of a decision by the Administrative Official on a Zoning Verification.
C. To hear an appeal of an Administrative Decision concerning interpretation or administration of this code.

SECTION 1.6 NEW ROADS HISTORIC DISTRICT COMMISSION

The Historic District Commission has the following powers, pursuant to the Code:
A. To approve, approve with conditions, or deny a Certificate of Appropriateness application.

SECTION 1.7 ADMINISTRATIVE OFFICIAL

The Administrative Official has the following power, pursuant to this code:
A. To make a final decision on a Zoning Verification application.
B. To make a final decision on an Administrative Adjustment application.
C. To make a final decision on Minor Subdivision applications

SECTION 1.8 BUILDING OFFICIAL

The Building Official has the following power, pursuant to this code:
A. When necessary, to inspect structures or the use of land to determine compliance with this Code and order corrective action in case of any violation.
B. To enforce all zoning regulations and provisions imposed in conjunction with this ordinance or official process of this ordinance.
C. To revoke, suspend, or cancel any permit that has been violated or issued in violation of this Code.

SECTION 1.9- 1.99 RESERVED
CHAPTER 2. APPLICATION AND APPROVAL PROCEDURES

SECTION 2.1 COMMON REVIEW PROCEDURES

A. General – The following requirements apply to all applications and processes in these regulations unless otherwise stated in the procedures for that specific application or process. Additional details may also be included in the specific procedure.

B. Pre-Application Process

1. Optional - Before submitting an application an applicant may schedule a pre-application conference with the Administrative Official to discuss the procedures, standards and regulations required for approval. A pre-application conference is optional, except for the procedures listed below as mandatory.

2. Mandatory - Before submitting an application an applicant must schedule a pre-application conference with the Administrative Official to discuss the procedures, standards and regulations required for approval in accordance with this Code and other City Codes.
   a. Variance
   b. Site Plan Review
   c. Conditional Use
   d. Zoning Map Amendment
   e. Zoning Text Amendment
   f. Planned Unit Development (PUD)
   g. Major Subdivision Plat

C. Application Process

1. Initiation - Parties allowed to file an application are summarized below in Table 2.1 Application Authority. More detailed information may be included with each specific process.
   a. Initiation by Planning Commission - The Planning Commission may initiate allowed applications or requests by motion according to the rules and regulations of the Commission
   b. Initiation by City Council – The City Council may initiate allowed applications or request by motion of an ordinance according to the rules and regulations of the City Council

TABLE 2.1: APPLICATION AUTHORITY
# TABLE 2.1: APPLICATION AUTHORITY

<table>
<thead>
<tr>
<th>APPLICATION AUTHORITY</th>
<th>CITIZEN, OWNER OR AGENT</th>
<th>PLANNING COMMISSION</th>
<th>CITY COUNCIL</th>
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<tr>
<td>Zoning Verification</td>
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<td>Administrative Adjustment</td>
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<td>Major Subdivision Plat</td>
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2. Application Forms - Applications containing all information requested must be submitted on forms as required by this Code. All applications must be complete and sufficient for processing before they will be reviewed.

3. When an application or request is initiated by the Planning Commission or City Council, a copy of the resolution shall serve as the formal application and may be supplemented by additional information.

4. Fees - As per Article I of this code, no applications shall be reviewed, and no permit, certificate, or variance shall be issued unless or until such costs, charges, fees or expenses have been paid in full. When an application is submitted on behalf of the City of New Roads, no fees shall be required.

5. Complete Applications - An application is considered complete for review and consideration when the Administrative Official determines that it contains all information required by this code. A determination of completeness does not constitute an approval of the application. The Administrative Official shall notify the applicant that the application is complete or incomplete within ten (10) days of receipt.
a. If the application is deemed incomplete the Administrative Official will not process the application until the deficiencies are remedied.
b. Once an application is deemed complete, the application will be placed on the first available docket and/or forwarded to the appropriate official or body.
c. An application is deemed complete if the Administrative Official fails to reject it and notify the applicant of the deficiencies within ten (10) days and it shall be docketed. However, it may not be complete for the purposes of review.
d. The appropriate board, commission or official may also require the applicant to supplement the application with additional information.

6. Concurrent Applications - Applications may be filed and reviewed concurrently, at the option of the applicant, however, any application that requires a variance shall not be eligible for final approval until the variance has been granted. Further, applications submitted concurrently are subject to approval of all other related applications; denial or disapproval of any concurrently submitted application shall stop consideration of any related applications until the denied or disapproved application is resolved.

7. Modification of Application - An application may be modified at the applicants’ request following the approval of the Administrative Official. Any modification after a hearing but prior to final decision shall require a new hearing.

D. Public Notice

1. Public Notice Required - Required public notices are summarized in Table 2.2: Public Notice Requirements. More detailed information may be included with each specific procedure.

2. Notice of Public Hearing - All notices for public hearing shall contain:
   a. If a public hearing is required, the date, time and place of the hearing;
   b. The Section of this Code under which the subject matter if the hearing will be considered;
   c. The name of applicant;
   d. Brief description of the location of any land proposed for development and the subject matter to be considered at the hearing;
   e. Statement that the application and supporting materials are available for public inspections and copying at City Hall;
   f. Brief description of the appeal process.

3. Written Notice of Public Hearing – At least ten (10) days prior to a public hearing, a good faith attempt to notify the owner of record shall be made by sending an official notice by U.S. Mail of the time, place and subject matter of the hearing. Where more than ten (10) parcels are to be initially zoned or rezoned, no written notice is required.

4. Posted Notice of Public Hearing - Posting notice shall be posted for at least ten (10) consecutive days prior to a public hearing on signs not less than 11”x17” on each block of each street adjoing the area of the proposed request. The applicant shall remove posted notices from the area no more than ten (10) days after the public hearing has been held. Posting notice shall also be located at City Hall.

5. Published Notice of Public Hearing - Notice of the time and place of a public hearing shall be published once a week in three (3) different weeks in the official journal, if designated, or a newspaper of general circulation in the area. The first notice shall be published at least fifteen (15) days prior to hearing.
E. Public Hearing

1. The public hearing shall be conducted in accordance with the rules and regulations of the body conducting the hearing. If public notice of the public hearing is required for an application or request the public hearing shall be held at the date, time, and place listed in the public notice according to Section 2.1.D

2. Continuances – The reviewing body, in accordance with their rules or regulations may continue the public hearing. No new notice is required to reopen the hearing if a hearing is continued to a date specified, provided that a public announcement of the future date, time, and place of the continued hearing is made at the first hearing and placed in the minutes.

If the public hearing is closed, but no final decision or action is taken by the hearing body, the hearing body may only conduct another public hearing if the future date, time, and place of the hearing is placed in the minutes and the public hearing is listed on the meeting agenda.

Section 2.3- 2.99 RESERVED

<table>
<thead>
<tr>
<th>TABLE 2.2: PUBLIC NOTICE REQUIREMENTS</th>
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<tr>
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ARTICLE IV – ZONING PROCESSES

CHAPTER 1: ZONING APPLICATION APPROVAL PROCESSES
Purpose - The purpose of this Chapter is to delineate the applicability, procedures, and requirements, and approval standards that apply to each zoning application and approval.

SECTION 1.1 ZONING VERIFICATION
A. Purpose - The purpose of a zoning verification is to promote compliance with this Code by establishing a procedure for the City to verify that an application complies with all the standards of the Code.
   1. A zoning verification shall be issued prior to the issuance of a building permit, certificate of occupancy, sign permit or business license; or, as part of the application for a building permit, certificate of occupancy, sign permit or business license.
   2. A zoning verification is needed only for the first permit or license issued for the building or site.
B. Authority - The Administrative Official shall review and approve Zoning Verifications in accordance with the provisions of this Section.

C. Application
   1. A pre-application conference is optional.
   2. An application for a Zoning Verification should be filed in writing with the Administrative Official in accordance with the application requirement in Article II-2.1. Common Review Procedures
   3. The applicant shall also submit the following materials, unless waived by the Administrative Official: the proposed use or uses for the subject property, a brief description of the construction, remodeling, or alteration requiring the issuance of a Zoning Verification, and such other and further information or documentation as the Administrative Official may deem necessary or appropriate.

D. Review by Administrative Official – The Administrative Official shall review the application and may refer the application to other affected or interested agencies for review and comment.

E. Public Notice and Decision by Administrative Official – The Administrative Official shall fulfill the Public Notice requirements of Article III - 2.1.D Public Notice and consider whether the current or proposed development meets the requirements of these regulations in approving or denying the zoning verification within ten (10) days of a complete application or zoning verification request.

F. Appeal - A final decision by the Administrative Official on Zoning Verification may be appealed to the Board of Adjustments within thirty (30) days of the decision.

SECTION 1.2 ADMINISTRATIVE ADJUSTMENT
A. Purpose - The purpose of an Administrative Adjustment is to provide relief from carrying out a requirement of this Code that may cause a minor practical difficulty.

B. Authority – The Administrative Official is authorized to grant certain Administrative Adjustments, as defined below.
   1. A reduction of any required setback or yard by up to fifteen percent (15%).
   2. An increase in the maximum building height of any building by five feet (5') or five percent (5%), whichever is less.
   3. An increase in lot coverage by no more than five percent (5%).
4. Any other Administrative Adjustment authorized by a specific section of this development code.

C. Application
   1. A pre-application conference is optional.
   2. An application for Administrative Adjustment shall be filed in writing with the Administrative Official in accordance with the application requirements in Article III - 2.1 Common Review Procedures.

D. Review by the Administrative Official – The Administrative Official shall review the application and may refer the application to other affected or interested agencies for review and comment.

E. Public Notice and Decision by Administrative Official
   1. The Administrative Official shall fulfill the public notice requirements of Article III - 2.1.D Public Notice and shall approve, approve with conditions, or deny the Administrative Adjustment application within fifteen (15) days of the date of the completed application. When making this decision the Administrative Official shall consider relevant comments of all interested parties and the review criteria in Section 1.2.F of this Article.
   2. The Administrative Official may attach any condition to the permit necessary to protect the health, safety and welfare of the City of New Roads and minimize adverse impacts on adjacent properties.

F. Review Criteria - The Administrative Official shall consider the following criteria in approving or denying an administrative adjustment.
   1. The strict application of the terms of this Code will result in undue hardship unless the specific relief requested is granted.
   2. The plight of the owner is due to unique circumstances inherent to the subject property and not from the personal situation of the owner.
   3. The adjustment, if granted, will not alter the existing character of the neighborhood.

G. Appeal - A final decision by the Administrative Official may be appealed to the Board of Adjustments within thirty (30) days of the decision.

SECTION 1.3 VARIANCE

A. Purpose - The purpose of the variance procedure is to afford an applicant relief from the requirements of the letter of the code when unnecessary hardship or practical difficulty exists.

B. Authority - The Board of Adjustments shall have the authority to grant variances from the terms of this Code, subject to terms and conditions fixed by the Board, where literal enforcement of the provisions of this Code will result in practical difficulties or unnecessary hardship, if in granting such variance the general intent and purpose of this Code will be preserved.

C. Application
   1. A pre-application conference is mandatory.
   2. All applications for Variance shall be filed in writing with the Administrative Official in accordance to Article III - 2.1 Common Review Procedures.

D. Review by Administrative Official - The Administrative Official may refer the application to other affected or interested agencies for review and comment.

E. Public Hearing and Decision by the Board of Adjustments
1. Following notice and a public hearing as required by Article III - 2.1.D Public Notice and 2.1.E Public Hearing of this Code, the Board of Adjustments shall approve, approve with conditions or deny the variance request, within forty-five (45) days from the filing of a complete application, except where such time period is extended by the applicant.

2. The Board may attach any condition to the Variance necessary to protect the health, safety and welfare of the community and minimize adverse impacts on adjacent properties.

F. Review Criteria - No variance shall be authorized unless the Board of Adjustments finds that all of the following conditions exist:

1. That the variance will not authorize a use other than those allowed in the district
2. That, due to exceptional and/or extraordinary circumstances, literal enforcement of the provisions of this Code will result in practical difficulties or unnecessary hardships
3. That the practical difficulties or unnecessary hardship were not created by the owner of the property or the applicant and are not due to or the result of general conditions in the district which the property is located
4. That the practical difficulties or unnecessary hardship are not solely financial
5. That the variance will not substantially or permanently injure the allowed uses of adjacent conforming property;
6. That the applicant has adequately addressed any concerns raised by the Administrative Official.

G. Appeals - A final decision by the Board of Adjustments may be appealed to the Pointe Coupee Parish Civil District Court within thirty (30) days of the decision.

SECTION 1.4 APPEAL OF ADMINISTRATIVE DECISION

A. Purpose - Appeals to the Board of Adjustments may be filed by an aggrieved party or by any official or department of the City of New Roads affected by any decision of a public official concerning this code. Appeals shall be based on, and provide evidence of, an error in application of the law or a conflict in the law.

B. Initiation - A property owner, or expressly authorized designee may file an appeal with the Board of Adjustments within thirty (30) days of the decision by the public official.

C. Authority - The Board of Adjustments shall have the authority to hear an appeal of an administrative decision.

D. Application

1. A pre-application conference is optional.
2. All appeals of an administrative decision shall be filed in writing with the City of New Roads.
3. The applicant shall provide a written statement citing the decision that is being appealed, and any reason why the appeal should be granted.

E. Stay of Proceedings - An appeal stays all proceeding in furtherance of the action appealed, unless the Administrative Official certifies to the Board of Adjustments after the notice of appeal has been filed, that a stay would cause imminent peril of life or property. In such case proceedings shall not be stayed except by restraining order that may be granted by Pointe Coupee Parish Civil District Court.

F. Public Hearing and Decision by the Board of Adjustments

1. Following notice and a public hearing as required by Article III - 2.1.D Public Notice and 2.1.E Public Hearing of this code, the Board of Adjustments shall hear and decide appeals where it is
alleged there is an error in any order, requirement, decision, or determination made by the Public Official.

2. The Board may reserve or affirm, wholly or partially or may modify the order, requirement, decision or determination appealed and make such order, requirement, decision or determination.

3. Any Party may appear at the proceedings in person, by agent or by attorney.

G. Testimony and Evidence - The Board of Adjustments shall limit testimony and other evidence to that contained in the record at the time that the public official took final action on the administrative decision.

H. Review Criteria - The Board of Adjustments shall consider the following criteria in deciding an appeal;

1. Whether the decision by the Official was in accordance with the intent and requirements of this Code;
2. Whether the Official made erroneous findings based on the evidence and information presented in the original application, or failed to fully consider mitigating measures or revisions offered by the applicant that would have brought the proposed project into compliance; or
3. Whether the Public Official acted arbitrarily or capriciously.

I. Appeal - A final decision by the Board of Adjustment on an administrative appeal may be appealed to the Pointe Coupee Parish Civil District Court within thirty (30) days of the decision.

SECTION 1.5 SITE PLAN REVIEW

A. Purpose - The Site Plan Review process is intended to promote orderly development and redevelopment in the City of New Roads, and to ensure the development occurs in a manner that is harmonious with the surrounding neighborhood, is consistent with the Master Plan and promotes the health, safety and welfare. Site Plan Review provides standards by which to determine and control the physical layout, compatibility of adjacent land uses and structures, minimize traffic impacts and incorporate stormwater management.

B. Site Plan Review by the Planning Commission is required for;

1. Construction of more than four (4) residential units on a platted lot of record or construction or expansion of residential development that brings the total residential gross floor area to fifteen thousand (15,000) square feet or more.
2. All non-residential construction or expansion resulting in over ten thousand (10,000) square feet of gross floor area
3. Creation of more than five thousand (5,000) square feet of impervious coverage.
4. Any new development within an Overlay District, excluding single-family residential dwellings.

C. Authority - The Planning Commission shall have the authority to take formal action for development that requires Site Plan Review.

D. Application

1. A Pre-application conference is mandatory
2. All Applications for site plan review must be submitted to the Administrative Official in accordance with Article III -2.1 Common Review Procedures
3. Submittal Requirements - In addition to any other information required by this code, site plans shall be prepared at a scale at not more than fifty (50) to one (1) inch and contain the following information:
a. The name of the individual or firm preparing the plan
b. The north arrow, scale, and date.
c. The boundaries and dimensions of the property involved, the general location of all existing easements, sector lines, property lines, existing streets, structures or waterways, and other significant physical features in or adjoining the project.
d. The approximate location and sizes of sanitary and storm sewers, water mains, culverts, and other underground utilities and structures in or near the project.
e. The general location and character of construction of any proposed streets, alleys, driveways, curb cuts, entrances and exits, loading areas, numbers of parking and loading spaces, exterior lighting systems, storm drainage, and sanitary facilities.
f. The approximate height of all proposed structures, principal and accessory, or major excavations in relation to heights of structures on adjoining property. The location should be drawn to scale but full dimensioning is not required.
g. Building elevations, locations, and dimensions
h. General location of parking and site circulation
i. General location, height, and material of all fences, walls, screening, and landscape
j. General location, character, size, and height, and orientation of proposed signs
k. A tabulation of the total gross area in square feet or acres of the project site and the floor area in square feet of any building(s) in the proposed development.
l. Such other information as may be required in order to meet standards in the district in which the use is to be located.
m. A narrative description of how the proposed development addresses the design goals.
n. Landscape Plan stamped by a Landscape Architected licenses by the state of Louisiana.

E. Review by Administrative Official -
1. The Administrative Official may refer the application to other affected or relevant or interested agencies for review and comment.

F. Review and Public Hearing by Planning Commission
1. The Planning Commission shall hold a public hearing in accordance with Article III -2.1.D. Public Notice and Article III - 2.1.E. Public Hearing
2. After the public hearing, the Planning Commission shall make a final decision on the Site Plan Review. The Planning Commission may approve, approve with conditions, or deny the site plan for a within sixty (60) days of filing of a complete application, except where such time period is extended by the applicant.
3. In making a final decision the Planning Commission shall consider the recommendation of the Administrative Official, the evidence presented at the hearing, relevant comments of all interested parties and the review criteria outlined in Section 1.5.G of this Article.
4. The Planning Commission may attach conditions to the site plan to comply with this and/or other City Ordinances, or as necessary to protect the health, safety and welfare of the City of New Roads and to minimize adverse impacts to adjacent properties.

G. Review Criteria - The Planning Commission shall consider the following criteria in approving or denying a site plan:
1. The proposed development is consistent with the pertinent elements of the City of New Roads Master Plan and any other adopted plans;

2. The proposed development meets the requirements of this development code;

3. The proposed development will reinforce the existing or planned character of the neighborhood and the City.

4. The site plan demonstrates:
   a. Compliance with any prior approvals;
   b. Site design and development intensity appropriate for and tailored the unique natural characteristics of the site;
   c. Adequate, safe and convenient arrangement of access, pedestrian circulation, bicycle facilities, roadways, driveways and off-street parking, stacking and loading spaces;
   d. Connectivity to surrounding neighborhoods and the City as a whole;
   e. Adequate design of grades, paving, gutters, drainage and treatment of turf to handle stormwater; and
   f. Adequate access for disabled residents through the provision of special parking spaces, accessible routes between parking areas and buildings, passenger loading zones and access to other facilities.
   g. Any adverse impacts on adjacent properties have been minimized or mitigated.

H. Modification of Approved Site Plan – The Administrative Official is authorized to approve minor modifications to an approved site plan. All modifications not listed as minor below shall be considered by the body that approved the original site plan. The following modifications shall be considered minor:

1. Up to ten percent (10%) increase or any decrease in gross floor area of a single building;

2. Up to a ten percent (10%) reduction or any increase in the approved setbacks from exterior property lines;

3. Relocation of parking areas, internal streets or structures where such relocation occurs more than fifty (50) feet from exterior property lines.

I. Building Permit - No Building Permit shall be issued for developments requiring site plan review until the site plan has been approved

J. Appeals - A final decision by the Planning Commission may be appealed to the City Council within thirty (30) days of the decision.

K. Expirations - An approved site plan is valid for up to one (1) year from the date of the original approval. After one (1) year if a building permit has not been obtained by the applicant the site plan approval will expire, unless granted an extension by the Planning Commission

SECTION 1.6 ZONING TEXT AMENDMENTS

A. Purpose - The regulations imposed and the districts created by this code may be amended supplemented, changed, modified or repealed, as determined by the New Roads City Council

B. Initiation - Zoning Text Amendments are initiated as follows:

1. The City Council, Planning Commission or a property owner in the City or other person expressly authorized in writing by an owner, or any citizen of the City of New Roads may file an application for a text amendment.
C. Authority – The City Council shall take formal action on a Zoning Text Amendment application after a recommendation from the Planning Commission.

D. Application
   1. A Pre-Application conference is mandatory.
   2. A Zoning Text Amendment application shall be filed in writing with the Administrative Official in accordance with the application requirements in Article III - 2.1 Common Review Procedures.

E. Review by the Administrative Official – The Administrative Official shall review the application and may refer the application to other affected or interested agencies for review and comment.

F. Public Hearing and Decision by the Planning Commission
   1. Following public notice and a public hearing as required by Article III - 2.1.D Public Notice and 2.1.E Public Hearing of these regulations, the Planning Commission shall recommend to approve, approve with conditions, or deny the proposed Zoning Text Amendment application within sixty (60) days of filing a complete application, except where such time period is extended by the applicant.
   2. In making this recommendation, the Planning Commission shall consider the recommendations of the Administrative Official, relevant comments of all interested parties and the review criteria in Section 1.6.H of this code.

G. Public Hearing and Decision by the City Council
   1. Following public notice and a public hearing required by Article III - 2.1 D and E of this code, the City Council shall approve, approve with conditions, or deny Zoning Text Amendment application within sixty (60) days of the Planning Commission’s final action.
   2. In making this recommendation, the City Council shall consider the recommendations of the Planning Commission and Building Official, relevant comments of all interested parties and the review criteria in Section 1.6.H of this Article.

H. Review Criteria - The Planning Commission and the City Council shall consider the following review criteria in approving or denying a Zoning Text Amendment:
   1. The proposed zoning text amendment is consistent with the pertinent elements of the City of New Roads Master Plan and any other adopted plans;
   2. The proposed amendment does not create significant conflicts with the remainder of this Code;
   3. The extent to which the zoning text amendment represents a new idea not considered in the existing code, or represents revisions necessitated by changing conditions over time, or whether or not the text amendment corrects an error in this Code;
   4. Whether or not the text amendment revises this Code to comply with State or Federal statutes or case law.

I. Appeal - A final decision by the City Council on a zoning text amendment may be appealed to the Pointe Coupee Parish Civil District Court within thirty (30) days of the date of the final decision by the City Council.

SECTION 1.7. ZONING MAP AMENDMENT

A. Purpose - The regulations imposed and the districts created by this Code may be amended supplemented, changed, modified or repealed, as determined by the New Roads City Council.

B. Initiation - Zoning Map Amendments are initiated as follows:
ARTICLE IV: ZONING PROCESSES

1. The City Council, Planning Commission or a property owner in the City or other person expressly authorized in writing by an owner may file an application for a zoning map amendment.

C. Authority - The City Council shall take formal action on request for map amendments after receiving recommendation from the Planning Commission.

D. Application

1. A Pre-Application conference with the Administrative Official is mandatory.

2. All applications shall be filed with the Administrative Official in accordance to Article III - 2.1 Common Review Procedures of this code and reviewed for completeness.

E. Review by Administrative Official - The Administrative Official may refer the application to other affected or interested agencies for review and comment.

F. Public Hearing and Decision by the Planning Commission

1. Following notice and a public hearing as required by Article III - 2.1.D Public Notice and 2.1.E Public Hearing of this Code, the Planning Commission shall recommend to approve, or recommend to deny the proposed Zoning Map amendment within sixty (60) days of filing a complete application, except where such time period is extended by the applicant.

2. In making this recommendation, the Planning Commission shall consider the recommendations of the Administrative Official, relevant comments of all interested parties and the review criteria in Section 1.7.H of this Article.

G. Public Hearing and Decision by the City Council

1. Following notice and a public hearing required by Article III - 2.1.D and 2.1.E Public Notice of this code, the City Council shall accept or deny the Planning Commission’s recommendation within sixty (60) days of the Planning Commission’s final action.

2. In making this recommendation, the City Council shall consider the recommendations of the Planning Commission and Administrative Official, relevant comments of all interested parties and the review criteria in Section 1.7.H.

H. Review Criteria - The Planning Commission and the City Council shall consider the following review criteria in approving or denying any zoning map amendment:

1. The proposed map amendment is consistent with the pertinent elements of the City of New Roads Master Plan and any other adopted plans;

2. The proposed map amendment is consistent with the adjacent zoning classifications and uses within the City of New Roads;

3. The proposed zoning map amendment will reinforce the existing or planned character of the neighborhood and City.

4. The site is appropriate for development allowed in the proposed zoning district.

5. There are established reasons why the property cannot be used according to existing zoning.

6. Public facilities and services including school, roads, recreation facilities, wastewater treatment, water supply, stormwater management, police and fire protection are adequate for the development allowed in the proposed district.

7. The Zoning map amendment will not substantially or permanently injure the appropriate use of adjacent conforming properties.
ARTICLE IV: ZONING PROCESSES

SECTION 1.8 CONDITIONAL USE

A. Purpose - A Conditional Use Permit is required for any uses that require particular considerations as to its proper location to adjacent, established, or intended uses in a district, or to the planned growth of the community. This section sets forth the standards used to evaluate proposed conditional uses and the procedures for approving conditional uses. The designation of a use within a zoning district as conditional does not constitute an assurance that such use will be approved. Any change to a conditional use involving major structural alterations, enlargements, intensifications of use, or similar change must be approved in the same manner as the original conditional use.

B. Authority - The City Council, after receiving a recommendation from City Planning Commission, shall take formal action on requests for conditional uses.

C. Application

1. A pre-application meeting is with the Administrative Official is mandatory

2. All applications for a conditional use permit shall be filed in writing with the Administrative Official. Such material required may include but is not limited to the following, when applicable:
   a. Site and development plans at an appropriate scale showing proposed placement of structures on the property; provisions for ingress and egress, off-street parking and off-street loading access, refuse and service areas, and required yards and open space.
   b. Plans showing proposed locations for utilities hook-ups
   c. Plans for screening, landscaping, and buffering
   d. Proposed signs and lighting, including type, dimensions and character.

D. Review by Administrative Official - The Administrative Official may refer the application to other affected or interested agencies for review and comment.

E. Public Hearing and Decision by the Planning Commission

1. Following notice and a public hearing as required by Article III - 2.1.D Public Notice and 2.1.E Public Hearing of this code, the Planning Commission shall recommend to approve, approve with conditions, or deny the proposed conditional use permit within sixty (60) days of filing of a complete application, except where such time period is extended by the applicant.

2. In making this recommendation, the Planning Commission shall consider the recommendation of the Administrative Official, relevant comments of all interested parties and the review criteria in Section 1.8.G of this Article.

3. The Planning Commission may attach any condition to the permit necessary to protect the health, safety and welfare of the community and minimize adverse impacts on adjacent properties. These conditions may include, but are not limited to the following.
a. Stipulate the exact location as a means of minimizing hazards to life, limb, property damage, erosion or traffic;
b. Change the required lot size or yard dimension;
c. Change the height, size or location of buildings, structures and facilities;
d. Control the location and number of vehicle access points;
e. Change the street width;
f. Change the number of required off-street parking spaces;
g. Limit the number, size, location or lighting of signs;
h. Require additional fencing, screening, landscaping or other facilities to protect adjacent or nearby property.
i. Designate sites for open space.
j. Provide ease of access to major roadways.
k. Assure that the degree of compatibility to the surrounding land use shall be maintained with respect to the particular use on the particular site and in consideration of other existing and potential uses within the general area in which the use is proposed to be located.

F. Public Hearing by the City Council

1. Following notice and a public hearing as required by Article III-2.1.D and 2.1.E of this code, the City Council shall accept, accept with conditions, or deny the Planning Commission’s recommendation on the conditional use permit within sixty (60) days of the Planning Commission’s final action.

2. In making this recommendation, the City Council shall consider the recommendations of the Administrative Official and the Planning Commission, relevant comments of all interested parties and the review criteria in Section 1.8.G of this Article.

3. The City Council may attach any condition to the permit necessary to protect the health, safety and welfare of the community and minimize adverse impacts on adjacent properties. Such conditions may include, but are not limited to, those in Section 1.8.E.3 of this Article.

4. If the City Council fails to act on the Planning Commission’s recommendation, the Commission’s recommendation shall stand as the final decision on the matter.

G. Review Criteria

1. The proposed conditional use permit is consistent with the pertinent elements of the City of New Roads Master Plan and any other adopted plans;

2. The proposed development meets the requirements of this development code;

3. The proposed development will reinforce the existing or planned character of the neighborhood and the City.

4. The conditional use permit complies with any specific use standards or limitations in Article VI Chapter 1. Use Standards of this Code.

5. Any adverse impacts on adjacent properties attributable to the conditional use have been minimized or mitigated.

H. Rules for Approved Conditional Uses
1. Approval of a conditional use authorizes only the particular use for which the conditional use is issued.

2. No Use authorized by a conditional use may be enlarged, extended, or relocated unless an application is made for approval of a new conditional use in accordance with the procedures set forth in this section.

I. Effect of Denial - The denial of a conditional use permit application shall ban the subsequent application for the same or similar use at the same location for a period of twelve (12) months.

J. Appeal - A final decision by the City Council on a Conditional Use may be appealed to the Pointe Coupee Parish Civil District Court within thirty (30) days of the date of the decision by the City Council.

K. Expiration
   1. A conditional use permit shall expire after twelve (12) months if a building permit or use and occupancy permit has not been issued, unless any extension is granted by the City Council.
   2. Where conditional use has been granted but no substantial construction other than clearing and grubbing has been executed within twelve (12) months from date of such conditional use permit, the property shall revert to its original state prior to such conditional use.
   3. Once the building is constructed and/or use and occupancy is established, the conditional use permit shall expire after six (6) months if the use is abandoned or discontinued. The property owner and/or business must apply for a new conditional use, or upgrade to meet all requirements of this code before occupancy.
   4. Buildings that are actively available for lease and occupancy, or are being remodeled pursuant to permit shall not have its use considered abandoned or discontinued for twelve (12) months.

L. Revocation of Conditional Use Permit - If any terms of a conditional use permit or other requirements of this code are violated, the City Council may revoke the conditional use permit.

SECTION 1.9 CERTIFICATE OF APPROPRIATENESS

A. Purpose - The purpose of a Certificate of Appropriateness is to ensure the unique historical character with the Historic District in the City of New Roads.

B. Initiation - Certificate of Appropriateness is required before the commencement of any work in the Historic District that involves the following:
   1. Erection of any new building or other construction in the Historic District.
   2. Any external alteration or addition to any existing structure in the Historic District, including but not limited to fences, boundary walls, light fixtures, steps, paving or other appurtenant fixtures.
   3. Painting and major repairing to the exterior of any existing building.
   4. Construction or changes to any signage.
   5. Demolition or relocation of a structure or building.

C. Authority - The Historic District Commission shall have the authority to issue a Certificate of Appropriateness.

D. Application
   1. A pre-application hearing with the Administrative Official is mandatory.
   2. All applications for Certificate of Appropriateness shall be filed in writing with the City of New Roads. Said application shall contain the following:
a. Site and development plans at an appropriate scale showing proposed placement of structures on the property and required yards and open spaces;

b. The proposed appearance, color, texture, or materials as to the architectural design of the exterior, including front, sides, rear of the building; and

c. Alterations and/or additions of any building, out building, accessory structure, party wall, courtyard, sidewalk, driveway, parking area, fence, and/or sign.

E. Review Criteria - The Historic District Commission shall issue certificates of appropriateness to encourage preservations, rehabilitation, renovation, additions, alterations and/or construction of exterior features of a structure or building to be compatible with the scale, materials, texture, colors and rhythm of the historic districts. The commission shall consider the proposed project and how it impacts the district in these terms.

F. Building Permits - No Building Permit shall be issued without a certificate of appropriateness from the Historic District Commission.

G. Appeal - Any person or persons aggrieved by any decision, act, or proceeding of the Historic District Commission shall have the right to appeal in writing to the City Council within thirty (30) days for, and the Administrative Official shall have the right to stay all further action until the City Council shall have the opportunity to rule herein. The Council shall hear the matter within forty-five (45) days of the submitted appeal.

SECTION 1.10 PLANNED UNIT DEVELOPMENT (PUD) PROCESS OVERVIEW

A. Purpose - The purpose of this development tool is to encourage flexibility, innovation and variety in the development of land in order to: promote its most appropriate use; to improve the design, character and quality of development; to facilitate the adequate and economic provision of streets, utilities and services; to achieve beneficial land use relationships with the surrounding area; to preserve the unique natural and scenic features of the landscape; and to preserve open space. The following criteria represent the objectives of the planning district

1. Environmentally sensitive design that is of a higher quality than would be possible under the regulation otherwise applicable of the property

2. Diversification in the uses permitted and variation in the relationship of uses, open spaces and the setbacks in developments intended as cohesive unified projects

3. Functional and beneficial uses of open space areas

4. Preservation of natural features of a development site such as ponds, lakes, creeks, streams, wetlands and animal habitats,

B. Initiation - Any authorized agency of the municipality, parish, state, or federal government or the private owner of any tract of land, containing an area of not less than three (3) acres may submit a plan for the development of such tract of land, the design of which makes it desirable to apply regulations more flexible than those contained within this Code. Complete details can be found in Article X - 5.1 Special Developments.

C. PUD Application and Approval Process - The PUD application and approval process shall consist of the following steps three steps:

1. PUD Overlay and Conceptual Plan recommendation by Planning Commission and approval by City Council. See Section 1.11 Planned Unit Development (PUD) Conceptual Plan.

2. PUD preliminary Plan recommendation by Planning Commission and approval by City Council See Article X-5.6 PUB Preliminary Plan and Application Approval.
SECTION 1.11 PLANNED UNIT DEVELOPMENT (PUD) CONCEPTUAL PLAN

A. PUD Conceptual Plan Pre-Application Meeting

1. A pre-application meeting is required before submitting an application.
   a. This meeting will facilitate the exchange of information between the proposed developer, planning and zoning staff, and all other applicable city agencies.
   b. The general characteristics of the proposal, evidenced schematically by sketch plans, shall be presented during the pre-application meeting.
   c. The Administrative Official and other relevant City of New Roads officials shall furnish the applicant with written comments from the pre-application meeting, including appropriate recommendation to inform and assist the applicant prior to preparing the components of the PUD Conceptual Plan application.

B. Application

1. All applications for a PUD Conceptual Plan shall be filed in writing with the Administrative Official Article III - 2.1 Common Review Procedures.
2. The application shall include the following additional materials:
   a. A narrative explaining and tabulating the land uses by net acre, number of dwelling units by housing type, residential density, open space acreage, square footage of non-residential uses per net acre, and the relationship of the proposed development to existing development in the area and other related development features.
   b. A concept plan schematically showing major streets, major utilities, land uses, access to existing streets, major open space and a conceptual drainage plan.
   c. The applicant may provide concurrent applications for site plan or subdivision review.

C. Review by Administrative Official

1. The Administrative Official may refer the application to other affected or interested agencies for review and comment.

D. Review and Public Hearing by Planning Commission

1. The Planning Commission shall hold a public hearing in accordance with Article III - 2.1. D Public Notice and Article III - 2.1.E Public Hearing
2. Planning Commission shall recommend to approve, approve with conditions, or deny the proposed PUD Conceptual Plan within sixty (60) days of filing of a complete application, except where such time period is extended by the applicant.
3. In making this recommendation, the Planning Commission shall consider the recommendations of the Administrative Official, relevant comments of all interested parties and the review criteria in Section 1.10.D.6

E. Public Hearing and Decision by the City Council

1. Following notice and a public hearing as required by Article III.2.1.D Public Notice and Article III - 2.1.E Public Hearing the City Council shall accept, accept with conditions, or deny the Planning Commission’s recommendation on the PUD Conceptual Plan within sixty (60) days of the Planning Commission’s final action.
2. In making this recommendation, the City Council shall consider the recommendations of the Administrative Official and the Planning Commission, Design Review Board report and comments, relevant comments of all interested parties and the review criteria in Section 1.10.D.6.

3. Failure to act shall result in an approval of the Planning Commission’s recommendation.

F. Review Criteria – The Planning Commission and the City Council shall consider the following criteria in approving or denying a PUD Conceptual Plan:

1. The proposed development is consistent with the standards and uses of the underlying and adjacent zoning districts.

2. The proposed development will reinforce the existing or planned character of the neighborhood and the City.

3. The site is appropriate for the development proposed in the PUD Conceptual Plan.

4. The proposed development demonstrates a higher quality of site design than is possible under other available zoning districts, and is not used solely to avoid the requirements of the base zoning district.

5. Public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply, stormwater management, police and fire are adequate for the development allowed in the proposed PUD Conceptual Plan.

6. The proposed development will not substantially or permanently injure the appropriate use of adjacent conforming properties.

G. Action Following Approval – Approval of a PUD Conceptual Plan authorizes the submission of a PUD Preliminary Plan and site plans consistent with the PUD Conceptual Plan approval.

H. Appeal – A final decision by the City Council PUD Conceptual Plan may be appealed to the Pointe Coupee Parish Civil District Court.

I. Expiration – A PUD Conceptual Plan expires after two (2) years if no preliminary plat, site plan or building permit has been filed.

SECTION 1.12 DEVELOPMENT AGREEMENT (PLACEHOLDER)

SECTION 1.13-1.99 RESERVED
ARTICLE V - USE DISTRICTS AND OVERLAY DISTRICTS

CHAPTER 1. USE DISTRICTS

SECTION 1.1 DISTRICT CLASSIFICATIONS

In order to classify, and regulate the locations of uses and locations of buildings designated for specific areas, and regulate and determine the areas of yards, courts and other open spaces within or surrounding such buildings, property is so hereby classified into districts as prescribed by this Article.

SECTION 1.2 RULES FOR INTERPRETATION

A. Where uncertainties exist, such as approximately following the centerlines of streets, highways, or alleys, the boundaries shall be construed to follow such centerlines.

B. Boundaries indicated, as approximately following platted lot lines shall be construed to follow such lot lines.

C. Boundaries indicated, as approximately following City limits shall be construed as following City limits.

D. Boundaries indicated as following railroad lines shall be construed to be midway between the tracks.

E. Boundaries indicated following shorelines shall be construed to follow such shoreline and, in the event of change in the shoreline, shall be construed as moving with the actual shoreline.

F. Boundaries indicated as parallel to or extensions of features indicated in subsections B through E above, shall be so construed. The scale of the map shall determine distances not specifically indicated on the official zoning map.

G. Boundaries indicated following other boundary lines, watercourses, and other natural topographical features, such lines shall be construed to be such boundaries.

H. Where street or property layout existing on the ground is different than what is shown on the official zoning map, or in other circumstances not covered by subsections A through H, the Mayor or his/her designee shall interpret the district boundaries, provided such adjustment does not exceed one (1) acre in area.

SECTION 1.3 APPLICATIONS OF DISTRICT REGULATIONS

A. No building, structure, or land shall hereafter be used or occupied and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved, or structurally altered unless in conformity with all of the regulations herein specified for the district in which it is located.

B. No part of a yard or other open space or off-street parking or loading space required about or in connection with any building for the purpose of complying with this code shall be included as part of a yard, open space, or off-street parking or loading space similarly required for any other building.

C. No yard or lot existing at the time of passage of this code shall be reduced in size or area below the minimum requirements set forth herein except where to do so would lead to lots that are less non-conforming than prior to the re-subdivision. Yards or lots created after the effective date of this code shall meet at least the minimum requirements established by this code and the Subdivision Regulations of the City of New Roads.

D. Regulations of land under water - All lands within the City, which are under water and are not shown as included within any district, shall be subject to all the regulations of the district adjacent to the water area. If the water area adjoins two (2) or more districts, the boundaries of each district shall be construed to extend into the water area in a straight line.
E. Location of streets and public ways - Whenever any street, alley, or other public way is vacated by official action of the governing body of the City, the zoning district adjoining each side of such street, alley, or public way shall automatically extend to the center of same and all area included therein shall then become subject to all appropriate regulations of the extended districts.

SECTION 1.4 ESTABLISHMENT OF DISTRICTS

A. All land within the corporate limits of the City of New Roads is hereby divided into the following zoning districts.

RA – Residential Agriculture
R – Single Family Residential
RM – Single Family and Two Family Residential
C-1 – Neighborhood Commercial
C-2 – General/Downtown Commercial
C-3 – Highway Commercial
OS – Open Space and Recreation
IS – Institutional
I-1 – Light Industrial
BMP – Business/Manufacturing Park

B. The boundaries of each zoning district are to be indicated upon the official zoning map as approved by the City Council of the City of New Roads. Said map and subsequent amendments thereto shall be considered as a part of this Code.

C. If, in accordance with the provisions of this code and statutes, changes are made in district boundaries or other matter portrayed on the official zoning map, such changes shall be made on this official zoning map after the City Council has approved the amendment, and attached to this code. Each such change of the map shall be dated, signed, and certified. However, amendments shall become effective when adopted by the Council.

D. No change of any nature shall be made in this official zoning map or matter shown thereon except in conformity with the procedure set forth in this Code. Any unauthorized changes of whatever kind, by any person or persons, shall be considered a violation of the code and punishable under Article I - 1.7 Enforcement of this code.

E. The official zoning map as adopted and/or amended in accordance with these regulations shall be the final authority as to the current zoning status of land, buildings, and other structures in the City.

F. Classification of Annexed Territory - All areas taken into the City limits of the City of New Roads shall be zoned as a zoning district of the City of New Roads, based on a recommendation from the Planning Commission. Additional standards for annexations are located in Article XI: Annexation Standards.

SECTION 1.5 RESIDENTIAL USE DISTRICTS

A. RA - Residential Agriculture

The purpose of the RA Residential Agriculture District is to maintain New Roads rural character, conserve natural areas and environmental quality, and ensure efficient provision of public services and facilities. This district promotes options for low-density rural development and agricultural activities while providing opportunities for a small-scale rural economic base.

B. R - Single-Family Residential

The purpose of the R Single Family Residential District is to provide for single-family development in traditional residential platted neighbors.
C. R-2 Single Family and Two Family Residential

The purpose of the R-2 Single Family and Two Family Residential District is providing for single-family residences, two-five family residences, townhomes and when appropriate and in compliance with the standards of this code, manufactured housing.

D. RM Multi-Family Residential

The purpose of the RM Multi-Family Residential District is to provide for medium to high-density residential uses. Due to the greater density of population, these districts are located where they can be easily served by City infrastructure.

### TABLE 5.1 RESIDENTIAL DISTRICT USES

<table>
<thead>
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<th>USES</th>
<th>DISTRICTS</th>
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<tr>
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<td>RA</td>
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### COMMERCIAL

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<td>BED AND BREAKFAST</td>
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- **P**

### Key: Permitted (P), Conditional Use (CU), Not permitted (blank)

### Article V: Use Districts

#### CIVIC USES

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#### Planned Developments

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Key: P = Permitted Use; CU = Conditional Use; (blank) = Not Permitted

### Table 5.2: Residential Use Bulk and Yard Regulation

#### Bulk and Yard Regulations

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</table>

#### Bulk Regulations

<table>
<thead>
<tr>
<th>Minimum Lot Adrea</th>
<th>1 ACRE</th>
<th>7500 sf</th>
<th>SF: 5,000 sf</th>
<th>SF: 5000 sf</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2F: 8,000 sf</td>
<td>2F: 5000 sf</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Townhouse: 2,400 sf¹</td>
<td>Townhouse: 2,400 sf¹</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other: 5,000 sf</td>
<td>Other: 5,000 sf</td>
</tr>
<tr>
<td>Maximum Building Height</td>
<td>35 ft</td>
<td>35 ft</td>
<td>35 ft</td>
<td>85 ft</td>
</tr>
<tr>
<td>Maximum Lot Coverage⁵</td>
<td>60%</td>
<td>60%</td>
<td>60%</td>
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#### Minimum Yard Requirements

<table>
<thead>
<tr>
<th>Lot Width</th>
<th>100 ft</th>
<th>75 ft</th>
<th>60 ft²</th>
<th>50 ft²</th>
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<tbody>
<tr>
<td>Front Yard</td>
<td>30 ft</td>
<td>20 ft</td>
<td>20 ft</td>
<td>15 ft</td>
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<tr>
<td>Side Yard</td>
<td>10 ft</td>
<td>5 ft</td>
<td>SF &amp; 2F: 5 ft</td>
<td>SF: 5 ft</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Townhouse: none</td>
<td>Townhouse: none</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MF 1-story: 5 ft</td>
<td>MF 1-story: 5 ft</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MF 2-story: 10 ft</td>
<td>MF 2-story: 10 ft</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3-story +: 20 ft</td>
<td>3-story +: 20 ft</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other: 5 ft¹</td>
<td>Other: 5 ft¹</td>
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</tbody>
</table>

---

¹SF: Square Feet
²MF: Multi-Family
³Other: Other Use
⁴SF: Square Feet
⁵Maximum Lot Coverage
SECTION 1.6 COMMERCIAL USE DISTRICTS

A. C-1 – Neighborhood Commercial

The purpose of the Neighborhood Commercial District is to provide for small, low-impact retail, personal services and offices uses within or adjacent to residential areas. The commercial uses in this district should be of similar size and scale of nearby residential uses.

B. C-2 – General/Downtown Commercial

The purpose of the General/Downtown District is to encourage commercial activities that supports local residents, promotes walkable developments with low intensity uses and provides an economic benefit to the City. The district encourages a diverse mix of commercial uses.

C. C-3 – Highway Commercial

The purpose of this district is to accommodate for a wide variety of commercial and retail uses. The intent is for a mix of large scale commercial uses. This district is best suited along major arterial streets and intersections of major streets. Uses should be compatible with surrounding developments in terms of scale and building design and should comply with appropriate development guidelines for lighting, signage, traffic control and access, noise, and hours of operation. Developments should provide for adequate off-street parking.

TABLE 5.3 COMMERCIAL DISTRICT USES

<table>
<thead>
<tr>
<th>USES</th>
<th>C-1</th>
<th>C-2</th>
<th>C-3</th>
<th>USE STANDARDS</th>
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<tbody>
<tr>
<td>RESIDENTIAL</td>
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<td>DWELLING, SINGLE-FAMILY</td>
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<td>P</td>
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<tr>
<td>DWELLING, TWO-FAMILY</td>
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<td>DWELLING, THREE-FIVE FAMILY</td>
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<td>DWELLING, TOWNHOUSE</td>
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<td>DWELLING, MULTI-FAMILY</td>
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<td>GROUP HOME, LARGE</td>
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<td>MANUFACTURED HOUSING</td>
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## TABLE 5.3: COMMERCIAL DISTRICT USES

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<td>BAR</td>
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<td>Article VI - 1.5</td>
</tr>
<tr>
<td>RESTAURANT, FAST FOOD</td>
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Key: P = Permitted Use; CU = Conditional Use; (blank) = Not Permitted
### TABLE 5.3: COMMERCIAL DISTRICT USES

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<thead>
<tr>
<th>USES</th>
<th>USE DISTRICTS</th>
<th>USE STANDARDS</th>
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<td>Taxidermy</td>
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<td>Veterinary Hospital</td>
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<td><strong>CIVIC</strong></td>
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<td>Cemetery</td>
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<td>Community Center</td>
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<td>Community Garden</td>
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<td>Emergency Services</td>
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<td>Educational Facility</td>
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<td>Farmers Market</td>
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<td>Museum</td>
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<td>Park or Playground</td>
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<td>Recreational Facility, Indoor</td>
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<td>Recreational Facility, Outdoor</td>
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<td>Drive-Through Facility</td>
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<td>Off Premise Alcohol, Sale</td>
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<td>P</td>
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<tr>
<td>Parking Garage</td>
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<td><strong>PLANNED DEVELOPMENTS</strong></td>
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Key: P = Permitted Use; CU = Conditional Use; (blank) = Not Permitted
### TABLE 5.4: COMMERCIAL USE BULK AND YARD REGULATIONS

<table>
<thead>
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<th>DISTRICTS</th>
<th>DISTRICTS</th>
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<td>C-1</td>
<td>C-2</td>
<td>C-3</td>
</tr>
<tr>
<td><strong>BULK REGULATIONS</strong></td>
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<td></td>
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</tr>
<tr>
<td>MINIMUM LOT AREA</td>
<td>SF: 5000 sf</td>
<td>2F: 8000 sf</td>
<td>3F: 10,000 sf</td>
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<tr>
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<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>MAXIMUM BUILDING HEIGHT</td>
<td>35 ft</td>
<td>85 ft</td>
<td>85 ft</td>
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<tr>
<td>MAXIMUM LOT COVERAGE</td>
<td>60%</td>
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<tr>
<td>MINIMUM YARD REQUIREMENTS</td>
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<tr>
<td>LOT WIDTH</td>
<td>50 ft</td>
<td>50 ft</td>
<td>n/a</td>
</tr>
<tr>
<td>FRONT YARD</td>
<td>15 ft</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>INTERIOR SIDE YARD</td>
<td>5 ft&lt;sup&gt;a&lt;/sup&gt;</td>
<td>n/a&lt;sup&gt;a&lt;/sup&gt;</td>
<td>n/a&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>CORNER SIDE YARD</td>
<td>15 ft</td>
<td>n/a&lt;sup&gt;a&lt;/sup&gt;</td>
<td>n/a&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>REAR YARD</td>
<td>10 ft&lt;sup&gt;b&lt;/sup&gt;</td>
<td>n/a&lt;sup&gt;a&lt;/sup&gt;</td>
<td>n/a&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<sup>a</sup> No rear or side yard is required except where there is a separation between buildings. In this case the minimum yard requirement is five (5) feet.

<sup>b</sup> A ten five (5) foot rear or side yard is required except where a nonresidential use abuts a residential use. In this case the minimum yard requirement is twenty (20) feet.

<sup>c</sup> Applicable to residential lots six thousand (6,000) square feet or greater.
SECTION 1.7 OPEN SPACE AND INSTITUTIONAL DISTRICTS

A. OS - Open Space, Park and Recreational District

The purpose of the Open Space, Park and Recreation District is to provide a classification for parks located within neighborhoods; large parks and recreation facilities; and greenway corridors that provide connections between neighborhoods and public amenities such as cultural centers and large parks. These districts may serve for active or passive recreation and includes waterfront recreational activities. The OS district may also include certain ancillary commercial activities such as performance venues and concessions.

B. IS - Institutional District

The purpose of the Institutional District is to accommodate uses of civic, religious, educational or public nature in areas that provide accessibility for the public to utilize the facilities.

TABLE 5.5 OPEN SPACES AND INSTITUTIONAL USES

<table>
<thead>
<tr>
<th>USES</th>
<th>OS DISTRICTS</th>
<th>USE STANDARDS</th>
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<td><strong>RESIDENTIAL</strong></td>
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<tr>
<td>DWELLING, SINGLE-FAMILY</td>
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<td>DWELLING, TWO/THREE-FAMILY</td>
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<td>SOCIAL CLUB/LODGE</td>
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EDUCATIONAL FACILITY | P | P |
EQUESTRIAN FACILITIES | P | P |

**CIVIC USES**

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<td>STADIUM</td>
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**ACCESSORY DRIVING THROUGH**

**PLANNED UNIT DEVELOPMENT**

PUD | P | ARTICLE 5.1.9

Key: P = Permitted Use; CU = Conditional Use; (blank) = Not Permitted

**TABLE 5.6 IS AND OS BULK AND YARD REGULATIONS**

<table>
<thead>
<tr>
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<td>ADDITIONAL REGULATION</td>
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**MINIMUM YARD REQUIREMENTS**

<table>
<thead>
<tr>
<th></th>
<th>OS</th>
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<tbody>
<tr>
<td>LOT WIDTH</td>
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<tr>
<td>FRONT YARD</td>
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<tr>
<td>INTERIOR SIDE YARD</td>
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<td>CORNER SIDE YARD</td>
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<tr>
<td>REAR YARD</td>
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**SECTION 1.8 INDUSTRIAL DISTRICT**

A. I-1 Light Industrial - The purpose of the Light Industrial district is to accommodate a wide range of uses, including those engaging in the manufacturing, processing, creating, repairing, renovating, painting, cleaning or assembling of goods, merchandise or equipment. Other more intense industrial or manufacturing uses may also be permitted under specific conditions so as to limit the impact on adjacent areas in terms of lighting, signage, traffic, odor, noise, airborne particles and hours of operation.

B. BMP - Business Manufacturing Park - The purpose of the Business Manufacturing Park District is to provide for office spaces and low intensity manufacturing with supporting uses in a campus type setting.
## TABLE 5.7: INDUSTRIAL DISTRICTS USES

<table>
<thead>
<tr>
<th>USES</th>
<th>DISTRICTS</th>
<th>USE STANDARDS</th>
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</thead>
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<tr>
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<td><strong>CIVIC</strong></td>
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<td>AIRPORT</td>
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### ARTICLE V: USE DISTRICTS

**TABLE 5.8: INDUSTRIAL USE BULK AND YARD REGULATIONS**

<table>
<thead>
<tr>
<th>BULK AND YARD REGULATIONS</th>
<th>DISTRICTS</th>
<th>BMP</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>I-1</td>
<td></td>
</tr>
</tbody>
</table>

**BULK REGULATIONS**

- **MINIMUM LOT AREA**: n/a
- **MAXIMUM BUILDING HEIGHT**: 40 ft
- **MAXIMUM LOT COVERAGE**: n/a

**MINIMUM YARD REQUIREMENTS**

- **LOT WIDTH**: n/a
- **FRONT YARD**: n/a
- **INTERIOR SIDE YARD**: n/a
- **CORNER SIDE YARD**: n/a
- **REAR YARD**: n/a

**ACCESSORY**

- **ALCOHOL BEVERAGE SALES, OFF-PREMISE**: P
- **DRIVE-THROUGH**: P

**PLANNED DEVELOPMENTS**

- **PUD**: P

Key: P = Permitted Use; CU = Conditional Use; (blank) = Not Permitted

SECTION 1.9 PLANNED DEVELOPMENTS STANDARDS (SEE SECTION X.5 FOR STANDARDS)
CHAPTER 2. OVERLAY AND SPECIAL DISTRICTS

SECTION 2.1 OVERLAY DISTRICTS

A. Purpose - It is the purpose and intent of this Code to establish uniform procedure for providing for the protection, enhancement, preservation, unity of design and use of places, sites, building, structures, streets, neighborhoods, and landscape features in the community through the enabling of overlay districts. These districts serve to enhance underlying zoning districts. Overlay districts may achieve the following:

1. Promotion of the health, safety, order, prosperity and general welfare of the citizens of New Roads through the regulation of design, aesthetics, location, bulk, size of buildings and structures.
2. Reduction of congestion on the streets; safety from fire, flood and other dangers; provision of adequate light and open space; protection of natural environments and cultural resources in order to provide for a sustainable community.
3. Promotion of accepted design principles in areas of new development and redevelopment in order to raise the level of community understanding and expectations for the quality in the built environment, to protect and enhance local aesthetic and functional qualities, and to stimulate business and promote economic development.

B. Designation of Overlay Districts

1. Relationship to Base Districts - The underlying base district requirements may be altered in the overlay district, however, the uses and standards in the underlying base zoning district shall be in effect unless otherwise stated in the overlay district regulations.

C. Location of Overlay Districts - Subject to the process for a map and text amendment in this code, an overlay district may be established in any zoning district in the City of New Roads.

D. General Overlay District Requirements.

1. Unless modified by the overlay districts, the regulation of the base-zoning district applies.
2. In case of conflicting standards, the overlay requirements shall apply.
3. All new development with the exception of single family dwellings shall be subject to the requirements of Article IV - 1.5 Site Plan Review.
4. Overlay district regulations shall apply to structures where renovation, redevelopment, or expansion of the existing structure exceeds 50% or more.
5. Any redevelopment, renovation, expansion or change in use that does not meet the non-conforming use, lot, and structure standards of Article VIII: Non-Conformities shall comply with these regulations.

SECTION 2.2 MEMORIAL BOULEVARD OVERLAY DISTRICT

A. Purpose and Intent - The purpose and intent of the Overlay District is to maintain and enhance the commercial vitality of the business area, to ensure that new construction and property development are harmonious with the character and planned public improvements in the district, to encourage planned development; and to increase capital investments and economic growth within the district.

The purpose of this section shall include the following:

1. Protect and enhance existing development
2. Encourage original and innovative development
3. Ensure that new development is environmentally sensitive
4. The overlay district will have economic and financial benefits by increasing the attractiveness of the area for economic development

B. District Boundaries - See Official Zoning Map

C. Site and Development Standards

1. Lot Size - The minimum lot area for this overlay district shall be the same as for the underlying zoning district which it is located
2. Lot Width and Depth - The minimum lot width for this overlay district shall be the same as for the underlying zoning district which it is located
3. Minimum Setbacks for principle and accessory buildings shall be specified as below. The setback requirements along the corridor shall at a minimum conform to the following:
   a. Front Yards: Fifty feet
   b. Side Yard: twenty-five
   c. Rear Yard: Twenty-five feet (25') plus five feet (5') for every one hundred fifty feet (150') of lot depth, not to exceed forty feet (40').

D. Parking and Circulation Standards

1. The maximum parking for retail developments larger than 20,000 square feet shall not exceed one space per 100 square feet of building
2. Developments larger than 20,000 square feet shall provide the following pedestrian corridors:
   a. One or more continuous internal pedestrian walkways, no less than six (6) feet in width, from the public parking area to the principle customer entrance of all principal buildings on site
   b. All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable low maintenance surface materials such as pavers, bricks or scored concrete to enhance pedestrian safety.
3. All parking lots must have a concrete or asphalt curb and gutter cross section
4. All parking lot design, including roadways entrances must comply with State of Louisiana DOTD requirements
5. Where applicable parking lots between developments shall be linked to provide vehicular and pedestrian connections

E. Bicycle Parking Requirements - One Bicycle rack shall be provided for every 10,000 square feet of building.

F. Landscaping and Screening– Landscaped areas shall attempt to incorporate existing on-site trees and shrubbery into the landscape scheme in accordance with the requirements of Article VI-2.2 Landscaping and Screening

G. Lighting - The minimum lighting requirements shall be the same as for the underlying zoning district in which it is located

H. Signage - Signage shall comply with the provisions of Article VII Sign Regulations of this Code, except as follows:

1. When more than one (1) freestanding and/or building sign is proposed on a multiple occupancy structure, a Master Sign Plan must be submitted for review and approval by the Administrative Official
a. Non-Residential Signage: The size and placement of each sign must be proportional to, and visually balanced with, the building façade and the side of the building where it is located.
   i. Freestanding signs
      a. Sign height shall not exceed whichever is greater, twelve (12) feet in height or the height of the building for which it is associated. In no case shall the sign height exceed twenty-four (24) feet.
      b. Sign area shall not exceed seventy-two (72) square feet.
      c. Freestanding signs are encouraged, but not required to be monument signs. These signs may be installed in the landscaped area of the front and side yards. Additionally, all freestanding signs should have landscaping at the base of the sign.
   ii. Building Signage
      a. Building signage shall not extend higher than the building surface upon which they are mounted.
      b. Permitted sign area shall be a minimum of twenty (20) square feet and a maximum of one (1) square foot for each one (1) square foot of linear street frontage, not to exceed seventy-two (72) square feet.

2. Amortization of legal, non-conforming signs over twenty-four (24) feet in height.
   a. All freestanding signs in the overlay district over twenty-four (24) feet in height and legal, non-conforming to the provisions of this code shall be removed, altered or repaired to conform to the provisions of this Code within an amortization period of two (2) years after the effective date of this Code.
   b. Any non-conforming sign that has been granted a variance from the City of New Roads Comprehensive Zoning Code prior to the effective date of this Code shall be exempt from amortization unless a change in occupancy, tenant and/or signage. Upon request to change the signage, the site shall be subject to the provisions of this Code. Repair and maintenance may be permitted to ensure signage is maintained in a safe, neat and orderly condition and appearance.

SECTION 2.3 FALSE RIVER OVERLAY DISTRICT (PLACEHOLDER)
SECTION 2.4 NEW ROADS HISTORIC CORE OVERLAY DISTRICT (HCOD)
A. Purpose - The purpose of the New Roads Historic Core Overlay District shall be to provide a district that acknowledges the historic character of the area by combining residential uses with small-scale commercial, service and office establishments, which are relatively compatible. Lot sizes, setbacks, parking and landscaping requirements shall be more flexible to address the unique characteristics of an area with smaller lots.
   1. The protection and stewardship of all structures in the designated historic districts in the City of New Roads.
   2. The protection of those structures that have architectural and historical value and that should be preserved for the benefit of the people of the municipality and the state.
   3. Encouraging preservation, restoration and rehabilitation of structures, areas and neighborhoods to prevent future blight.
   4. Fostering civic pride in the beauty of, and accomplishments in, New Roads past history.
B. New Roads Historic Core Overlay District Defined. See Official Zoning Map

C. Application of District Regulations – The regulations of this article shall be in addition to and shall overlay all other zoning districts and other Code requirements regulating the development of land so that any parcel of land lying within the overlay district shall also lie within one or more of the underlying zoning districts. Therefore, all property within this overlay district will have the requirements of both the underlying and overlay zoning district in addition to other Code requirements regulating the development of land, unless otherwise specified. In the case of conflicting standards between this article and any other City of New Roads Ordinances, the overlay requirements shall control. These regulations apply to all development, redevelopment or expansion of existing development within the historic district.

D. Site Design and Development Standards
   1. Buildings
      a. Due to the unique nature of the Historic District, all new construction or reconstruction of existing structures shall be made to conform to the architectural periods or styles prevalent in the Historic District, specifically the neighboring structures. Conformance with this intent shall be at the discretion of the Historic District Commission.
      b. No building within the Historic District shall be moved from the Historic District.
      c. The Historic District Commission shall refer to the Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, & Reconstruction Historic Buildings in considering all proposals for rehabilitation and/or new construction. Copies of the guidelines shall be available at the Historic District Commission office.
      d. The Historic District Commission may develop its own set of detailed design guidelines for the construction, reconstruction, removal, alteration, and demolition of structures in a Historic District. These guidelines shall be published and be available at the Historic District Commission office.

   2. General District Characteristics
      a. Suitable Colors and Color Combinations - The Historic District Commission shall prepare and maintain a book of historic colors suitable for use. This book shall be available at the Historic District Commission office. All construction, including new construction, reconstruction, partial renovations, or refurbishing of existing structures or construction of new or refurbishment of existing signs shall conform with this book of historic colors and shall be compatible with the neighboring properties.
      b. Fences - All fence designs must be in harmony with the nature of the District. A list of fencing materials that are generally acceptable, including composite material fencing, shall be maintained at the Historic District Commission office. The following fencing materials are not acceptable: barbed wire, chain-link, concrete block, stockade, plastic, plywood, hardboard, or asbestos board.
      c. Porches and Overhanging Balconies - No porches, galleries, or overhanging balconies may be removed, but new or additional balconies may be constructed if they conform to the distinctive architecture of the building and of the Historic District. The application for Certificate of Appropriateness for all such new construction or any renovation shall be subject to the requirements of this Section.
      d. Aerials, Antenna, Telecommunication Towers, etc. - The placement or construction of aerials, antennas, satellite dishes of any type, or other forms of objects not in keeping with the presentation of the Historic District shall not be located where they can be seen by casual
observance by the general public. Applications and plans for the discreet placement or construction of any of these items shall be submitted to the Historic District Commission for its approval.

e. Commercial Vehicles - No heavy duty or highway duty vehicles (such as semi-trailers or large travel trailers), except in the case of deliveries or repairs, shall be parked in plain view of the general public in the residential areas of the Historic District. Any existing authorized use as of the effective date of this Code shall be allowed as a non-conforming use.

3. New Construction: Proposals for new construction in the Historic District will seek compatibility with existing structures through the appropriate use of site planning, materials, decorative details, architectural elements and scale. A proposal should not draw unnecessary attention to itself in any one of these characteristics. The architectural context is of primary concern.

a. Scale - The relationship of the building and its elements, including doors and windows, to other structures in the District. It is important in considering scale that a careful study is made of the height, width, and mass of buildings in the immediate neighborhood and Historic District as a whole. This study should serve to confirm or deny the appropriateness of the height, width, and mass of the proposed building. Maximum height of any new structure shall conform to the proportion and scale of the building, but in no case shall a new structure exceed a height of thirty-five (35) feet above the street. [For additional information see The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings.]

b. Building Site - The positioning of a building on a lot. This process includes determining the setback of a building, the spacing of the building from adjacent buildings, and the location of the walls, fences, walks, drives, and landscaping, as any of these are used in the overall design. The setback of any new construction shall correspond to those of the adjacent properties, but shall not be in conflict with setback requirements.

c. Building Materials - The surface building fabric that contributes to the exterior character and appearance of a building. The materials used in the new construction should conform to the style of the structure, the neighborhood and the Historic District.

d. Decorative Details - The ornamentation or embellishment of the structure, including cornices, lintels, arches, balustrades, chimneys, shutters, columns, and other common details. When used, these details should create a unifying effect on a building and should be compatible with the context of the neighborhood.

e. Architectural Elements - The parts of a building that are integral to its composition, including balconies, roofs, porches, chimneys, dormers, parapets, and other parts of a building that contribute to its overall shape and silhouettes. The choice and arrangement of elements of a proposed building should reflect those of other buildings in the neighborhood. The building should not draw unnecessary attention to itself by failing to relate to neighboring styles. The object is to compliment the context of the Historic District.

E. Landscaping Requirements. – All landscaping within the Historic District shall meet the minimum landscaping requirements for the underlying zoning district.

1. Where a Historic Commercial district abuts any adjacent existing residential district, buffer zones shall be provided as per Article VI - 2.2.K Landscaping and Screening except in the following cases:
ARTICLE V: USE DISTRICTS

a. All yard ornamental statuary, fixtures, amenities, gazebos, etc. shall be compatible with the scale and proportion of the structure(s) and lot size. The context of these items shall be appropriate to the Historic District.

F. Signage –See Article VII- 1.4 Historic District Signage. Architectural review and all signage shall be performed by the Historic District Commission, which shall determine if a Certificate of Appropriateness shall be granted prior to permits being issued.

G. Parking Requirements. Parking requirements for this district shall be in accordance with Article VI-2.3 Off-Street Parking and Loading Standards, except for the following exceptions:
   1. Commercial establishments within this District shall have no off-street parking requirements.
   2. Residential uses shall be required to have one off-street parking space per dwelling unit.

SECTION 2.5 FLOODPLAIN OVERLAY (FO)

A. Purpose - The Legislature of the State of Louisiana has, in LA.R.S. 38:84, delegated the responsibility to local governmental units to adopt regulations designed to minimize flood losses. Therefore, it is the purpose of the inundation district to apply special regulations to the use of land in those areas which are subject to severe inundation at frequent intervals as determined by proper authority, which while permitting reasonable economic use of such property will help to protect human life, prevent or minimize material losses, and reduce the cost to the public of rescue and relief efforts occasioned by the occupancy of such flood areas.

B. The “FO” district is established to require elevation of main floor levels of all buildings to a height of not less than one foot (1’) above base flood elevation. In any areas shown on the district map as inundation areas, floor levels of all buildings shall be not less than indicated and levels may be amended as necessary by a report of the city engineer based on later information. The flood level in New Roads is twenty-five feet (25) above mean sea level.

C. Other districts classified with a suffix “FO” on the district map shall establish the land use practices but will be subject to the minimum floor level requirements as established by the “FO” district.
ARTICLE VI - USE AND SITE DEVELOPMENT STANDARDS

CHAPTER 1. USE STANDARDS

SECTION 1.1 ADULT USES
A. General – Adult uses shall be allowed only where permitted in Article III subject to the following requirements.

B. Location Requirements
   1. No adult uses shall be located within one thousand feet (1,000’) of a residential zone, park, school, day care center, library or religious or cultural activity.
   2. No adult-use business shall be located within two thousand feet (2,000’) of any other adult-use business.
   3. Such distances shall be measured in a straight line without regard to intervening structures, topography and zoning.
   4. Adult Uses shall not be allowed as home occupations.

C. Exterior Requirements
   1. It shall be unlawful for an owner or operator of an adult use to allow the merchandise or activities of the establishment to be visible from any point outside the establishment.
   2. It shall be unlawful for the owner or operator of the adult use to allow the exterior of the adult use to have flashing lights, or any words, lettering, photographs, silhouettes, drawings, or other pictorial representations of any manner except to the extent permitted by the provisions of this Code.

D. Signage
   1. Primary signs shall contain no photographs, silhouettes, drawings, or other pictorial representations of any manner, and may contain only the name of the enterprise.
   2. Secondary signs shall have only one (1) display surface and shall contain no photographs, silhouettes, drawings, or other pictorial representations of any manner, and may contain only the name of the enterprise.

SECTION 1.2 BED AND BREAKFAST
A. General - A bed and breakfast residence shall provide no more than eight (8) rooms for rental to temporary guests, not to exceed fourteen (14) consecutive nights.

B. Bed and Breakfast Residence Development Standards:
   1. All of the required approvals shall be obtained prior to establishment of the bed and breakfast, including an occupational license, certificate of occupancy and health department approval.
   2. No cooking facilities are permitted in the individual guest rooms.
   3. A bed and breakfast located in a residential district is allowed one (1) building sign, not to exceed six (6) square feet. The sign shall complement the architecture of the structure. A bed and breakfast located in a non-residential district shall comply with the sign regulations for that district.

C. Off-Street Parking Requirements
   1. One (1) off-street parking space shall be provided for each guest room required and one (1) off street parking space shall be required for the owner-occupant.
SECTION 1.3 DAY CARE CENTER, ADULT OR CHILD

A. General - The State of Louisiana Department of Social Services must license establishments subject to these standards. In addition, all facilities must have an approved and currently valid license, which will be provided to the City every year.

1. The number of children permitted in a day care center is as follows:
   a. Day Care Center, Small: Up to fifteen (15) children;
   b. Day Care Center, Large: Sixteen (16) to fifty (50) children;

2. The number of adults permitted in a day care center is as follows:
   a. Day Care Center, Small: Up to ten (10) adults
   b. Day Care Center, Large: Eleven (11) to fifty (50) adults

B. Adult Day Care Center

1. No adult may remain on the premises of an adult day care center for more than twenty-four (24) consecutive hours in one (1) stay.

2. A minimum of twenty-five (25) square feet of indoor space must be provided for each adult at the center, exclusive of kitchens, bathrooms, offices, halls, stairways, and storage areas.

3. If no elevator is available, all programs and activities must be located on the ground floor.

4. An on-site drop off and/or residential passenger zone is required. Stacked parking is permitted. The use of van or bus service is encouraged.

C. Child Day Care Center

1. No child may remain on the premises of a child day care center for more than twenty-four (24) consecutive hours in one (1) stay.

2. The following square footage of available indoor and outdoor play/instruction area is required for each child day care center:
   a. A minimum of thirty-five (35) square feet per child of available indoor play/instruction area, which includes all indoor classrooms and play areas available for use by the children, but does not include hallways, office space, restrooms, storage or food preparations areas. If rooms are used exclusively for dining or sleeping, they are not included in the play/instruction area.
   b. A minimum of thirty-seven and one half (37.5) square feet per child of available outdoor play area. The outdoor play area includes all outdoor play areas on the site available for use by children, but does not include any area within the required front yard. This requirement is not subject to variances.

3. An on-site drop off and/or residential passenger zone is required. Stacked parking is permitted. The use of van or bus service is encouraged.

4. The outdoor play area must meet the following requirements:
a. The outdoor play area must be enclosed to protect the children from traffic hazards on- and off-site and prevent the children from leaving the premises without proper supervision.

b. If the child day care center is located adjacent to a residential district, there must be a six-foot (6') solid fence around the play area adjacent to any abutting property line. Security fences must be provided where there are open cisterns, wells, ditches, fish ponds, swimming pools, and to separate the parking from any play area.

c. A shade device (shade trees, overhangs, etc.) must be provided within the outdoor play area that covers at least twenty-five percent (25%) of the outdoor play area.

d. Play equipment provided must be maintained in good repair, and there must be a soft surface (grass, sand, mulch, mats, etc.) under all climbing equipment.

SECTION 1.4 DAY CARE HOME, ADULT OR CHILD

A. General Requirements
   1. Each day care home must comply with all applicable state and federal regulations, including the Louisiana Administrative Code, and must provide all permits and licenses to the City of New Roads before obtaining a Certificate of Occupancy.
   2. The amount of traffic or noise generated must not be excessive.
   3. The day care home must retain a residential character and must not alter the residential character of the neighborhood.
   4. Operation of the day care home must not adversely impact surrounding properties.
   5. An on-site drop-off and/or residential passenger zone must be provided. A residential driveway may be acceptable for this purpose, but may not be shared with any required parking area. The drop-off area must be located so that clients of the facility are dropped off in front of the facility; drop-off areas across the street from the facility do not meet this requirement.
   6. Up to six (6) children or adults are permitted in a day care home.

B. Adult Day Care Home
   1. No adult may remain on the premises of an adult day care home for more than twenty-four (24) consecutive hours in one (1) stay.
   2. A minimum of twenty-five (25) square feet of indoor space must be provided for each adult at the home, exclusive of kitchens, bathrooms, offices, halls, stairways, and storage areas.

C. Child Day Care Home
   1. No child may remain on the premises of a child day care home for more than twenty-four (24) consecutive hours in one (1) stay.
   2. The following square footage of available indoor and outdoor play/instruction area is required for each child day care center:
      a. A minimum of thirty-five (35) square feet per child of available indoor play/instruction area, which includes all indoor classrooms and play areas available for use by the children, but does not include hallways, office space, restrooms, storage or food preparations areas. If rooms are used exclusively for dining or sleeping, they are not included in the play/instruction area.
      b. A minimum of thirty-seven and one half (37.5) square feet per child of available outdoor play area. The outdoor play area includes all outdoor play areas on the site available for use by children, but does not include any area within the required front yard. This requirement is not
subject to variances.

3. The outdoor play area must meet the following requirements:
   a. The outdoor play area must be enclosed to protect the children from traffic hazards on- and off-site and prevent the children from leaving the premises without proper supervision.
   b. If the child day care home is located adjacent to a residential district, there must be a six-foot (6') solid fence around the play area adjacent to any abutting property line. Security fences must be provided where there are open cisterns, wells, ditches, fish ponds, swimming pools, and to separate the parking from any play area.
   c. A shade device (shade trees, overhangs, etc.) must be provided within the outdoor play area that covers at least twenty-five percent (25%) of the outdoor play area.
   d. Play equipment provided must be maintained in good repair, and there must be a soft surface (grass, sand, mulch, mats, etc.) under all climbing equipment.

SECTION 1.5 GROUP/COMMUNITY HOMES AND RESIDENTIAL CARE FACILITIES

A. General - Group homes and residential care centers shall be operated in sanitary and orderly fashion. The State of Louisiana Department of Social Services must license establishments subject to these standards.

B. Group Home and Residential Care Center Development Standards:
   1. A group home or residential care center shall only be permitted in a detached dwelling unit situated on a lot having a minimum area of fifteen thousand (15,000) square feet.
   2. A group home or residential care center shall have a minimum of three hundred fifty (350) square feet of habitable floor area for each resident.
   3. The maximum number of persons permitted to occupy a small group home is six (6) excluding staff and personnel. The maximum number of persons permitted to occupy a large group home is twelve (12) excluding staff and personnel.
   4. Common kitchen and dining facilities may be provided, however, no cooking or dining facilities shall be provided in individual resident’s rooms.
   5. A group home or residential care center shall be affiliated with a parent organization that provides for the administration of the group home through the direction of a professional staff.
   6. A group home or residential care center shall not be located within thirteen hundred twenty feet (1,320') of another group home.
   7. A group home or residential care center shall comply with all applicable safety, fire and building codes as required by federal, state and local governments.
   8. A minimum of four (4) off-street parking spaces shall be provided

SECTION 1.6 HOME OCCUPATION

A. General
   1. Home occupations shall be permitted in any residential dwelling unit provided that the home occupation complies with the lot size, bulk regulations and parking requirements of the zoning district in which the home occupation is located.
   2. Home occupations shall not conflict with the residential character of established neighborhoods and shall be limited to particular professional and business activities that are traditionally carried on in the home and are compatible with the long-term integrity of a residential neighborhood.
B. Permitted Home Occupations

1. Homebound employment of a physically, mentally, or emotionally handicapped person who is unable to work away from home by reason of his disability.

2. Office facilities for salesman, sales representatives, and manufacturer’s representatives when no in-person retail or wholesale sales are made or transacted on the premises.

3. Studio or laboratory of an artist, musician, photographer, craftsman, writer, tailor, seamstress, or similar person provided that the existence of the home occupation will not increase the number of average daily automobile trips generated by the residence in which the home occupation is located.

4. Office facilities for accountants, architects, beauticians, brokers, doctors, engineers, lawyers, insurance agents, realtors and members of similar professions, provided that the existence of the home occupation will not increase the number of average daily automobile trips generated by the residence in which the home occupation is located.

5. Day care homes are not considered a home occupation.

C. Use Limitations - In addition to the requirements of the zoning district in which it is located, all home occupations shall comply with the following restrictions:

1. No stock in trade shall be displayed or sold on the premises.

2. The home occupation shall be conducted entirely within an enclosed principal structure, and shall not be visible from any residential structure or a public way.

3. The home occupation shall not occupy more than fifteen percent (15%) of the floor area of the dwelling unit.

4. There shall be no outdoor storage of equipment or materials used in the home occupation.

5. No mechanical, electrical, or other equipment, which produces noise, electrical or magnetic interference, vibration, heat, glare or other nuisance outside the residential or accessory structure, shall be used.

6. No home occupation shall be permitted which is noxious, offensive or hazardous by reason of vehicular traffic, generation or emission of noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation or other objectionable emissions.

7. Only one (1) employee shall be permitted other than a resident of the dwelling.

8. No sign shall advertise the presence or conduct of the home occupation, other than a non-illuminated name plate, which:
   a. Does not exceed one (1) square foot; or
   b. Does not exceed two (2) square feet if attached and mounted on the principal structure.

SECTION 1.7 LIVE ENTERTAINMENT

A. General – Live Entertainment shall only be allowed when permitted in the applicable zoning district and as a secondary use to the following primary uses:

1. Standard or Specialty Restaurant

2. Bar

3. Recreation Facility, Indoor

4. Reception Facility
B. Live Entertainment – Secondary Use Development Standards:
   1. Live Entertainment – Secondary Uses shall be reviewed and permitted as a separate principal use.
   2. Windows and doors shall be closed during live entertainment performances.
   3. Outdoor live entertainment areas located within fifty (50) feet of a residential district or a residential use shall only be authorized through the conditional use process.

SECTION 1.8 MANUFACTURED HOMES
A. General – Manufactured housing shall be allowed where such structures comply with the requirements of the applicable zoning district, are installed and maintained in safe and quality condition, and comply with the development standards below.
B. Manufactured Housing Development Standards:
   1. Each lot shall contain no more than one (1) manufactured housing unit, and shall meet the minimum requirements of the underlying zoning district to which a conventional single-family residential dwelling on the same lot would be subjected.
   2. No manufactured housing unit shall be occupied for dwelling purposes unless it is placed on a lot of record and connected to water, sanitary sewer, electrical and other facilities as may be necessary, prior to Building Official inspection and approval.
   3. A manufactured home shall be used only as a single-family dwelling.
   4. The manufactured home shall be multi-sectional and enclose a space of not less than one thousand (1,000) square feet.
   5. The manufactured home shall be placed on an excavated and backfilled permanent foundation and enclosed with skirting at the perimeter to meet the following requirements:
      a. Individual manufactured housing units shall be skirted around the perimeter of the unit to conceal the underbody from view in a manner compatible with the appearance and construction of the manufactured housing unit.
      b. Skirting shall be vented and be manufactured of certified fire-resistant material.
      c. Skirting shall be installed in a manner to resist damage under normal weather conditions and shall be properly maintained.
      d. All skirting shall be installed before the issuance of a certificate of occupancy. In the event that such installation is delayed due to weather, or for other similar reasons, a temporary certificate of occupancy may be issued for a period not to exceed ninety (90) days.
   6. The manufactured home shall have a pitched roof, except that no standards shall require a slope of greater than a nominal three (3) feet in height for each twelve (12) feet in width.
   7. The manufactured home shall have exterior siding and roofing which in color, material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community or which is comparable to the predominant materials used on surrounding dwellings as determined by the Building Official;
   8. Any manufactured housing placed upon a residential lot shall be of a manufacturing origin dated not earlier than 1994 and not having had prior occupancy.
SECTION 1.9 TELECOMMUNICATIONS

A. General - No persons shall develop, install, locate or construct any tower in any district in the City except as expressly authorized in this section and in conformance with all other ordinances of the City of New Roads.

B. Telecommunication Tower Development Standards

1. Co-location Requirements - All wireless telecommunication towers erected, constructed, or located within the Parish shall comply with the following requirements:
   a. Proposals for new wireless telecommunication service towers (exceeding 120 feet in height) shall not be approved unless the Administrative Official finds that the telecommunication equipment planned for the proposed tower cannot be accommodated on an existing or approved tower/building within a one (1) mile radius.
   b. Proposals for new wireless telecommunication service tower (less than 120 feet in height) shall not be approved unless the Administrative Official finds that the proposed tower cannot be accommodated on an existing or approved tower/building within one-half (1/2) mile radius.
   c. Any wireless telecommunication service tower owner shall not prohibit any other wireless telecommunication service provider form co-locating on a tower owner’s existing tower so long as the other wireless telecommunications service provider pays the tower owner reasonable compensation according to industry standards for space on the tower and pays for any and all costs, if any are required, to ensure that the existing tower is structurally safe according to industry engineering parameters to place additional antennas on the tower.
   d. All towers must be buffered for an intermediate difference in land use and meet the minimum landscaping requirements.

2. Tower Setbacks - Towers shall be set back from all property lines by a minimum distance equal to one half of the height of the tower including all antennas and attachments.

3. Tower Lighting - Towers shall be illuminated by artificial means and not display strobe lights unless the Federal Aviation Administration or other federal or state authority for a particular tower specifically requires such lighting. When the FAA does not require tower lighting, red beacons shall be installed on towers greater than or equal to one hundred feet (100’) in height.

4. Signs and Advertising - The use of any portion of a tower other than for warning or equipment information signs is prohibited.

5. Utility Buildings - All utility buildings and other structures located on the same lot as a tower shall be architecturally designed to blend in with the surrounding environment and shall meet the minimum setback requirements of the underlying zoning district.

6. Abandoned Towers - In the event the use of any communication tower has been discontinued for a period of six (6) months, the tower shall be deemed abandoned. The Administrative Official shall have the right to request documentation and/or affidavits from the communication tower owner/operator regarding the issue of tower usage shall make determination of the date of abandonment. Upon such abandonment, the owner/operator of the tower shall have an additional six (6) months within which to:
a. Reactivate the use of the tower or transfer the tower to another owner/operator who makes actual use of the tower; or
b. Dismantle and remove the tower.
c. Six (6) months after the date of abandonment without reactivation or upon the completion of dismantling and removal, any Conditional Use and/or variance approval for the tower shall automatically expire.

7. Antennas Mounted on Roofs, Walls, and Existing Towers - The placement of wireless telecommunication antennas on roofs, walls, and existing towers may be approved by the Building Official, provided the antennas meet the requirements of this Code, after submittal of a final site and building plan and a prepared report by a qualified and licensed professional engineer indicating the existing tower’s suitability to accept the antenna, and the proposed method of affixing the antenna to the structure.

SECTION 1.10 TEMPORARY USES

A. General - Temporary uses are permitted in any zoning district provided that all temporary uses shall meet yard and bulk regulations and parking requirements for the applicable zoning district. No temporary use shall be permitted to continue for such a length of time that it constitutes in effect a permanent use.

B. Temporary Use Development Standards

1. Contractor’s offices and equipment sheds, provided that such uses shall be limited to the period of actual construction and shall be terminated within one hundred twenty (120) days of the completion of construction.

2. Truck trailers used for the temporary storage of goods or equipment in connection with general retail sales and service establishments or industrial uses, provided that such use shall be limited to a nonrenewable period of sixty (60) days.

3. Sales of Christmas trees or other seasonal goods provided that such sales are located on a property for a period of up to sixty (60) days.

4. Religious revival tents for a period up to thirty (30) days.

5. Portable storage units (PODS) for a period up to thirty (30) days when located in front yard of a primary structure, or up to sixty (60) days when located in a side or rear yard of a structure. In no case shall PODS be located within fifteen feet (15’) of the public right-of-way.

6. Indoor and outdoor art and craft shows, exhibits and sales for a period of up to fourteen (14) days

7. Garage or Yard Sales provided for a period not to exceed three (3) consecutive days and nor more than three (3) sales from the same resident in any twelve (12) month period

8. Temporary Outdoor Entertainment Events - including live music, revue or play within outdoor space on public or private property. A management plan is required as part of the temporary use permit that contains the following
   a. The on-site presence of a manager during the event
   b. General layout of performance area, visitor facilities, and all ingress and egress points for the site
   c. The days and hours of operation, including set-up and take down times

9. Other temporary uses, which are, in the opinion of the Administrative Official, consistent with the provisions of this section
SECTION 1.11 TOWNHOMES

A. Townhome Development Standards

1. Not more than six (6) contiguous Townhouses shall be built in a row with the same or approximately the same front building line.

2. No portion of a townhouse or accessory structure in or related to one (1) group of contiguous Townhouses shall be closer than twenty (20) feet to any portion of an accessory structure related to another group, or to any building outside of the Townhouse area, nor shall any structure be less than twenty (20) feet from a public street right-of-way and ten (10) feet off any side street right-of-way if the structure is located on a corner lot.

3. There shall be a minimum twenty-five (25) foot yard along the sides and rear of each Townhouse site wherever it adjoins a residential district that does not permit multi-family uses or a lot containing a single-family residence, and a five (5) foot side and ten (10) foot rear yard in all other circumstances.

4. Each Townhouse shall have its own lot yard space of at least two hundred (200) square feet, reasonably secluded from view of public streets and from neighboring properties. Such yard shall not be used for off-street parking or for an accessory building.

B. Drives, Parking and Utilities

1. Insofar as practical, off-street parking facilities shall be grouped in bays, either adjacent to streets or in the interior of blocks.

2. All parking areas shall meet the standards set forth in the zoning regulations, and must include at least two (2) parking spaces per dwelling unit.

3. There shall be at least a six (6) foot high wall or solid fence along the sides and rear of any Townhouse development that abuts a lot containing a single-family residence.
CHAPTER 2. ON-SITE DEVELOPMENT STANDARDS

SECTION 2.1 ACCESSORY USE

A. Authorization - Accessory uses and structures are permitted in any zoning district in connection with any principal use or structure lawfully existing within such district provided that all development standards and regulations are in compliance.

B. Development Standards

1. All accessory structures and uses in any residential district, other than fences, garages and carports used in conjunction with the main structure shall be located in the rear or side yard of the residential unit.

2. Except as provided in the development standards, fences may be located at any point on the lot provided it does not create a traffic hazard on any similar type problem to the surrounding area. No fence shall exceed eight feet (8') in height. All fences shall be maintained in good condition so as not to create an eyesore, nuisance, or hazard to the surrounding area.

3. Commercial trash receptacles shall be considered as accessory structure. Large trash receptacles, dumpsters, and other containers for receiving residential or commercial waste shall be placed at least fifteen feet (15’) from an adjoining property line, notwithstanding any other provision of this code. Any dumpster or other trash receptacle located closer than fifteen feet (15’) to any property line or that is visible from any public street, shall be screened with a permanently installed buffer fence made of wood, chain-linked with slats, or masonry.

SECTION 2.2 LANDSCAPING AND SCREENING

A. General – The purpose of this Section is to provide a process and definable standards for landscaping, buffering and screening of land uses within the City of New Roads in order to protect, maintain and enhance existing natural features and landscaped areas through the:

1. Use of plant materials to provide buffering and screening to mitigate the harmful effects of the sun, wind, rain, noise, lack of privacy and differing land uses;

2. Use of plant materials to define spaces, articulate the uses of specific areas, and unify elements of the site;

3. Encouragement of conservation of significant plant materials, including existing trees and other natural resources whenever possible; and

4. Maintenance of landscaped areas.

B. Applicability - The provisions of this section shall apply to all zoning districts other than residential development less than five (5) units. Landscape regulations and tree planting requirements apply to all new building projects, public or private, in the City of New Roads, regardless of location unless otherwise noted in this code. These requirements shall apply to existing properties where new construction or renovation substantial enough to require a building permit and submission of plans to the State Fire Marshal. This includes new or renovated parking lots.

C. Landscape Plan - In accordance with this Section, a landscape and tree preservation plan shall be prepared and submitted to the City of New Roads before any clearing or construction takes place and before any Building Permit is issued. Such plan will become part of the Building Permit Application file and will be considered part of the building and site approval permit. The landscape and tree preservation plan shall be drawn by a Landscape Contractor. or when required, a Landscape Architect licensed in the State of Louisiana shall contain the following basic information, and shall be subject to the following:
1. Interest and Ownership: The name, address, phone number and signature of the property owner and proof of ownership.

2. Zoning Classification: The present zoning classification of the property and all property within five hundred (500') feet.

3. Site Features: The location, including all dimensions and distances drawn to scale, of all street and buffer planting areas; all existing and proposed parking spaces or other vehicle areas, access ways, and driveways; the location, size and description of all existing and proposed landscape materials, planting methods, fill and irrigation systems.

4. Utility Rights-of-Way: The location, including all dimensions and distances drawn to scale, of all utility rights-of-way.

5. Live Oak Trees: The location of all Live Oak trees that are ten (10”) inches dbh whether located on the property or within the rights-of-way shall be clearly identified.

6. The location, number, and size of all existing trees six (6”) inches dbh or greater located in the required street planting area, required side or rear yard buffers and the street right-of-way shall be clearly identified on the plan. In addition, the applicant shall clearly label the trees that he/she seeks permits to remove.

D. Standards for Landscaping Materials - Location and size of all required planting areas as well as the quantity of trees or plants may be adjusted by the Administrative Official, due to the presence of overhead or underground utilities, upon appeal in writing from the owner. This shall not apply to the replacement of cut, dead or diseased trees as outlined in this Code.

E. Installation

1. All landscaping shall be installed in a sound, workmanlike manner and according to accepted good planting procedures.

2. All Plant materials required for installation shall be certified disease- and insect-free.

3. Landscape work shall be completed as part of the total construction package and must be in place at final inspection of the building or site by the Building Official. Site and landscaping improvements not installed according to the approved landscape and tree preservation plan may prevent approval of the applicant’s occupancy of the building and site and may result in enforcement action.

4. Existing vegetation that is to be preserved in compliance with the requirements of this section shall be protected during the development process.

F. Maintenance

1. The owner shall be responsible for the maintenance of required landscaping. All landscaping shall be kept in good condition so as to present a healthy, neat and orderly appearance; and said landscaped areas shall be kept free from refuse and debris.

2. Required planting materials that die or become diseased during or during the eighteen (18) months following completion of construction, are to be replaced with the same type and size of plant material originally specified on the landscape plan within six (6) months.

3. Plant materials shall be pruned as required to maintain good health and character. However, tree topping is not permitted.

4. Plant beds shall be mulched to prevent weed growth and maintain soil moisture.

5. A tree-cutting permit shall be required prior to the removal of any tree larger than six (6”) inches dbh. The permit application shall include a site plan indicating the required yard setback, street
G. Tree Preservation Requirements – This Section provides for the retention and protection of large trees when land is developed. In order to ensure better survival of existing trees, the developer shall heed the following:

1. The owner/developer shall try to preserve native trees and shrubs in the design and implementation of the landscape and tree preservation plan.

2. Retention and Protection of Large Trees
   a. Every development shall retain all existing trees twelve (12”) inches dbh or greater, and all Live Oak trees ten (10”) inches dbh or greater, regardless of zoning district.
   b. No excavation or other subsurface disturbance may be undertaken within the inner most two-thirds (2/3) of the drip line of any tree twelve (12”) inches dbh or greater or of any Live Oak tree ten (10”) inches dbh or greater.
   c. If space that would otherwise be devoted to parking cannot be so used because of the requirements of Sections H.1 or H.2, and as a result, the parking requirements set forth in this Code cannot be satisfied, the number of required parking spaces may be reduced by the number of spaces lost up to a maximum of fifteen percent (15%) of the required spaces.
   d. The retention or protection of trees twelve (12”) inches dbh or greater or of any Live Oak tree ten (10”) inches dbh or greater shall be deemed to unreasonably burden a development if, to accomplish such retention or protection, the desired location of improvements on a lot or the proposed activities on a lot would have to be substantially altered and such alteration would pose an unreasonable hardship upon the developer, or if the reasonable development of the lot results in substantial alterations to the tree’s environment, the effect of which would require the sever pruning of the tree and thereby destroy its aesthetic and environmental qualities.

3. Protection of Trees During Construction
   a. Trees shall be protected with fencing and armoring during the entire construction period. The fenced area shall enclose an area encompassing the entire drip zone of the tree. Failure to maintain the protective fencing may result in a Stop Work Order.
   b. During construction, planting or open ground areas surrounding preserved trees shall be protected sufficiently to prevent earth compaction of the root zone. In addition:
      i. No soil disturbance or compaction, stock piling of soil or other construction materials, vehicular traffic, or storage of heavy equipment is allowed in the tree and root protection area(s), or within the drip line of trees to be retained.
      ii. No ropes, signs, wires, unprotected electrical installation or other device or material, shall be secured or fastened around or through a tree or shrub.
      iii. Toxic chemicals, gas, smoke, salt brine, oil or other injurious substances shall not be stored or allowed to seep, drain or empty within the drip line of trees or shrubs in the tree and root protection area.
      iv. Except for sidewalks and curb and gutter, no paving with concrete, asphalt or other impervious material within the drip line of trees to be retained shall be allowed.
   c. Damaged roots and branches shall be repaired immediately. Exposed root should be covered with topsoil. Severed limbs should be painted. Whenever roots are damaged, a proportional amount of branches should be pruned so that the tree does not transpire more water than it takes in. Injured trees must thoroughly be irrigated to adequately repair damage.
   d. No tree shall be removed, mutilated or significantly pruned within a public right-of-way without...
the express approval of the Building Official pursuant to this Code.

H. Compliance and Performance Assurance - Failure to comply with any of the provisions of this chapter shall result in a citation and one of the following actions:

1. Stop work order: Upon notice from the issuing authority or its designee, work on any project that is being done contrary to the provisions of this chapter shall be immediately stopped. Such notice shall be in writing and shall be given to the owner of the property, his authorized agent or the person or persons in charge of the activity on the property and shall state the conditions under which work may resume. In the case of an emergency, neither a written notice to comply nor a written notice to stop work is required.

2. Withholding of certificate of occupancy: If any person or persons engaged in development activity fails to comply with an official notice from the City of New Roads, that person or persons shall be deemed in violation of this chapter and, in addition to other penalties, the administrator may request that the City of New Roads Administrative Official refuse to issue a certificate of occupancy for the building or other improvements constructed or being constructed on the site until the measures necessary to achieve compliance with this code have been completed and all violations have been brought into compliance.

I. Street Trees

1. Required Street Planting Area: A minimum fifteen (15’) feet street planting area is required adjacent to the right-of-way of any street. If the lot is a corner lot, all frontages will be required to observe the fifteen (15’) feet street planting area. The required depth of the street planting area may be articulated to provide for a depth of greater than or less than the minimum fifteen (15’) feet depth so long as the required area of the street planting area on that street frontage is maintained.

2. In calculating the required street planting area, the area of any utility servitude, either existing or proposed as part of the development permit, shall not be included as a part of the planting area.

3. For all developments there shall be one (1) Class A or two (2) Class B trees planted in the street planting area for every forty (40) linear feet, or portion thereof, of street frontage. Trees may be grouped or clustered to facilitate site design.

4. When trees are to be planted to satisfy the requirement, responsibility shall be conveyed to the initial developer(s) of the individual lots fronting on the street.

5. Necessary driveways from the public right-of-way shall be allowed through all required street planting areas in accordance with these regulations.

6. No tree shall be removed, mutilated or significantly pruned within the right-of-way of a dedicated street without the approval of the Building Official.

J. Sidewalks: Except where sidewalks have been, or are planned to be constructed in the street right-of-way near to, or adjacent to, the street planting area, a sidewalk shall be constructed within the street planting area(s) for all designated zoning districts.

K. Buffering and Screening

1. Buffer yards: When a buffer is required, as outlined in Table 2.1 Bufferyard Requirements, the minimum buffer yard and screening requirements must be provided along with the minimum of one (1) Class A tree or two (2) Class B trees for every forty (40) linear feet or fraction thereof.

2. Screening of Trash and Garbage Cans: Storage areas containing three (3) or more refuse, garbage or rubbish containers or one (1) or more dumpsters shall be screened on all sides with a six-(6’) feet high, seventy percent (70%) sight obscuring screen of living or one hundred percent (100%) sight obscuring screen of nonliving landscape material.
TABLE 2.1: BUFFERYARD REQUIREMENTS

<table>
<thead>
<tr>
<th>ADJACENT LAND USE OR ZONING</th>
<th>PROPOSED DEVELOPMENT</th>
<th>Commercial except Office &amp; Major Shopping Centers</th>
<th>Industrial &amp; Major Shopping Centers</th>
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<td>RA, R, R-2, RM</td>
<td>Institutional</td>
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<td>RA, R, R-2, RM</td>
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<td>RM</td>
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<td>Industrial &amp; Major Shopping Centers</td>
<td>25 ft</td>
<td>25 ft</td>
<td>25 ft</td>
</tr>
</tbody>
</table>

L. Parking and Vehicular Use Areas - Within parking lots, landscape areas should be located to define parking areas and assist in clarifying appropriate circulation patterns.

1. General Interior Parking Landscape Requirements
   a. Landscaping shall be required in parking lots with more than seven (7) parking spaces or that are larger than two thousand (2,000) square feet.
   b. Planting areas shall be a minimum of ten percent (10%) of the paved parking area.

2. Specific Interior Parking Landscaping Requirements
   a. Landscaping Within Rows: Landscaping within rows shall be located evenly between every ten (10) to fifteen (15) parking spaces. No more than fifteen (15) contiguous parking spaces shall be allowed without a minimum of one (1) landscaped island or peninsula containing trees.
   b. Landscaping at End of Rows: Every parking row shall terminate in a landscaped island containing trees. A landscape island shall not be required at the end of a parking row where the end of the parking row that abuts a street planting area or buffer planting area.
   c. Size of Landscape Island: Landscape islands shall be a minimum of nine (9') feet in width and not less than eighteen (18') feet in length, or the length of the adjacent parking space, whichever is greater.
   d. A landscape island shall be located at the terminus of each parking row, and should contain at least one tree. A monolithic curb shall protect all landscape areas or wheel stops and remain free of trash, litter, and car bumper overhangs.
   e. Planting requirements: A minimum of one (1) Class B tree shall be planted for every seven (7) parking spaces provided. Landscaped islands shall be surfaced with ground cover, grass and/or mulch. Credit will be given on a one-to-one basis for existing trees preserved and
protected in the parking areas.

   i. The required trees for a parking lot with fewer than ten (10) spaces may be located around its perimeter. Trees must be located within ten (10') feet of the edge of the parking area pavement to be considered a required tree.

f. Drainage: Parking lots shall be designed to drain through landscape filter areas. A filter area shall be provided where double loaded parking rows occur and a median is not required, and required medians shall also serve as filter areas. The filter area is to be a minimum of three feet (3’) in width and the full length of the parking row. Catch basins should be provided as needed to prevent overflow on the parking surface. The City Engineer shall review all parking lot applications for adherence to stormwater best management practices.

   i. A portion of the drainage from the parking area may be drained through the street or buffer planting areas into grassed drainage swales. Catch basins should be provided as needed to prevent overflow onto the parking surface or sidewalk.

   ii. Landscape filter areas are to be planted with groundcover and/or landscape material that will achieve one hundred percent (100%) coverage when mature.

N. List of Recommended Trees - The following lists indicates plantings that will meet the screening and shading requirements of this Code. Plants were selected for inclusion on these lists according to general suitability as identified by the Louisiana State University (LSU) Agricultural Center, which may be updated periodically and used as a guide in making landscape planting decisions.
### TABLE 2.2: RECOMMENDED CLASS A TREE LIST

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<th>Common Name</th>
<th>Scientific Name</th>
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<tbody>
<tr>
<td>Ash, Green</td>
<td>Fraxinus pennsylvanica</td>
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<tr>
<td>American Linden, Basswood</td>
<td>Tilia americana</td>
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<tr>
<td>Bald Cypress</td>
<td>Taxodium disticum</td>
</tr>
<tr>
<td>Beech, American</td>
<td>Fagus grandifolia</td>
</tr>
<tr>
<td>Bitternut Hickory</td>
<td>Carya cordiformis</td>
</tr>
<tr>
<td>Black Gum</td>
<td>Nyssa sylvatica</td>
</tr>
<tr>
<td>Black Walnut</td>
<td>Juglans nigra</td>
</tr>
<tr>
<td>Cottonwood</td>
<td>Populus deltoides</td>
</tr>
<tr>
<td>Elm, American</td>
<td>Ulmus americana</td>
</tr>
<tr>
<td>Elm, Cedar</td>
<td>Ulmus crassifolia</td>
</tr>
<tr>
<td>Elm, Winged</td>
<td>Ulmus alata</td>
</tr>
<tr>
<td>Ginkgo</td>
<td>Ginkgo biloba</td>
</tr>
<tr>
<td>Hackberry</td>
<td>Celtis laevigata</td>
</tr>
<tr>
<td>Honey Locust</td>
<td>Gleditsia triacanthos</td>
</tr>
<tr>
<td>Magnolia, Cucumber</td>
<td>Magnolia acuminata</td>
</tr>
<tr>
<td>Magnolia, Southern</td>
<td>Magnolia grandiflora</td>
</tr>
<tr>
<td>Magnolia, Sweetbay</td>
<td>Magnolia virginiana</td>
</tr>
<tr>
<td>Maple, Swamp Red</td>
<td>Acer rubrum 'Drummondii'</td>
</tr>
<tr>
<td>Oak, Blackjack</td>
<td>Quercus marilandica</td>
</tr>
<tr>
<td>Oak, Cherrybark</td>
<td>Quercus falcata 'pagodifolia'</td>
</tr>
<tr>
<td>Oak, Cow</td>
<td>Quercus michauxii</td>
</tr>
<tr>
<td>Oak, Laurel</td>
<td>Quercus laurifolia</td>
</tr>
<tr>
<td>Oak, Nutall</td>
<td>Quercus nuttallii</td>
</tr>
<tr>
<td>Oak, Overcup</td>
<td>Quercus lyrata</td>
</tr>
<tr>
<td>Oak, Southern Red</td>
<td>Quercus falcata</td>
</tr>
<tr>
<td>Oak, Sawtooth</td>
<td>Quercus acutissima</td>
</tr>
<tr>
<td>Oak, Shumard</td>
<td>Quercus shumardii</td>
</tr>
<tr>
<td>Oak, Southern Live</td>
<td>Quercus virginiana</td>
</tr>
<tr>
<td>Oak, White</td>
<td>Quercus alba</td>
</tr>
<tr>
<td>Oak, Willow</td>
<td>Quercus phellos</td>
</tr>
<tr>
<td>Pecan</td>
<td>Carya illinoinensis</td>
</tr>
<tr>
<td>Pine, Loblolly</td>
<td>Pinus taeda</td>
</tr>
<tr>
<td>Pine, Longleaf</td>
<td>Pinus palustris</td>
</tr>
<tr>
<td>Pine, Shortleaf</td>
<td>Pinus echinata</td>
</tr>
<tr>
<td>Pine, Slash</td>
<td>Pinus elliottii</td>
</tr>
<tr>
<td>Pine, Spruce</td>
<td>Pinus glabra</td>
</tr>
<tr>
<td>Sweetgum</td>
<td>Liquidambar styaciflua</td>
</tr>
<tr>
<td>Sycamore</td>
<td>Platanus occidentalis</td>
</tr>
<tr>
<td>Tuliptree</td>
<td>Liriodendron tulipifera</td>
</tr>
</tbody>
</table>
### TABLE 2.3: RECOMMENDED CLASS B TREE LIST

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalpa</td>
<td>Catalpa bignonioides</td>
</tr>
<tr>
<td>Cherry Laurel</td>
<td>Prunus caroliniana</td>
</tr>
<tr>
<td>Crabapple, Southern</td>
<td>Malus angustifolia</td>
</tr>
<tr>
<td>Dogwood</td>
<td>Cornus florida</td>
</tr>
<tr>
<td>Fringe Tree</td>
<td>Chionanthus virginicus</td>
</tr>
<tr>
<td>Golden Raintree</td>
<td>Koelreuteria bipinnata</td>
</tr>
<tr>
<td>Greenhaw</td>
<td>Crataegus viridus</td>
</tr>
<tr>
<td>Holly, American</td>
<td>Ilex opaca</td>
</tr>
<tr>
<td>Holly, Cassine</td>
<td>Ilex cassine</td>
</tr>
<tr>
<td>Holly, Fosters, Greenleaf, Savannah</td>
<td>Ilex ‘attenuata’ cultivars</td>
</tr>
<tr>
<td>Ironwood</td>
<td>Carpinus caroliniana</td>
</tr>
<tr>
<td>Loquat</td>
<td>Eriobotrya japonica</td>
</tr>
<tr>
<td>Magnolia, Oriental</td>
<td>Magnolia soulangiana</td>
</tr>
<tr>
<td>Mayhaw</td>
<td>Crataegus opaca</td>
</tr>
<tr>
<td>Parsley Hawthorn</td>
<td>Crataegus marshallii</td>
</tr>
<tr>
<td>Persimmon</td>
<td>Diospyros virginiana</td>
</tr>
<tr>
<td>Pistachio</td>
<td>Pistacia chinensis</td>
</tr>
<tr>
<td>Plum, American</td>
<td>Prunus americana</td>
</tr>
<tr>
<td>Plum, Mexican</td>
<td>Prunus mexicana</td>
</tr>
<tr>
<td>Red Bay</td>
<td>Persea borbonia</td>
</tr>
<tr>
<td>Redbud</td>
<td>Cercis canadensis</td>
</tr>
<tr>
<td>River Birch</td>
<td>Betula nigra</td>
</tr>
<tr>
<td>Sassafras</td>
<td>Sassafras albidum</td>
</tr>
<tr>
<td>Silverbell</td>
<td>Halesia diptera</td>
</tr>
<tr>
<td>Leatherwood</td>
<td>Cyrilla racemiflora</td>
</tr>
<tr>
<td>Tree Huckleberry, Sparkleberry</td>
<td>Vaccinium arboretum</td>
</tr>
<tr>
<td>Vitex</td>
<td>Vitex agnus-castus</td>
</tr>
<tr>
<td>Waxmyrtle</td>
<td>Myrica cerifera</td>
</tr>
<tr>
<td>Yaupon</td>
<td>Ilex vomitoria</td>
</tr>
</tbody>
</table>
SECTION 2.3 OFF-STREET PARKING AND LOADING STANDARDS

A. General – Off-street parking shall be provided in compliance with this section whenever any building is erected, altered, enlarged, converted or increased in size or capacity.

TABLE 2.4: OFF-STREET PARKING SCHEDULE

<table>
<thead>
<tr>
<th>OFF-STREET PARKING REQUIREMENTS</th>
<th>USE</th>
<th>PARKING REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESIDENTIAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BED AND BREAKFAST</td>
<td></td>
<td>1 space/guest room plus 2 spaces/dwelling unit</td>
</tr>
<tr>
<td>DWELLING TYPE, SINGLE-FAMILY AND TWO-FAMILY</td>
<td></td>
<td>2 spaces/unit</td>
</tr>
<tr>
<td>DWELLING TYPE, THREE-, FOUR-PLEX</td>
<td></td>
<td>1.5 spaces/unit</td>
</tr>
<tr>
<td>DWELLING TYPE; MULTI-FAMILY</td>
<td></td>
<td>Efficiency units: 1 space/unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One bedroom units: 1.5 spaces/unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two bedroom units: 1.5 spaces/unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Three or more bedroom units: 2.5 spaces/unit</td>
</tr>
<tr>
<td>GROUP HOMES</td>
<td></td>
<td>1 space/3 residents</td>
</tr>
<tr>
<td>RESIDENTIAL CARE CENTERS</td>
<td></td>
<td>1 space/4 residents</td>
</tr>
<tr>
<td>GENERAL ADMINISTRATIVE</td>
<td></td>
<td>1 space/200 sf gross floor area</td>
</tr>
<tr>
<td>CEMETERY</td>
<td></td>
<td>1 space/employee or a minimum of 3 spaces</td>
</tr>
<tr>
<td>CEMETERY WITH MORTUARY</td>
<td></td>
<td>1 space/50 sf of public assembly area plus 1 space/vehicle maintained on premises</td>
</tr>
<tr>
<td>CHURCH/ASSEMBLY</td>
<td></td>
<td>1 space/50 sf gross floor area without fixed seats used for assembly purposes plus 1 space/every 6 seats or 12' of bench area</td>
</tr>
<tr>
<td>PRIVATE CLUB/LODGE</td>
<td></td>
<td>1 space/3 persons of rated capacity</td>
</tr>
<tr>
<td>LIBRARY/MUSEUM</td>
<td></td>
<td>3 spaces/1,000 sf gross floor area</td>
</tr>
<tr>
<td>GOVERNMENT FACILITIES</td>
<td></td>
<td>3 spaces/1,000 sf office space and public use area + 1/gov’t vehicle</td>
</tr>
<tr>
<td>PARKS &amp; OPEN SPACE</td>
<td></td>
<td>As determined by Administrative Official</td>
</tr>
<tr>
<td>INDOOR RECREATION</td>
<td></td>
<td>General – 1 space/10 persons of rated capacity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bowling Alley – 3 spaces/lane</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Movie Theater – 1 space/4 seats plus 1 space/6 seats above 400</td>
</tr>
<tr>
<td>HOSPITAL</td>
<td></td>
<td>1 space/2 hospital beds plus 1 space/200 sf gross medical office floor area</td>
</tr>
<tr>
<td>HOSPITAL (OUTPATIENT ONLY)</td>
<td></td>
<td>1 space/employee at peak shift plus 1 space/200 sf gross medical office floor area</td>
</tr>
<tr>
<td>PARCEL POST AND PUBLIC SAFETY SERVICES</td>
<td></td>
<td>1 space/vehicle maintained or stored on site plus 1 space/200 sf gross floor area</td>
</tr>
<tr>
<td>SCHOOLS, ELEMENTARY</td>
<td></td>
<td>2 spaces/classroom (including labs and training shops)</td>
</tr>
<tr>
<td>SCHOOLS, MIDDLE/JUNIOR HIGH</td>
<td></td>
<td>4 spaces/classroom (including labs and training shops)</td>
</tr>
<tr>
<td>SCHOOLS, HIGH SCHOOLS AND VOCATIONAL SCHOOLS/COLLEGES</td>
<td></td>
<td>10 spaces/classroom (including labs and training shops)</td>
</tr>
<tr>
<td>PUBLIC ASSEMBLY</td>
<td></td>
<td>1 space/6 seats</td>
</tr>
<tr>
<td>ANIMAL HOSPITAL</td>
<td></td>
<td>4 spaces/1,000 sf gross floor area</td>
</tr>
<tr>
<td>AUTOMOTIVE/EQUIPMENT SALES AND SERVICE</td>
<td></td>
<td>1 space/400 sf gross retail/office sales area plus 4 spaces/service bay and 1 space/anticipated vehicles for sale on site</td>
</tr>
<tr>
<td>COMMERCIAL</td>
<td></td>
<td>1 space/300 sf gross floor area</td>
</tr>
<tr>
<td>DAY CARE OR PRESCHOOL FACILITIES</td>
<td></td>
<td>1 space/200 sf gross floor area</td>
</tr>
<tr>
<td>HOTEL/MOTEL</td>
<td></td>
<td>1 space/sleeping unit plus 1 space/500 sf of common area</td>
</tr>
<tr>
<td>MEDICAL OFFICE</td>
<td></td>
<td>1 space/200 sf gross floor area</td>
</tr>
<tr>
<td>NURSING HOME</td>
<td></td>
<td>1 space/8 beds</td>
</tr>
<tr>
<td>OFFICE (EXCLUDING MEDICAL OFFICES AND CLINICS)</td>
<td></td>
<td>1 space/250 sf gross floor area</td>
</tr>
<tr>
<td>OUTDOOR SALES ESTABLISHMENTS</td>
<td></td>
<td>1 space/1,000 sf of lot area</td>
</tr>
<tr>
<td>RESTAURANT, BAR OR NIGHTCLUB</td>
<td></td>
<td>1 space/100 sf gross floor area plus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 space/every 4 employees</td>
</tr>
</tbody>
</table>
B. Parking Space Requirements – The off-street parking spaces required for each use permitted by this code will not be less than that found in Table 2.4 Off-Street Parking Schedule, provided that any fractional parking space is computed as a whole.

C. Combination of Uses - Two (2) or more uses can satisfy the number of required parking spaces by providing the spaces in the same structure or lot. The number of spaces in the jointly used structure shall be equal to the sum of the requirements for each use set forth in Table 2.4 Off-Street Parking Schedule.

1. Joint use up to fifty percent (50%) of required parking spaces may be permitted for two (2) or more uses provided that the applicant can demonstrate that the uses will not substantially overlap in hours of operation.

2. If an applicant can demonstrate that employee-parking facilities will be provided off-site, the total amount of required parking provided on-site or within five hundred (500) feet of the site, may be reduced up to fifteen percent (15%).

D. Location of Required Parking Spaces - Required parking spaces shall be located as follows:

1. Residential Units: On same lot.

2. All other uses: The parking spaces shall be provided on the same lot as the use or where exclusive use of such is provided on another lot not more than five hundred (500) feet radially from the subject lot within the same or less-restrictive zoning district.

3. If the parking spaces are to be located on a lot other than the same lot of the principal building or use, a legal instrument assuring the continued availability of those required parking spaces shall be approved by the City Attorney and the Administrative Official and recorded prior to issuance of development approval.

E. Parking Stall Dimension

1. Stall Width: A minimum width of nine (9) feet shall be provided for each parking stall.

2. Stall Length: A minimum length of eighteen (18) feet shall be provided for each parking stall.

3. Exceptions
   a. Up to thirty percent (30%) of required parking spaces may be designated for use by subcompact automobiles, provided that each space is clearly marked for such use and no space so designated is less than eight (8) feet wide by sixteen (16) feet long;
   
   b. Parallel parking stalls shall be permitted to be eight (8) feet wide and no less than twenty-two (22) feet long.

F. Accessible Spaces – Accessible parking spaces and passenger loading zones shall be provided in accordance with the International Building Codes. Passenger loading zones shall be designed and constructed in accordance with ICC A117.1. and AASHTO standards.
G. Design of Parking Facilities - Parking structures shall be set back from the property line the same
distance as required for the principal structure in the district in which it is located. This does not apply
to driveway, parking lots or similar type surface improvements.

1. Driveway width: Every parking facility shall be provided with one or more access driveways, the
width of which shall be at least nine (9) feet for private driveways and twelve (12) feet for one-way
and twenty-four (24) feet for two-way entrances to commercial uses.

2. Driveway ramps and slopes: The maximum slope of any driveway or ramp shall not exceed
twenty percent (20%).

3. Stall access: Sufficient maneuver and access aisle shall be provided to permit vehicles to enter
and leave in a forward motion.

4. Compact-to-standard stall ratio: The maximum ratio of compact stalls to standard stalls in any
parking area shall not exceed 1:2.

5. Screening: A three (3) feet high buffer at the public way shall be provided for all parking areas of
five (5) or more spaces

6. A bumper rail or wheel barrier shall be installed so that no part of parked automobiles can extend
into the public right-of-way or into the landscaped area. A minimum of three (3) feet shall be
provided from the property line to the wheel guard.

7. If light is provided, it shall be installed so that it does not reflect on adjacent properties or interfere
with traffic. See Section 2.4 Outdoor Lighting Standards

H. Off-street Loading Requirements.

1. General

   a. Whenever a residential building with more than four units or any non-residential building is
   erected, altered, enlarged, converted or otherwise increased in size or capacity, the off-street
   loading facilities herein required shall be provided for uses that distribute or receive materials
   or merchandise by trucks or other commercial vehicles in accordance with Table 2.5 Off-
   Street Loading Requirements.

   b. In the case of multi-tenant developments, required loading spaces are calculated on the basis
   of each individual tenant. For example, if only one (1) commercial tenant of a multi-tenant
   development is over five thousand (5,000) square feet only one (1) loading space is required;
   if all tenants are less than five thousand (5,000) square feet, no loading is re

   c. A variance for off-street loading spaces may only be requested from the Board of
   Adjustment if more than one (1) off-street loading space is required. In no case shall a
   variance shall be granted for more than fifty percent (50%) of the required off-street loading
   spaces.

2. Computation of Off-Street Loading Requirements - The off-street loading requirements for each
use permitted by this Code shall not be less than that found in Table 2.5 Off Street Loading
Requirements.

Table 2.5 OFF - STREET LOADING REQUIREMENTS

<table>
<thead>
<tr>
<th>USE TYPE</th>
<th>NUMBER OF SPACES REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>MULTI-FAMILY</td>
<td></td>
</tr>
<tr>
<td>20,000 – 100,000 sf GFA</td>
<td>1 loading space</td>
</tr>
<tr>
<td>100,001 – 200,000 sf GFA</td>
<td>2 loading spaces</td>
</tr>
<tr>
<td>Each additional 100,000 sf GFA (this applies only for each additional full 100,000 sf over 200,000 sf)</td>
<td>1 additional loading space</td>
</tr>
</tbody>
</table>
ARTICLE VI: SITE DEVELOPMENT AND USE STANDARDS

COMMERICAL, CIVIC AND INSTITUTIONAL USE

<table>
<thead>
<tr>
<th>GFA Range</th>
<th>Loading Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000 – 35,000 sf GFA</td>
<td>1 loading space</td>
</tr>
<tr>
<td>35,001 – 100,000 sf GFA</td>
<td>2 loading spaces</td>
</tr>
<tr>
<td>Each additional 50,000 sf GFA (this applies only for each additional full 50,000 sf over 100,000 sf)</td>
<td>1 additional loading space</td>
</tr>
</tbody>
</table>

INDUSTRIAL USES

<table>
<thead>
<tr>
<th>GFA Range</th>
<th>Loading Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 – 35,000 sf GFA</td>
<td>1 loading space</td>
</tr>
<tr>
<td>35,001 – 100,000 sf GFA</td>
<td>2 loading spaces</td>
</tr>
<tr>
<td>Each additional 100,000 sf GFA (this applies only for each additional full 100,000 sf over 100,000 sf)</td>
<td>1 additional loading space</td>
</tr>
</tbody>
</table>

3. Combined Off-Street Loading Facilities - Requirements for the provision of off-street loading facilities for two (2) or more structures may be satisfied by the permanent allocation of the requisite number of spaces for each use in a common loading facility, provided that the total number of spaces designated is not less than the sum of the individual requirements.

4. Off-Street Loading Location and Design
   a. All off-street loading spaces shall be located on the same lot as the use served.
   b. No off-street loading space may project into a public right-of-way.
   c. A loading space shall have minimum dimensions of not less than twelve (12) feet in width, thirty (35) feet in length, exclusive of driveways and other circulation areas, and a height of not less than (15) feet.

I. Limitations - No parking lot or structure may be used for the servicing, repair, or washing of motor vehicles.

SECTION 2.4 OUTDOOR LIGHTING

A. Purpose and Intent - The purpose of this section is to preserve the nighttime character of the city through the establishment of standards for the use of outdoor lighting. The elimination of glare and light trespass will ensure public safety, as well as, facilitate the harmonious use of adjacent commercial and residential land uses.

B. Applicability and Permits - All non-residential outdoor lighting and all outdoor lighting installed for multi-family residential properties of greater than five units in the city shall comply with the provisions of this section as of its effective date.

1. Submission contents: The applicant for any building permit from the city in connection with proposed work involving outdoor lighting shall submit evidence that the proposed outdoor lighting will comply with these regulations.

2. The applicant shall submit, as part of the permit application, a site plan indicating the location of outdoor lighting, the type of illuminating fixture and device utilized to prevent light spillage onto adjacent streets and properties, as well as, prevent upward light pollution.

C. Lighting Fixture Design Requirements and Standards

1. Generally: Exterior lights shall not be allowed to shine directly into the eyes of any occupant of any vehicle on any public or private road, onto adjacent property, or where the illumination interferes with the visibility or readability of any traffic signs or devices. Except for the lighting of businesses which remain open 24 hours a day, commercial signs and commercial lighting other than that necessary for security will be turned off at the later of closing time.

2. Restrictions on Illuminance: All lighting fixtures with a lamp or lamps rated at an average of more than three thousand 3,000 lumens (2-75 watt bulbs) shall be either:
a. Full cutoff type fixture with a single plane lens or;

b. Fully shielded fixture.

3. Artificial lighting for parking lots and loading areas: Light source fixtures for parking lots shall conform to the following:

   a. All lighting used to illuminate any off-street parking or loading areas shall be confined within and directed onto the parking and loading area only. Light spillage not to exceed two (2) foot-candles at the property line.

   b. Light fixtures shall not exceed a height of twenty-five (25') feet measured from the ground/pavement to the bottom/base of the fixture.

   c. Fixtures shall be limited to two per pole.

   d. Fixture lamps shall be quartz halogen, fluorescent, metal halide, mercury vapor, or high-pressure sodium.

4. Floodlights: Floodlights on all structures shall be shielded so that the light source is not visible from adjacent property.

5. Prohibitions: Electrical illumination of outdoor advertising off-site signs between the hours of 11:00 p.m. and sunrise is prohibited.

6. Measuring Illuminance: Total foot-candles measured at three (3') feet above ground level with the measuring instrument held in the horizontal plane shall not exceed two (2) foot-candles at the property line, unless it is a public streetlight within the right-of-way.

D. Lamps that Emit 3,000 Lumens or Less - The following list of lamp types and corresponding units of wattage may be considered as a guide to selecting lamps that emit three thousand 3,000 lumens or less:

1. Incandescent lamps: Sixty (60) watts or less.
2. Quartz halogen lamps: Sixty (60) watts or less.
3. Florescent lamp: Thirty-five (35) watts or less.
4. Mercury vapor lamp: Seventy-five (75) watts or less.
5. Metal halide lamp: Forty (40) watts or less.
6. High-pressure sodium lamp: Forty-five (45) watts or less.
7. Low-pressure sodium lamp: Twenty-five (25) watts or less.

E. Exceptions to Outdoor Lighting Requirements

1. Police and Fire Departments or Other Emergency Services: All emergency or permanent lighting required by the police or fire department or other emergency facilities or personnel.
2. Hospitals: All emergency or permanent lighting required by a hospital for emergency facilities or personnel.
3. Federal Regulatory Agencies: All outdoor lighting levels required under federal law are exempt from the requirements of this section, except where those requirements are less stringent than those contained herein.
4. Flags: Up-Lighting for national, state or foreign nation flags located on poles independent of other structures are exempt from the requirements of this section.
5. Trees: Lighting of trees is exempt from the requirements of this section except that the maximum amount of lumens for such lighting shall be no greater than three thousand (3,000) lumens per fixture.

6. Street Lighting: Public streetlights are exempt from these requirements if they are in existence at the time this section becomes effective.

7. Holiday Lighting: Exterior lights intended as holiday decorations are exempt from the restrictions of this code.

8. Ground mounted floodlights are permitted if they are shielded/hooded and lamp wattage does not exceed one hundred (100) watts.

9. Nonconformities: Lighting systems, fixtures and devices in place and operable immediately preceding the effective date of this code are exempt, but shall not be replaced, enlarged, altered nor improved except in conformity with the provisions and specifications of this code once it is in effect.

F. Outdoor Lighting for Signs

1. Externally Illuminated Outdoor Signs: Outdoor signs illuminated by top mounted or bottom mounted fixtures shall comply with the shielding requirement of this section. The maximum amount of lumens for lighting mounted on the sign structure shall be no greater than three thousand (3,000) lumens per fixture.

2. Internally Illuminated Outdoor Signs: Outdoor signs wholly illuminated from within do not require shielding. The maximum amount of lumens for such lighting shall be no greater than three thousand (3,000) lumens per fixture.

G. Enforcement

1. Maintenance of Lighting, Compliance, and Penalties: Each lighting fixture that has been erected in accordance with the provisions of this lighting code shall be maintained in substantially the same condition as when constructed. Any person or entity that violates the provisions of this lighting code or any amendments thereto shall be subject to following fines in addition to those fines and penalties as may be provided for in this code.

SECTION 2.5 STORMWATER MANAGEMENT

A. Purpose and Intent – The purpose of this article is to regulate the design and placement of storm drainage facilities, manage localized flooding, manage soil erosion and obstruction of drainage, prevent the undermining of public streets, and provide procedures and conditions for managing stormwater in the City in the most economical manner possible within reasonable resources.

B. General Requirements - All developments shall include adequate stormwater drainage facilities to protect the proposed development and surrounding properties from any flooding and water damage. Developers shall take all reasonable measures to protect all public and private property on and off-site of the development from water damage that is contributive from this development, during and after construction.

C. Stormwater Management Plan

1. Before the issuance of any permit authorized herein a developer shall submit a stormwater management plan for review and approval for all developments over one (1) acre in size. However, individual residential lots over one (1) acre in size are only required to have a stormwater management plan only if the lot contains seventy percent (70%) or more imperviousness.
2. Stormwater management plans shall be signs and sealed by a professional engineer licensed in the State of Louisiana.

D. Basic Control Objectives – The basic control objectives that are to be considered in developing and implementing a stormwater management plan include:

1. Identify Critical Areas: On-site areas that are subject to severe erosion, and off-site areas which are vulnerable to damage from erosion, sedimentation, and/or stormwater damage, are to be identified and receive special attention, appropriate mitigation measures shall be designed to protect those areas.

2. Manage Stormwater Runoff: When an increase in the peak flow rates and velocity of stormwater resulting from development is sufficient to cause increased runoff within or erosion of the receiving watercourse, plans are to include measures to control the velocity and rate of release at the point of discharge so as to minimize runoff and erosion of the site and of downstream properties. All sites that have thirty thousand (30,000) square feet of imperviousness shall provide on-site stormwater detention such that post-development peak discharge from the design event is not greater than the pre-developed peak discharge at the point(s) discharge, unless the following:
   a. The City determines that it is in the best interest of the City to not have stormwater detention on a particular site; or,
   b. The developer can demonstrate through hydrologic and hydraulic calculations performed by a professional engineer licensed by the State of Louisiana that the development would not have an adverse impact on the downstream properties and storm drainage facilities during the design event. The analysis shall be performed to a point downstream where the post-development design event peak discharge from the development is equal to or less than ten percent (10%) of the total drainage area peak discharge from the same event design.

3. Development Stormwater Drainage Facility: Stormwater from a site, including upstream drainage flowing into the site, is to be systematically controlled to manage localized flooding in the site and to minimize the effects of the development and drainage on downstream properties.

4. Any control measures, structures, and devices for the protection of stream banks and channels shall be so planned, designed, and constructed as to provide control of any increase in accelerated erosion or sedimentation of the receiving stream from the calculated peak rates of runoff from the design event. Runoff rates shall be calculated using the USDA Soil Conservation Service’s “National Engineering Field Manual for Conservation Practices”, or other acceptable calculation procedures, and all design and calculations shall be prepared and signed by a professional engineer licensed by the State of Louisiana. Runoff computations shall be based on rainfall data published for the area by the National Weather Service.

E. Standards for Stormwater Management – Stormwater management activities shall be in accordance with the following standards:

1. Drainage System: The developer shall connect to an existing stormwater drainage facility when the facility, in the opinion of the City, is reasonably accessible, even if the existing facility is off-site. The developer shall do all grading and provide all structures necessary to connect properly to the existing stormwater drainage facility. If off-site improvements are required to discharge stormwater to an adequate outfall, the developer shall obtain easement(s) from the affected property owner to perform such improvements. The easement shall be signed and recorded prior to approval of stormwater management plan.

2. Allowable Runoff: After development of a site, the calculated peak rate of stormwater runoff from the design event shall be no greater than the pre-development peak rate of stormwater runoff.

F. Detention and Retention Facilities
1. Retention and detention facilities may be used to retain and/or detain the increased and accelerated runoff that the development generates. Water shall be released from detention ponds into a stormwater drainage facility.

2. The banks of detention and retention facilities shall be sloped, and shall not exceed four feet (4’) horizontally and one-foot (1’) vertically.

3. Access for maintenance shall be provided to detention and retention facilities.

G. Standards for Development Activity – No development activity subject to this code shall be undertaken except in accordance with the following standards:

1. Alteration of Watercourses: Natural watercourses shall not be dredged, cleared of vegetation, deepened, widened, straightened, stabilized, or otherwise altered except with approval of the City Engineer.

2. Wetlands Protection: Wetlands and other water bodies shall not be used as sediment traps during development.

3. Artificial Watercourses: Any artificial watercourse (where the need is demonstrated) shall be designed considering soil type so that the velocity of flow is low enough to prevent accelerated erosion.

4. Grassed Swales: Stormwater within the site shall be accommodated by the natural drainage way whenever possible. The use of grassed drainage ways to channel stormwater shall be encouraged. The maximum velocity of travel in grassed swales shall range between two and four feet (2’-4’) per second.

H. Permanent Downstream Protection of Stream Banks and Channels

1. The developer shall provide permanent protection of off-site stream banks and channels from the erosive effects of increased velocity and/or volume of stormwater runoff resulting from the development.

2. Stream banks and channels downstream from any development shall be protected from increased erosion caused by increased velocity and/or volume of runoff from a development.

I. Alternate Management Measures – Alternate management measures, applied alone or in combination with standard management measures, to satisfy the intent of this article are acceptable if there are no objectionable secondary consequences and provided they conform to standard and acceptable engineering principles, and they comply with other existing City development standards. Innovative techniques and ideas will be considered and may be used when shown to have potential to produce successful results. Examples of alternative management measures might include:

1. Avoiding increases in stormwater runoff volume and velocity by including measures to promote infiltration.

2. Avoiding increases in stormwater velocities by using vegetated or roughened swales and waterways in lieu of closed drains and high velocity paved sections.

3. Providing energy dissipaters at outlets of storm drainage facilities to reduce flow velocities at the point of discharge; these may range from simple rip-rapped sections to complex structures.
ARTICLE VII - SIGN STANDARDS

CHAPTER 1: SIGN REGULATIONS

SECTION 1.1 SIGNAGE GENERAL

A. Purpose - The purpose of this Section is to establish uniform, comprehensive sign standards governing the display, design, construction, installation and maintenance of signs, which are necessary to accomplish the following goals:

1. To promote and protect the health, safety and welfare of the City by ensuring the compatibility of signs with surrounding architecture and land uses.
2. To create a more attractive business and economic climate, and encourage revitalization by enhancing and protecting the orderly and effective display of signs.
3. To discourage unsightly and inappropriate signs.
4. To protect the public from hazardous conditions that result from the indiscriminate use and placement of signs, structurally unsafe signs, signs that obscure the vision of pedestrians or motorists, and signs that compete with necessary traffic signals and warning signs.

B. Sign Definitions - Definitions for signs and related elements can be found in Article III - Definitions and Rules of Interpretation.

C. Permit Required for Signs

1. No signs, other than those placed by agencies of government or signs whose placement has been authorized by this Article or by another designee of the City, may be erected on public property. Any sign placed on public property without authorization may be removed without notice.
2. No signs may be placed on any private property without prior consent of the owner thereof and, where applicable, issuance of a sign permit.
3. Except as otherwise provided in Section 1.1.D Exempt Signs and Section 1.1.E Temporary Signs no sign may be erected, moved, enlarged, or substantially altered except in accordance with and pursuant to:
   a. A zoning verification or conditional use permit if the sign is erected, moved, enlarged or altered as part of the development activity that requires such a permit (see Article IV - 1.1 - Zoning Verification);
   b. A sign permit if the development activity does not involve a change in use and therefore no zoning verification or conditional use permit is required.
4. A zoning verification, conditional use, or sign permit may be issued only if the plans submitted demonstrate that the signs, if constructed in accordance with those plans, will conform to all of the requirements of this Article.

D. Exempt Signs - The following signs shall be exempt from the provisions of this Section.

1. Official notices authorized by a court, public body or public safety official.
2. Directional, warning or information signs authorized by federal, state or municipal governments.
3. Memorial plaques, building identification signs and building cornerstones when cut or carved into a masonry surface or when made of noncombustible material and made an integral part of the building or structure.
4. The flag of a government building or noncommercial institution, such as a school.
5. Flags of any governmental entity that are set back from the right-of-way at least twenty (20) feet.
6. Religious symbols and seasonal decorations within the appropriate public holiday season.
7. Works of fine art displayed in conjunction with a commercial enterprise where the commercial enterprise does not receive direct commercial gain.
8. Street address signs and combination nameplate and street address signs that contain no advertising copy and which do not exceed six (6) square feet.
9. Indoor signs or window signs
10. On-premise signs attached to any commercial or industrial building where such buildings are not located with the New Roads Historical District or in residentially zoned districts, and are not prohibited or rooftop signs
11. Political Campaign signs, that are on privately owned property and are with size limitations allowed in that district
12. Menu Boards for drive thru establishments
13. Non-illuminated home occupation signs not exceeding two (2) square feet in area.

E. Temporary Signs - The following temporary signs are permitted without a zoning verification, conditional use, or sign permit.

1. Signs containing the message that the real estate on which the sign is located (including buildings) is for sale, lease, or rent, together with information identifying the owner or agent. Such signs may not exceed six (6) square feet in area and shall be removed immediately after sale, lease, or rental. For lots of less than five acres, a single sign on each street frontage may be erected. For lots of five acres or more in area and having a street frontage of more than six hundred (600) feet, a second sign not exceeding six (6) square feet in area may be erected.

2. Construction site identification signs. Such signs may identify the project, the owner or developer, architect, engineer, contractor and subcontractors, funding sources, and may contain related information. Not more than one such sign may be erected per site, and it may not exceed thirty-two (32) square feet in area. Such signs shall not be erected prior to the issuance of a building permit and shall be removed within ten (10) days after the issuance of the final occupancy permit.

3. Signs attached temporarily to the interior of a building window or glass door. Such signs, individually or collectively, may not cover more than fifty percent of the surface area of the transparent portion of the window or door to which they are attached. Such signs shall be removed within thirty (30) days after placement.

4. Displays, including lighting, erected in connection with the observance of holidays. Such signs shall be removed within ten (10) days following the holidays.

5. Signs indicating that a special event such as a fair, carnival, circus, festival or similar happening is to take place on the lot where the sign is located. Such signs may be erected not sooner than two weeks before the event and must be removed no later than three days after the event.

6. Banner signs that announce special events relating to a public purpose, charity, non-profit entities or tourism. Such signs approved by the Administrative Official may be erected across public streets.

7. Portable or trailer signs that display grand openings or "special events"
8. Political Signs must be removed with twenty (20) days after an election. These signs are not allowed in the public right-of-way, public buildings, public parks, utility poles, or on public trees and may at any time be removed from the public property by the City
   a. Residential Districts: the total sign area may not exceed eight (8) square feet with a maximum of two (2) signs per lot;
   b. All other Zoning Districts: the total sign area shall not exceed sixteen (16) square feet.

9. Temporary signs, including those not covered in the foregoing categories, must meet the following restrictions:
   a. Not more than one such sign may be located on any lot.
   b. Temporary sign may not be displayed for longer than ten (10) consecutive days nor more than thirty (30) days out of any three hundred sixty-five (365) day period.
   c. Temporary signs shall not be included in calculating the total amount of permitted sign area.

F. Prohibited Signs – The following devices and locations shall be specifically prohibited:

1. Signs located in such a manner as to obstruct or otherwise interfere with an official traffic sign, signal or device, or obstruct or interfere with a driver’s view of approaching, merging or intersecting traffic.

2. Except where allowed in this code, signs encroaching upon or overhanging over the public right-of-way. No sign shall be attached to any utility pole, light standard, street tree or any other public facility located within the public right-of-way.

3. Signs that blink, flash or are animated by lighting in any fashion that would cause such signs to have the appearance of traffic safety signs and lights, or municipal vehicle warnings from a distance.

4. Signs which contain words, statements or pictures which would be considered obscene, indecent, or immoral by local community standards

5. Signs which are considered unsafe or abandoned

6. Balloons and gas filled objects which are of an unusual nature or size

7. All off-premise signs except those equally permitted by the City prior to the date of the section. Including portable marquees; commercial messages on park benches or transit benches, outdoor furniture, or other sculpted objects shaped like or intended to promote commercial products.

8. Billboards and off premise signs not meeting requirements of this section

9. Any mobile signs or temporarily allowed portable signs located within ten (10) feet of the public right-of-way to within ten (10) feet of the edge of the street pavement, whichever is greater

10. Snipe signs

11. Portable, skid mounted and trailer signs, except those allowed as temporary signs

12. Rooftop signs, which are directly above or on top of the rooftop or parapet of a building.

13. Search lights

14. Signs over utility easements

15. Signs not up to building / electrical code

SECTION 1.2 SIGN STANDARDS

A. Standards for All Signs
1. No part of a freestanding sign may project or otherwise encroach into a public right-of-way. All freestanding signs shall be set back at least five (5) feet from any lot line.

2. Unless exempted in Section 1.1.D Exempt Signs or Section 1.1.E Temporary Signs signage for residential uses is not permitted.

3. Each structure shall be allowed one (1) freestanding sign and building signage per street frontage. Sign area is not transferable between freestanding and building signs.

4. More than one (1) building sign may be erected provided the total square footage allowed per street frontage is not exceeded.

5. Signage is allotted to each street frontage on corner lots and double frontage lots; however, corner lots and double frontage lots may not transfer allowable sign area from one frontage to the other.

B. Signs for Residential Districts and Uses

1. No building signs are allowed in Residential Districts or for residential uses unless they are exempt from permits according to Section 1.1.D Exempt Signs.

2. Two (2) freestanding signs are permit are permitted for each subdivision, neighborhood or complex entrance subject to the following:
   a. No sign shall exceed thirty-two (32) square feet
   b. No sign and associated structure shall exceed seven (7) feet in height.
   c. The total signs area for the entire subdivision, neighborhood or complex shall not exceed sixty-four (64) square feet.
   d. The sign and associated structure shall not create a physical or visual hazard

C. Signs for Non-Residential Districts and Uses

1. Building signage shall be allowed for each street frontage of each premise. Corner lots and double frontage lots may not transfer allowable sign area from one frontage to another.

**TABLE 7.2: RESIDENTIAL SIGN HEIGHT AND SIGN AREA STANDARDS**

*Additional Sign Standards for signs in the New Roads Historic District Overlay are found in Section 1.4 and additional sign standards for signs in the Memorial Boulevard/Hospital Road Overlay are located in Article V - Section 2.2.H.*

<table>
<thead>
<tr>
<th>SIGN TYPE</th>
<th>PERMITTED SIGN HEIGHT</th>
<th>PERMITTED SIGN AREA</th>
<th>ADDITIONAL SIGN STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Sign (Residential)</td>
<td>N/A</td>
<td>No building signs are allowed in residential districts or for residential uses unless they are exempt from permits according to Section 7.3.</td>
<td>Section 7.4.A.1</td>
</tr>
<tr>
<td>Freestanding Sign (for subdivision, neighborhood, or complex entrance)</td>
<td>6 feet</td>
<td>32 square feet; The total freestanding sign area for the entire subdivision, neighborhood or complex shall not sixty-four (64) square feet.</td>
<td>Section 7.4.A.2</td>
</tr>
</tbody>
</table>

**ARTICLE VII: SIGN STANDARDS**

104
2. One (1) freestanding sign shall be allowed for each street frontage of each premise. Corner lots and double frontage lots may not transfer allowable sign area from one frontage to another.

3. Sign Area:
   a. One (1) square foot for each two (2) linear feet of structure frontage up to a maximum of fifty (50) square feet with the exception of multiple occupancy lots and structures.
   b. Sign area is not transferable between freestanding and building signs

4. Height and Protection
   a. Freestanding signs shall not exceed six (6) feet above natural ground level at the sign structure base.
   b. Building Signs shall not extend higher than the building surface upon which they are mounted
   c. Building signs shall not project more than twelve (12) inches from the building surface upon which they are mounted

<table>
<thead>
<tr>
<th>TABLE 7.3: NON-RESIDENTIAL SIGN HEIGHT AND SIGN AREA STANDARDS*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIGN TYPE</strong></td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Freestanding Sign</td>
</tr>
<tr>
<td>Building Sign</td>
</tr>
<tr>
<td>Multiple-Occupancy Lot or Structure Sign</td>
</tr>
<tr>
<td>Complex Sign</td>
</tr>
</tbody>
</table>

*Additional Sign Standards for signs in the New Roads Historic District Overlay are found in Section 1.4 and additional sign standards for signs in the Memorial Boulevard/Hospital Road Overlay are located in Article V - Section 2.2.H
Gasoline Pricing Sign

<table>
<thead>
<tr>
<th>Freestanding Sign:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 feet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Sign:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building signs shall not extend higher than the building surface upon which they are mounted.</td>
</tr>
<tr>
<td>50 square feet</td>
</tr>
</tbody>
</table>

Section 7.4.B.7

Temporary Event Sign or Banner

| N/A |
| 20 square feet |

Section 7.4.B.8

SECTION 1.3 SPECIAL SIGNS

A. Multi-Family Identification Signs
   1. One (1) multifamily identification sign is permitted per multi-family structure identifying the name of the development and address
   2. All multi-family identification signs are limited to twenty-four (24) square feet in area. Freestanding signs are limited to six (6) feet in height. Monument signs are preferred

B. Multiple - Occupancy Lots or Buildings
   3. Only one (1) freestanding sign shall be allowed for each street frontage of a multiple occupancy lot or building. The sign may contain names and data on some or all tenants, occupants, or activities.
   4. Each activity or establishment shall be permitted one (1) building sign per street frontage. The size of the sign shall be based on the portion of the structure occupied.
   5. If the street frontage of the structure is twenty-five (25) feet or less, the sign area for each building signs may be increased by fifty (50) percent of the sign area allowed in Section 1.2.C.3 Sign Area.

C. Complex Signs - Complexes such as shopping centers, special activity centers, campuses shall be allowed an additional twenty (20) square feet of sign area to identify the name or logo of the center, district or campus. The additional twenty (20) square feet may be used on either a freestanding or building sign, but not both and it is not transferable to any sign other than the complex sign.
   1. Gasoline Pricing Signs - One (1) sign advertising the price of gasoline is permitted. The sign area should not exceed fifty (50) square feet.

SECTION 1.4 HISTORIC DISTRICT SIGNAGE

A. The following are general provisions for signs located within the Historic Districts:
   1. All signage shall comply with the provisions of this Article.
   2. Signs must conform to the character of the Historic District, as approved by the Historic District Commission.
   3. No Sign shall be displayed from the parapet or roof of any building in the Historic District. No sign shall be displayed or placed in any manner whatsoever so as to disfigure or conceal any significant architectural feature or detail of any building.
   4. Computation of Frontage. If a building has frontage on more than one public right of way, the sign area for each building wall or property frontage will be computed separately. The sign area is thus...
calculated shall be permitted to then be applied to permitted signs placed on each separate wall or property line frontage.

B. The following are provisions for Primary Signs within the Historic District:

1. One Primary Sign is allowed to each store, shop or bona fide place of business, and this sign shall be no larger than the maximum stipulated in the following section. In the case of businesses operated on a corner lot that has frontage on two public rights of way, one primary sign facing each right of way is allowed and shall be regulated as if each side were a separate storefront.

2. Total Allowed Building Signage Area
   a. All building signage area, including painted wall and window signage, shall not exceed thirty (30) square feet.

3. Individual Signs Surface Area and Height: The surface area of any sign shall be in direct proportion to the amount of front frontage of each business as follows:
   a. Building Façade Signs: Signs attached flat against a wall or painted on a wall or window shall be allowed one (1) square foot of sign surface area to each three (3) feet of lot frontage. No sign shall be required to be less than six (6) square feet. In no case shall the maximum allowable square footage of any individual sign exceed twenty (20) square feet.
   b. Building Hanging Signs: Signs suspended by brackets or arms perpendicular from the wall of a building or awning shall not to exceed eight (8) square feet.
   c. Hanging Sign Height: No sign shall be hung less than ten (10) feet above the sidewalk unless it is above or an integrated upper part of a marquee; or suspended below a marquee not lower than the lowest edge of such marquee.
   d. Monument Signs shall be limited to twelve (12) square feet in sign area and must be approved by the Historic District Commission

4. Secondary Signs – In addition to the primary sign(s) referred to in Section 1.4.B, small secondary signs not to exceed one (1) square foot may be used to identify entrance doors and operation hours.

C. Prohibited Signs - The following shall be specifically prohibited within the

1. Portable and Changeable Letter Signs – No portable, flashing or changeable letter signs shall be permitted in the historic district.

2. Illuminated Signs Illuminated Signs - No illuminated signs may be constructed or placed within the historic district without a certificate of appropriateness from the Historic District Commission.
   a. Concealed lighting for signage is recommended. Light bulbs shall be concealed and should enhance the sign as well as the building on which it is mounted.

D. Conformance of Signage to Historic Character - In addition to the prohibitions contained within this Section, approval of the display of a sign in the historic district shall be granted by the Historic District Commission only when such sign and the plans, as they related to the appearance, color, size, position, method of attachment, texture of materials and design conform to the character of the historic district or do not injuriously affect it or impair the value of the building within it having historical worth.

E. Building Code Applicable to Signs – All signs shall further be governed by existing regulations of the City of New Roads Building Code and not in conflict with this Section.
ARTICLE VII: SIGN STANDARDS

A. Any sign that does not conform in use, height, location or size with the regulations of this code shall be considered a legal non-conforming sign if it meets all of the following conditions:

1. The sign is not prohibited in Section 1.1.F Prohibited Signs
2. The sign is not considered a temporary sign in this code
3. The sign is legally existing at the adoption of this code

B. Legal Non-conforming signs shall be permitted to continue in such status until such time as it either abandoned or removed by the owner, subject to the following limitations:

1. The structure or size of the sign is altered in any way that results in an increase of the size or degree of the nonconformity of the sign
2. Any legal nonconforming sign shall be removed or rebuilt without increasing the existing height or area if it is damaged, or removed to allowed to deteriorate to the extent that the costs of repair or restoration exceeds fifty (50) percent of the replacement cost of the sign as determined by the building official.
3. The above prohibitions shall not prevent repairing or restoring to a safe condition or normal maintenance operations.

SECTION 1.6 ABANDONED, UNSAFE OR DAMAGED SIGNS

A. All unsafe or damaged signs shall be removed or repaired within twenty (20) days of receiving written notice from the City of New Roads.

B. All abandoned signs and their supports shall be removed within ninety (90) days of receiving written notice from the City of New Roads.

C. All political campaign signs on private property shall be considered abandoned if they have not been removed within twenty (20) days of an election. The City shall have the authority to remove such signs without written notice if such signs are not removed after the twenty (20) day period. Such signs are not allowed on public property.
ARTICLE VIII - NON-CONFORMITIES

CHAPTER 1. NON-CONFORMING USES, LOTS STRUCTURE AND SIGNS

The purpose of this section is to regulate the continued existence of uses, lots, and structures lawfully established prior to the effective date of this Code or any amendment thereto which do not conform to the provisions of this Code and which have not obtained conditional use status or a variance. Non-conforming uses, structures and lots of record may continue in accordance with the provisions of this section.

SECTION 1.1 NON-CONFORMING USES

A. Non-conforming uses shall not be extended or enlarged. This prohibition is to prevent the enlargement of non-conforming uses by external additions to the structure in which non-conforming uses are located.

B. Normal maintenance and repair of non-conforming uses are permitted.

C. Nothing in this Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any City Official charged with protecting the public safety, upon order of such official. Repairs and alterations that restore a building to the same condition that existed prior to damage or deterioration, altering the building only in conformity with the provisions of this Code in such a manner that does not extend or increase an existing nonconforming use may be made.

D. If no structural alterations are made, a non-conforming use of a structure may be changed to a non-conforming use of the same classification or a more restrictive classification, provided that the new non-conforming use is not more intense and does not have a greater impact on the surrounding area. Whenever a non-conforming use has been changed to a more restrictive use or to a conforming use, such use cannot then be changed to a less restrictive use.

E. Abandonment or Discontinuance of a Non-Conforming Use

1. Where a non-conforming use is discontinued or abandoned for one (1) year or more, such use may not be reestablished or resumed and any subsequent use must conform to the provisions of this Code, unless a variance for the period of discontinued use is granted.

2. The calculation of the period of discontinuance does not include any period of discontinuance caused by a state of emergency.

F. Damage or Destruction - If a structure housing a non-conforming use is damaged or destroyed by fifty percent (50%) or more of the fair market value of the structure, then the structure may not be restored unless its use thereafter conforms to the provisions of this Code. When such damage is fifty percent (50%) or less of the fair market value of the structure as it existed immediately prior to such damage, such structure may be repaired and reconstructed with no expansion or enlargement and used for the same purposes it was before the damage or destruction.

SECTION 1.2 NON-CONFORMING STRUCTURES

A. Normal maintenance and repair of non-conforming structures are permitted.

B. A nonconforming structure shall not be increased or enlarged except in the following situations:

1. When the alteration is required by law or is necessary to restore the structure to a safe condition upon the order of any official charged with protecting the public safety.

2. Structures that are legally nonconforming as to height, setbacks, required yards, lot area per dwelling unit, or parking may be increased or enlarged, provided such increase or enlargement...
does not further increase any existing nonconformity, create a new nonconformity, or permit an increase in the number of dwelling units.

a. A non-conforming structure, which is moved, shall thereafter conform to the regulations of the district in which it is located after such move.

b. Abandonment or Discontinuance of a Non-Conforming Structure
   i. Where a non-conforming structure is abandoned for one (1) year or more, such structure shall be removed or converted to a conforming structure unless a variance for the period of abandonment is granted.
   ii. A non-conforming structure, which is damaged or destroyed to the extent of fifty percent (50%) or more of the fair market value of said structure, shall not be restored unless it conforms to the provisions of this Code.

C. Non-conforming Accessory Uses and Structures - No non-conforming accessory use or structure shall continue after the principal structure or use shall have ceased or terminated unless such structure or use shall thereafter conform to the provisions of the district in which it is located, unless a variance is granted.

SECTION 1.3 NON-CONFORMING LOTS
Notwithstanding any other provisions of this Code, a non-conforming lot of record may be developed with a single-family dwelling.

SECTION 1.4 NON-CONFORMING SIGNS
A. See ARTICLE VIII - Signage Standards Section 1.5 Non-Conforming Signs

SECTION 1.5-1.99 RESERVED
ARTICLE IX: HISTORIC DISTRICT AND PRESERVATION
CHAPTER 1. HISTORIC DISTRICT GENERAL

SECTION 1.1 - PURPOSE AND AUTHORITY

A. Purpose - The City of New Roads has rich and diverse collection of architectural styles including historically significant structures, buildings, and sites. These are important to the City's heritage and contribute to the quality of life. The Purpose of the Historic District is to preserve the historic and cultural heritage of the City of New Roads, in order to strengthen the local economy, to stabilize and improve property values within the historic district and to foster civic pride.

B. Description - The boundaries of the Historic District are not set herein but are on file and available for inspection at City Hall.

SECTION 1.2 - DEFINITIONS (SEE ARTICLE II - DEFINITIONS)

CHAPTER 2. HISTORIC DISTRICT COMMISSION

SECTION 2.1 HISTORIC DISTRICT COMMISSION PURPOSE

A. There is hereby created a commission to be known as the New Roads Historic District Commission

B. Purpose

1. The commission shall carry out the intent of this Article by reviewing applications for a Certificate of Appropriateness for any demolition, relocation, renovation, addition, or construction of any exterior feature of a structure or building within the Historic District that is visible from any public street, alley, or sidewalk.

2. The commission shall, upon due consideration, grant or deny certificate of appropriateness contingent upon the acceptance by the applicant of its specified recommendation.

SECTION 2.2 RECOMMENDATION AND APPOINTMENT

A. Member Qualifications - The Historic District shall consist of 5-7 members, each of whom shall meet at least one of the following criteria:

1. At least three members shall own property in the historic district

2. At least three members shall own active businesses

3. At least one member shall be a resident in the historic district

4. At least one member shall be a member of a professional discipline of architecture, history, architectural history, planning, or related fields

5. The commission shall include members who have demonstrated special interest, experience, and knowledge of historic preservation.

B. Member Appointment - Members shall be appointed by the Mayor subject to approval by a majority vote of the City Council.

SECTION 2.3 TERMS, VACANCIES, REMOVAL

A. Term - Members shall be appointed for a term of four years.

B. Vacancy - Vacancies shall be filled by appointment in the same manner as the original appointments and any member may be appointed for another term or terms. Vacancies shall be filled within sixty (60) days.
C. Removal for cause - A member may be removed at any time by the City Council for just cause as determined by the Mayor. Notice shall be given to the Mayor and City Council if a member is absent for more than fifty (50) percent of the commission meetings in a calendar year.

SECTION 2.4 BYLAWS, MEETING REQUIREMENTS, PROCEDURES

A. Bylaws - The Commission shall adopt bylaws, as it may deem necessary for the conduct of its affairs not inconsistent with the laws of the City and State subject to approval by the City Council. Any change of the bylaws shall be approved by the City Council.

B. Meeting Requirements - The presence of three (3) members of the commission shall constitute a quorum. The commission shall meet quarterly or on the call of the chairperson or the Mayor. All meetings shall be open to the public and shall comply with the Open Meetings Act, R.S 42:4.1 et seq., and all acceptable laws.

C. Minutes - Minutes of the historic district commission meetings shall me kept and comply with the Open Meetings Act, R.S 42:4.1 et seq.,

SECTION 2.5 STAFFING

A. The commission shall elect annually from its membership a chairperson and vice-chairperson

B. The commissions officers and their respective duties are as follows:
   1. Chairperson - The chairperson shall preside at all meetings of the commission. The Chairperson shall preform such duties as are usually incumbent upon that office.
   2. Vice-Chairperson - The vice chairperson shall have such duties and responsibilities as the chairperson may from time to time prescribe. The vice chairperson will preside over meetings in absence of the Chairperson.
   3. Committees - The commission may establish committees to assist it in a specific task, relating to the overall purpose of this commission. Such committees shall be chaired by a commission member and may consist of appointments of persons outside of the commission itself. Committees shall meet as necessary upon the call of the committee chairperson and shall report to the full commission as directed
   4. Secretary - The secretary shall record and maintain in good order all records, correspondence and meeting minutes of the commission.

CHAPTER 3 CERTIFICATE OF APPROPRIATENESS

SECTION 3.1 CONDITIONS REQUIRING CERTIFICATE OF APPROPRIATENESS

A. Required: Certificates of appropriateness are required for any demolition, relocation, renovation, addition, alteration or construction on exterior features of a structure or building within a historic district that is visible from any public street, alley or sidewalk. A Certificates of Appropriateness shall expire if a building permit has not been issued or substantial construction has not been commenced within one (1) year of issuance of the certification, unless an extension is granted by the Historic District Commission.

B. Criteria for issuance: The commission shall issue certificates of appropriateness to encourage preservations, rehabilitation, renovation, additions, alterations and/or construction of exterior features of a structure or building to be compatible with the scale, materials, texture, colors and rhythm of the historic districts. The commission shall consider the proposed project and how it impacts the district in these terms,

C. Exemptions: Certificates of Appropriateness shall not be required for interior work, work that is not visible from a public street, alley or sidewalk or work that does not significantly change the proportion,
scale, type of materials, color or details of a structure or building. A certificate of appropriateness is not required for replacement materials or ordinary repairs or maintenance.

SECTION 3.2 PROCEDURES FOR ISSUANCES. *(FOR DETAILED PROCEDURE SEE ARTICLE IV-1.10)*

A. A certificate of appropriateness must be granted before a building or demolition permit is issued.

B. Upon receiving the application for a certificate of appropriateness, the Administrative Official shall notify the commission chairperson who will present application to the commission.

C. The commission shall meet to consider the application. The commission shall review and grant or deny an application for a certificate of appropriateness no later than thirty (30) days after an application has been filed with the Administrative Official. In the event the commission fails to meet and make its decision within this 30-day period, the application for a certificate of appropriateness will be granted by default.

D. The commission shall promptly report its decisions, including recommendations, if any, to the Administrative Official. If the certificate of appropriateness is approved, the Administrative Official shall issue a building permit for such work in conformance with the commission's decision.

E. In the event of a denial of an application for a certificate of appropriateness, as part of the record the Historic District Commission shall make recommendations to the applicant to assist in resolving the differences between the applicant and the commission.

CHAPTER 4. DEMOLITION

SECTION 4.1 DEMOLITION OF BUILDINGS

A. No building or structure located in the historic districts shall be demolished or otherwise removed until the owner of the property is granted for a certificate of appropriateness for demolition or removal.

B. The Historic District Commission shall only approve demolition of a structure or building in a historic district if the commission finds that the structure or building does not contribute to the character of the historic districts because of age, structural condition or architecture.

CHAPTER 5. DEMOLITION BY NEGLECT

SECTION 5.1 DEMOLITION BY NEGLECT—RESPONSIBILITY OF OWNERS IN MAINTENANCE OF PROPERTY:

A. The owner shall preserve any real property that is within the historic districts against decay, deterioration and unreasonable structural defects. The owner shall repair such real property if it has deteriorated to the extent that it creates or permits a hazardous or unsafe condition as determined by the building inspector. Demolition by neglect shall mean neglect in the maintenance and/or repair of a site or structure, resulting in, but not limited to any of the following conditions:

   1. The deterioration of exterior walls, foundations, structural members, chimneys, siding, cement, plaster, mortar, masonry, windows, doors or any feature so as to create or permit the creation of any hazardous or unsafe condition.

SECTION 5.2 DEMOLITION BY NEGLECT—ACTION ALLOWED BY THE COMMISSION:

A. If the commission determines that a real property is being demolished by neglect, it shall direct the building inspector to notify the owner. The owner shall be given one hundred twenty (120) days from the date of notice to commence work to correct the specific defects.
1. Said notice shall be given the owner by certified mail to the last known address of the recorded;

2. If the above mailing procedure is not successful, notice shall be posted in a conspicuous protected place on the real property, or notice shall be published in the official journal

SECTION 5.3 DEMOLITION BY NEGLECT—PENALTIES AND FINES:

A. If the owner fails to commence work within the time allotted, the commission shall notify the owners in the manner provided above to appear at a public hearing before the commission at a date, time and place to be specified in said notice, which shall be mailed or posted at least thirty (30) days before said hearing.

B. For the purpose of insuring lawful notice, a hearing may be continued to a new date and time. The commission shall receive evidence on the issue of whether the subject real property should be repaired and the owner may present evidence in rebuttal thereto.

C. If after such hearing, the commission shall determine that the real property is to be demolished by neglect, it may request that the City of New Roads levy a fine of $100.00 for each day in violation until the necessary repairs are completed.
ARTICLE X: SUBDIVISION REGULATION

CHAPTER 1. PURPOSE AND AUTHORITY

SECTION 1.1 SUBDIVISION REGULATIONS SHORT TITLE
The regulations in this Article shall be known and may be cited as the “Subdivision Regulations” of the City of New Roads in the State of Louisiana.

SECTION 1.2 PURPOSE AND AUTHORITY
A. Purpose - The purposes of these regulations are:
   1. To provide for an expeditious and efficient process for the review of proposed subdivisions
   2. To assure the comfort, convenience, safety, health and welfare of the people of the City of New Roads.
   3. To protect the environment and conserve the natural and cultural resources of the City of New Roads.
   4. To assure that a minimal level of services and facilities are available to new subdivisions and that lots in subdivisions are capable of supporting the proposed uses and structures;
   5. To minimize the potential impacts from new subdivisions on neighboring properties and on the City of New Roads;
   6. To promote the development of an economically sound and stable community.

B. Authority - These subdivision regulations are adopted under the authority granted by the provisions of Act 139 of 1956, Louisiana Revised Statute 33:101—33:120 [33:120.1], as amended. The New Roads Planning Commission (hereinafter referred to as the “Planning Commission”) has fulfilled the requirements set forth in these statutes as prerequisite to the adoption of such regulations.

SECTION 1.3 JURISDICTION
From the date of adoption, this Code shall regulate all subdivision of land within the corporate limits of the City of New Roads. All developments shall meet minimum standards and requirements of these regulations, as amended. Any owner of land within the limits of said subdivision jurisdiction wishing to subdivide land shall meet all minimum standards and requirements of these regulations, as amended. No plat of subdivision lying within such territory or part thereof shall be filed and recorded with the Pointe Coupee Parish Clerk of Court, and no sale of lots in a subdivision shall occur until the final plat of such subdivision has been approved in accordance with these regulations.

SECTION 1.4 AMENDMENTS
From time to time it is recognized that for the purpose of protecting the public health, safety and general welfare, the City of New Roads may amend these regulations. Any amendment to this Article shall be considered a text amendment to this code and shall follow process for a zoning text amendment in Article IV, Section 1.6 of this code

SECTION 1.5 EXCLUSIONS
These regulations shall NOT apply to:
A. The subdivision of land to be used for agricultural uses as defined by this code, provided that the subdivider certifies upon the final plat to the City of New Roads that such land is to be used only for
agricultural uses and provided that such final plat evidences the Administrative Official and the Mayor’s signature and approval prior to filing with the Pointe Coupee Parish Clerk of Court.

B. The provisions of these regulations shall not apply in the case of bona fide partitions of property by the legal heirs of a landowner after his death, nor in the case of the distribution by a landowner to his direct descending heirs, either by testamentary disposition or through transfer and distribution during the lifetime of the landowner; however, such final plat shall evidence the Administrative Official and the Mayor’s signature and approval prior to filing with the Pointe Coupee Parish Clerk of Court and such transfer or sale shall not be in violation of these regulations. This section shall not be interpreted to restrict the owners of property gained through this form of acquisition from constructing their single-family personal residence and residing in same.

C. The public acquisition by purchase of land for additional public right of ways.

CHAPTER 2: SUBDIVISION APPLICATION AND PROCEDURES

Unless specifically excluded from these regulations in Section 1.5. Exclusions, whenever any subdivision of land is proposed, before any contract is made for the sale of any part thereof, and before any permit for the erection of any structure in such proposed subdivision shall be granted, the property owner, or authorized agent for the owner, shall apply for and secure the following required approvals, as described more fully elsewhere herein. Additionally, any person desiring to subdivide any lot, tract or parcel of land or to change or rearrange any such lot, tract, or parcel of land within the City of New Roads shall comply with the procedures established in this Article.

SECTION 2.1 MINOR SUBDIVISION OVERVIEW

A. A minor subdivision cannot require the creation of any new public street or public improvement. A Minor Subdivision requires approval of a Minor Subdivision Final Plat. The minor subdivision is an administrative process that may be used to:
   1. Adjust interior lot lines resulting in no new lots of record,
   2. Combine two or more lots on a single, contiguous piece of property, or;
   3. Create no more than four (4) new lots of record.

SECTION 2.2 MAJOR SUBDIVISION OVERVIEW

A. Major Subdivision is any subdivision that is not a Minor Subdivision, or specifically exempted by this code in Section 1.7. Exclusions.

B. Approval of Preliminary Plat.

C. Approval of final plat jointly with:
   1. Acceptance of dedication of public improvements by City Council.
   2. Posting of performance bond or irrevocable letter of credit for the construction of required public improvements and subsequent acceptance of dedication of improvements by City Council.

SECTION 2.3 APPLICATION PROCEDURES FOR ALL SUBDIVISIONS

Applications for all subdivisions shall comply with all of the Application and Common Review Procedures located in Article III Administration and Common Review Procedures

SECTION 2.4 GENERAL SUBDIVISION REQUIREMENTS FOR ALL SUBDIVISIONS

All subdivision plats, associated engineering and construction plans, and public improvement plans, shall comply with the following laws, rules and regulations or shall be subject to disapproval:
A. All applicable statutory provisions.

B. All applicable provisions of these regulations and all other applicable laws, codes and codes of the City of New Roads.

C. All regulations of the Louisiana Department of Health and Hospitals and/or appropriate agencies, with such regulations providing minimum standards to be met by all subdivision plats.

D. The regulations of the Louisiana Department of Transportation and Development when so noted and if the subdivision or any lot contained therein abuts a highway or connecting street.

E. All applicable standards and regulations adopted by the City and all Boards, Commissions, agencies and officials of the City.

SECTION 2.5 MINOR SUBDIVISION (OR RE-SUBDIVISION) APPROVAL PROCESS

A. Minor Subdivision Guidelines: A Minor Subdivision may be applied for to adjust interior lot lines resulting in no new lots of record, combine two or more lots on a single, contiguous piece of property, or creating no more than four (4) new lots of record; providing the following conditions are met:

1. No more than two (2) minor subdivisions and/or consolidations involving the same land may be applied for or approved within any five (5) year period. If additional subdivisions are required they shall be considered only as a major subdivision.

2. The original lot(s) must be existing lots of record.

3. The subdivision is served by existing utilities and/or does not require the creation of any new public street or public improvement.

4. Each lot resulting from the subdivision procedure will conform fully to all requirements of the zoning district that pertains to the lots; and each lot is developable according to the site development regulations of this code, except where to do so would lead to lots that are less nonconforming than prior to the resubdivision.

5. No waiver from these regulations can be requested as part of a minor subdivision application. Any subdivision requiring a waiver from these regulations must be approved as a major subdivision.

6. In the case of a Lot Line Adjustment, the adjustment shall alter the lot lines of no more than four (4) lots without creating additional lots.

7. In the case of Lot Consolidation:
   a. The lots must be under unified ownership.
   b. The proposed platting creates no more than four (4) lots, or the proposed consolidation involves combining no more than four (4) lots into a lesser number of lots.

B. Minor Subdivision Pre-Application Conference: A pre-application conference and Conceptual Plat is recommended, but not mandatory before submitting an application.

C. Minor Subdivision Application Requirements: At the time of filing of an application for a Minor Subdivision with the Administrative Official or his/her duly authorized representative, the applicant shall submit the following:

1. A signed affidavit verifying ownership of all property to be subdivided.

2. A copy of any covenants or restrictions that affect the property.

3. A letter of request to subdivide signed by the owner(s) stating the reason for the request.
4. Final Minor Subdivision Plat: Five (5) copies of the Plat containing all required information (see Section 3.2. Minor Subdivision Final Plat).

D. Review by Administrative Official: The Administrative Official may refer the application to other City officials and affected or interested agencies for review and comment.

E. Decision by Administrative Official on Minor Subdivision

1. Following public notice as required in Article III - 2.1.D Public Notice, the Administrative Official shall consider the comments and recommendation of the City Engineer and other relevant public officials, relevant comments of all interested parties and the review criteria in Section 2.4 General Subdivision Requirements and Section 2.5.F Review Criteria for Minor Subdivisions and shall:
   a. Approve the Minor Subdivision with no conditions: Applicant authorized to submit the Final Minor Subdivision Plat for recording.
   b. Approve with conditions:
      i. In the case of a conditional approval requiring amendment of the Minor Subdivision Final Plat, the applicant shall resubmit the required number of copies of the application documents with the amendments required for approval by the Administrative Official prior to recording of the Minor Subdivision Final Plat.
      ii. Failure to submit amended documents sufficient to meet the conditional approval requirements of the Administrative Official in the time period prescribed shall constitute a failure to meet the conditions of approval and shall cause the application to be denied.
   c. Deny the Minor Subdivision: The Administrative Official shall state the reason for denial of the Minor Subdivision in writing to the applicant.

2. The Administrative Official may attach conditions required to make the subdivision comply with this and other City Ordinances, or as necessary to protect the health, safety and welfare of the City of New Roads and to minimize adverse impacts to adjacent properties.

F. Review Criteria for Minor Subdivision: The Administrative Official shall consider the following criteria in reviewing a Minor Subdivision:

1. Compliance with the requirements contained in this code.
2. Potential adverse environmental impacts or effects on neighboring properties.
3. The subdivision is designed, located and proposed to be operated so that the public health, safety and welfare will be protected.
4. The plat conforms to any additional conditions, which shall be deemed necessary by the Administrative Official.

G. Building Permit: No building permit shall be issued for development requiring subdivision approval until the final plat has been approved.

H. Following Approval of Minor Subdivision, the City of New Roads shall file the plat with the Pointe Coupee Parish Clerk of Court

I. Appeal of Administrative Official Action on Minor Subdivisions: A final decision by the Administrative Official on a Minor Subdivision application may be appealed to the Planning Commission. The City shall provide posted notice of the Planning Commission appeal hearing.

J. - When the Minor Subdivision Final Plat has been approved by the Planning Commission, the following copies shall be submitted to the City of New Roads for distribution as follows (Note: this requirement does not preclude other public agencies from requesting a final copy of the plat):
1. One (1) approved copy to the Applicant.
2. One (1) copy retained by the City of New Roads Planning Commission.
3. One (1) copy to Pointe Coupee Parish Tax Assessor’s office.
4. One (1) copy to the Pointe Coupee Parish Communications District (911) office.
5. One (1) copy with the certification thereon for filing with the Pointe Coupee Parish Clerk of Court’s office as the official plat that must be filed within forty-five (45) calendar days; otherwise, such approval shall be voided.
6. One (1) additional copy with the City of New Roads.

SECTION 2.6 MAJOR SUBDIVISION PRELIMINARY PLAT APPROVAL PROCESS

A. Major Subdivision Guidelines:
   1. Any subdivision and the lot(s) resulting therefrom must meet the requirements of the zoning district in which they are located.
   2. All subdivided parcels or lots shall have access supplied by a public street and an easement supplied in perpetuity by instrument filed with the City of New Roads.
   3. The applicant shall be present or have a designated representative present for all public hearings. Failure to fulfill this requirement may be grounds for denial of the subdivision request.

B. Major Subdivision Pre-Application Conference: A pre-application conference and Conceptual Plat is required before submitting an application.

C. Major Subdivision Application Requirements: At the time of filing of an application for a Major Subdivision with the Administrative Official or his/her duly authorized representative, the applicant shall submit the following:
   1. A signed affidavit verifying ownership of all property to be subdivided.
   2. A copy of any covenants or restrictions that affect the property.
   3. A letter of request to subdivide signed by the owner(s) stating the reason for the request.
   4. A copy of the dedication of any easements, servitudes or rights-of-way made by the owner to satisfy any of the above guidelines or other requirements as set forth by this code.
   5. General specifications and/or drawing notes detailing proposed construction materials and methods.
   7. A Stormwater Drainage Study in accordance with Section 4.10 of this code.
   8. A detailed description of any requested waiver from these regulations (see Section 2.9 Subdivision Waivers).
   9. Major Subdivision Preliminary Plat: Five (5) copies of a Major Subdivision Preliminary Plat containing all required information (see Section 3.3. Major Subdivision Preliminary Plat).

D. Review by Administrative Official: The Administrative Official may refer the application to other City Officials and affected or interested agencies for review and comment.

E. Public Hearing and Decision by Planning Commission on Major Subdivision Preliminary Plat
   1. Following public notice and a public hearing as required by Article III - 2.1.D Public Notice and Article III - 2.1.E Public Hearing of these regulations the Planning Commission shall consider the comments and recommendation of the Administrative Official, City Engineer, and other relevant
public officials, relevant comments of all interested parties and the review criteria in Section 2.4 General Subdivision Requirements and Section 2.6.F Review Criteria for Major Subdivision Preliminary Plat, and shall:

a. Approve the application with no conditions: Applicant authorized to submit Construction/Engineering Plans and a Public Improvements Plan and to proceed with development of the final plat.

b. Approval with conditions:

   i. In the case of a conditional approval requiring amendment of the Preliminary Plat, the applicant shall resubmit the required number of copies of the application documents with the amendments required for approval by the Planning Commission prior to submission of the Final Plat application.

   ii. Failure to submit amended documents sufficient to meet the conditional approval requirements of the Planning Commission in the time period prescribed by the Planning Commission shall constitute a failure to meet the conditions of approval and shall cause the application to be denied.

c. Deny the Preliminary: The Planning Commission shall state the reason for denial of the Preliminary Plat in the official records of the Planning Commission per LA RS 33:113.

2. An extension of the sixty (60) day consideration period may be granted by the Planning Commission at the request of the applicant, however granting additional consideration time shall not preclude the Planning Commission from making a final decision on the application.

F. Review Criteria for Major Subdivision Preliminary Plat: The Administrative Official shall consider the following criteria in reviewing a Major Subdivision Preliminary Plat.

1. Compliance with the requirements contained in this code.
2. Potential adverse environmental impacts or effects on neighboring properties.
3. The subdivision is designed, located and proposed to be operated so that the public health, safety and welfare will be protected.
4. The plat conforms to any additional conditions, which shall be deemed necessary by the Planning Commission.

G. Approval of the Preliminary Plat shall lapse, unless a final plat of at least the first phase of the development based thereon is submitted within twelve (12) months from the date of such approval, unless an extension of time is applied for and granted by the Planning Commission. Future phases of development that extend beyond the twelve (12) month limit shall be subject to review by the Administrative Official and the City Engineer to determine if specifications and design standards meet current regulations.

H. Appeal of Planning Commission Action on Major Subdivision Preliminary Plat: A final decision by the Planning Commission on a Major Subdivision Preliminary Plat may be appealed to the City Council. The City shall provide posted notice of the City Council public hearing on the appeal.

SECTION 2.7 MAJOR SUBDIVISION CONSTRUCTION

A. Construction of Project

1. Construction/engineering plans that include all materials for construction of the plat shall be submitted to the Building Official and the City Engineer for approval.

2. The developer shall submit in writing bi-monthly progress reports to Planning Commission regarding the construction of improvements.
3. All required tests shall be made in the presence of the City Engineer or his duly authorized representative at the expense of the developer.

4. Six (6) sets of as-built drawings and one (1) electronic CAD file of as-built drawings for all utilities and showing exact location of mains, services, etc. shall be furnished to and approved by the Building Official and City Engineer before final acceptance of the subdivision.

B. Dedications and Improvements

1. For development of property requiring subdivision approval under this Code, the applicant must dedicate any additional right-of-way necessary to the width required by the City of New Roads for streets adjoining the property, install curbs and gutters and pave all streets adjoining the property, and install sidewalks and street trees based on the standards of this Code.

2. The applicant shall bear the costs of installation of any on-site or off-site improvements required by this Code, including provisions for stormwater management, paving and utilities.

3. The City of New Roads is not required to accept any dedication or improvements that do not meet the standards of this code and any other applicable City ordinances or regulations.

C. Improvement Guarantee

1. Prior to the approval of any construction/engineering plan, the applicant shall submit a cost estimate and time schedule for installation of each phase of subdivision improvements.

2. An Improvement Bond shall be required guaranteeing all on-site and off-site improvements. The bond shall be in an amount equal to one hundred fifteen percent (115%) of the improvement cost estimate, and in a form approved by the City Attorney.

3. As each phase of improvements is installed and inspected by the Building Official and City Engineer, the bond may be reduced by the cost of the installed improvements.

SECTION 2.8 MAJOR SUBDIVISION FINAL PLAT APPROVAL PROCESS

A. Major Subdivision Final Plat Application Requirements: At the time of filing of an application for a Major Subdivision Final Plat with the City of New Roads, the applicant shall submit the following:

1. Five (5) copies of the Major Subdivision Final Plat
   a. The plat shall contain all of the information required in Section 3.4. Major Subdivision Final Plat.
   b. The plat shall conform substantially to the Preliminary Plat as approved; and, if desired by the applicant, it may constitute only that portion of the approved Preliminary Plat which was proposed to record and develop at the time, provided, however, that such portion conforms to all requirements of these regulations.
      i. Five (5) copies of the sanitary sewerage system plans.
      ii. Five (5) copies of the water system plans.
      iii. Five (5) copies of the street plans.
      iv. Five (5) copies of the drainage plans.
      v. One (1) copy of a Public Dedications Letter of Request indicating all street, infrastructure, parks, and/or other improvements to be dedicated for public use.
      vi. One (1) copy of any Covenants and Agreements
   c. If common space, recreational areas, communal facilities and/or other improvements within the proposed subdivision are to be privately owned and not offered for dedication to the City of New Roads, the Applicant shall submit agreement(s), covenant(s), or other legal instruments stating the ownership and setting forth the manner and means for permanent...
care and maintenance of the stated common spaces, etc., for review and approval of the City Attorney and the City Council.

d. Deed Restrictions or Protective Covenants (may either be placed directly on the final plat or attached thereto in form for recording. If recorded separately, reference to the restrictions shall be made on the final plat). **NOTE: IT WILL BE NEITHER THE DUTY NOR RESPONSIBILITY OF THE CITY OF NEW ROADS TO ENFORCE ANY DEED RESTRICTIONS OR PROTECTIVE COVENANTS.**

2. One (1) original of the Maintenance Bond, Letter or Credit or other appropriate security required as assurance for completion and maintenance of improvements (see Section 4.5 Final Acceptance of Streets and Improvements).

B. Public Hearing and Decision by Planning Commission Action on Final Plat

1. Following public notice and a public hearing as required by Article III - 2.1.D Public Notice and Article III - 2.1.E Public Hearing of these regulations, the Planning Commission shall consider the comments and recommendation of the Administrative Official, City Engineer, and other relevant public officials, relevant comments of all interested parties and the review criteria in Section 2.4 General Subdivision Requirements and Section 2.8.C Review Criteria for Major Subdivision Preliminary Plat, and shall:

   a. Approve the Final Plat with no conditions

   b. Approval with conditions:

      i. In the case of a conditional approval requiring amendment of the Final Plat, the applicant shall resubmit the required number of copies of the application documents with the amendments required for approval by the Planning Commission prior to recording of the Final Plat.

      ii. Failure to submit amended documents sufficient to meet the conditional approval requirements of the Planning Commission in the prescribed time period shall constitute a failure to meet the conditions of approval and shall cause the application as disapproved.

   c. Deny with Final Plat: The Planning Commission shall state the reason for denial of the Final Plat in the official records of the Planning Commission per LA RS 33:113.

2. An extension of the sixty (60) day consideration period may be granted by the Planning Commission at the request of the applicant, however granting additional consideration time shall not preclude the Planning Commission from making a final decision on the application.

C. Review Criteria for Final Plat: The Planning Commission shall consider the following criteria in reviewing a Major Subdivision Final Plat:

1. Compliance with the requirements contained in this code.

2. Potential adverse environmental impacts or effects on neighboring properties.

3. The subdivision is designed, located and proposed to be operated so that the public health, safety and welfare will be protected.

4. The plat conforms to any additional conditions, which shall be deemed necessary by the Planning Commission.

D. Building Permit: No building permit shall be issued for development requiring subdivision approval until the final plat has been approved.
E. Final Plat Distribution: When the final plat has been approved by the Planning Commission, the following copies shall be submitted to the City of New Roads for distribution as follows (Note: this requirement does not preclude other public agencies from requesting a final copy of the plat):

1. One (1) approved copy to the Applicant.
2. One (1) copy retained by the City of New Roads Planning Commission.
3. One (1) copy to Pointe Coupee Parish Tax Assessor’s office.
4. One (1) copy to the Pointe Coupee Parish Communications District (911) office.
5. One (1) copy with the certification thereon for filing with the Pointe Coupee Parish Clerk of Court’s office as the official plat that must be filed within forty-five (45) calendar days; otherwise, such approval shall be voided.
6. One (1) additional copy with the City of New Roads.

F. Appeal of Planning Commission Action on Major Subdivisions: A final decision by the Planning Commission on a Final Plat may be appealed to the City Council. The City shall provide posted notice of the City Council public hearing on the appeal.

SECTION 2.9 SUBDIVISION WAIVERS

A. Purpose – Whenever a lot or piece of property to be subdivided is of such unusual size or shape, or is surrounded by such development or unusual conditions that the strict application of the requirements of these regulations would result in real difficulties and substantial hardships or injustices, the applicant may request modification or waiver of such requirements in order to develop the property in a reasonable manner, but so that, at the same time, the public welfare and interests of the City are protected and the general intent and spirit of these regulations are preserved.

B. Authority – The Planning Commission shall have the authority to modify or waive these regulations ONLY if each of the following conditions a present:

1. Granting of the waiver will not be detrimental to the public safety, health, or welfare or injurious to other property.
2. Purposes of these regulations may be served to a greater extent by an alternative proposal, or when the waiver is of such an inconsequential nature that it will not have any substantial effect on the purpose and intent of these regulations or the authority for which is specifically granted in these regulations.
3. A particular hardship or unusual and practical difficulty, but specifically not to include financial hardship, may result from the strict application of these regulations and the conditions upon which the request for waiver are based are unique to the property for which the waiver is sought because of the physical surroundings, existing surrounding development, or shape or topographical conditions of the specific property, and are not applicable generally to other properties.

C. Waiver Standards – All requested waivers must meet the following standards:

1. Approval of any part of any plat that violates any part of these regulations can only be permitted as a waiver.
2. Waivers may not be granted on a minor subdivision.
3. Waivers may only be granted only for the provisions of Chapter 4 where waivers are not explicitly prohibited.
4. No waiver shall be granted that violates any parish or state standard or regulation required by these regulations.
5. Waivers shall only apply to these regulations in the creation of official lot(s) of record in the City of New Roads. No waiver approved as part of a subdivision process shall be considered as a waiver or variance for any other Article of this code. If a zoning variance is required, such a variance must be approved through the process delineated in the Article III.

6. In granting a waiver, the Planning Commission may require such alternative conditions as will serve substantially the same objective as the standards or regulations waived.

7. Any waivers approved by the Planning Commission and the reason(s) for granting the waiver are required to be entered in writing in the minutes of the Planning Commission.

8. All approved waivers must be recorded on the final plat and certified by the chairperson of the Planning Commission. Any approved waiver that is not recorded on the final plat and certified by the chairperson of the Planning Commission shall be considered void.

D. Waiver Requests – Petition for a waiver from these regulations, when allowed, shall be made by written request of the applicant, stating fully the grounds for the request and the facts relied upon by the applicant.

1. Waiver request by the applicant shall be submitted and reviewed as part of the Major Subdivision Preliminary Plat.

2. During review of the application before the official public hearing, the Administrative Official, City Engineer and/or other public officials or agencies may recommend that the applicant seek additional waivers for the application. However, it shall be the responsibility of the applicant to submit the recommended waiver request to the City.

3. Any new waiver request after the public hearing, but before the final decision by the Planning Commission on the major subdivision preliminary plat, shall be considered a modification of the application and shall require a new public hearing before any decision by the Planning Commission.

4. Any waiver request after approval of the preliminary plat, but before the final decision on the major subdivision final plat, shall be considered a significant amendment to the preliminary plat and shall require a new public hearing before a decision by the Planning Commission.

SECTION 2.10 SUBDIVISION AMENDMENTS

A. Minor changes to the final, approved subdivision such as the location and siting of buildings and structures, and minor dimensional adjustments may be authorized by the Planning Commission by recommendation from the Administrative Official without a public hearing.

B. Any change to the final, approved subdivision considered a major or significant amendment to the subdivision shall require a public hearing by the Planning Commission in accordance with the provisions of this Article.

C. Any change to any waiver approved as part of the final, approved subdivision shall be considered a major or significant amendment

CHAPTER 3. SUBDIVISION PLAT REQUIREMENTS

SECTION 3.1 CONCEPTUAL PLAT

The purpose of the Conceptual Plat is for the applicant and the City to evaluate and discuss the basic concepts for development of the proposed subdivision, and to consider whether there are any alternative concepts the applicant should explore.

A. Conceptual Plat shall contain the following general information:

1. Name(s) of owners of property.
ARTICLE X: SUBDIVISION REGULATIONS

2. Estimated size and number of proposed lots.
3. General location of current streets, rights-of-way, utility easements and servitudes.
4. General location of any current structures.
5. General description of property including any water bodies, environmental features, and/or any other development concerns for the property.

SECTION 3.2 MINOR SUBDIVISION FINAL PLAT
A. Minor Subdivision Plat shall contain the following information:
   1. Name of owner(s) of property;
   2. A legal description of the property.
   3. A vicinity map at one (1) inch equals five hundred (500) feet.
   4. North arrow and scale of plat, with a maximum scale of one (1) inch equals one hundred (100) feet.
   5. All dimensions, bearings and corner markers.
   6. All property as currently subdivided and how the property is proposed to be subdivided, with square footage and dimensions of all such divisions.
   7. Surveyor's certification, signature and seal.
   8. All existing adjacent streets, alleys, rights-of-way, utility easements and servitudes and their widths. For revoked streets or alleys, the former right-of-way and the date and ordinance number of the revocation must be shown.
   9. Location of all buildings and structures and setback requirements as required by this code along with the current zoning of the property.
   10. Place for the signature of the Chairperson and/or Vice Chairperson of the Planning Commission, the City Engineer, the Administrative Official and the date and filing number.
   11. Identifying numbers for all property as currently divided and as to be subdivided. No new division of the property may be left unnumbered.

SECTION 3.3 MAJOR SUBDIVISION PRELIMINARY PLAT:
A. Major Subdivision Preliminary Plat shall contain the following information:
   1. Name of owner(s) of property;
   2. A legal description of the property;
   3. A vicinity map at one (1) inch equals five hundred (500) feet;
   4. North arrow and scale of subdivision plat, with a maximum scale of one (1) inch equals five hundred (500) feet.
   5. All dimensions, bearings and corner markers;
   6. All property as currently subdivided and how the property is proposed to be subdivided, with square footage and dimensions of all such divisions;
   7. Surveyor's certification, signature and seal.
   8. All existing adjacent streets, alleys, rights-of-way, utility easements and servitudes and their widths. For revoked streets or alleys, the former right-of-way and the date and ordinance number of the revocation must be shown.
9. Location of all buildings and structures and setback requirements as required by this code along with the current zoning of the property.

10. Place for the signature of the Chairperson and/or Vice Chairperson of the Planning Commission, the City Engineer and the Administrative Official, as well as the date and filing number.

11. Identifying numbers for all property as currently divided and as to be subdivided. No new division of the property may be left unnumbered.

SECTION 3.4 MAJOR SUBDIVISION FINAL PLAT

A. Major Subdivision Final Plat shall contain the following:
   1. Primary control points, or descriptions and “ties” to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
   2. Tract boundary lines, right-of-way lines of streets, easements and other right-of-way and property lines of residential lots, sites for public use or open space, and other sites with accurate dimensions, bearings or deflection angles, and radii, arcs, and central angles of all curves.
   3. Name and right-of-way width of each street or other right-of-way.
   4. Location, dimensions and purpose of any easement.
   5. Number to identify each lot or site.
   6. Minimum building setback line on all lots and other sites.
   7. Wetland demarcation lines (as determined by the U.S. Army Corps of Engineers) and Flood Zone demarcation lines (indicate FIR Map and panel number).
   8. Location and description of monuments: Permanent reference monuments shall be shown thus: All corner lot markers shall be permanently located and show thus: “O” and located in the ground to existing grade.
   10. Reference to recorded subdivision plats of adjoining platted land by record name, date and number.
   11. Title, scale, north arrow and date.
   12. Any zoning districts shown on any official map of the City of New Roads.
   13. Mailing address on each lot.
   14. A site plan showing the location and dimensions of all installed utilities and appurtenances.
   15. The following certificates shall be recorded on the final plat:
a. Certificate showing the applicant is the landowner and dedication of streets, rights-of-way, open spaces and/or recreational parks, and any sites for public use.

b. Certificate by surveyor and/or engineer certifying to accuracy of survey and plat.

c. Certification by the Pointe Coupee Parish Board of Health

d. Certification by the chair of the Planning Commission of all waivers approved by the Planning Commission.

e. Certification by the City Engineer and the Building Official prior to the approval of the plat that the developer has complied with one of the following alternatives:

   i. Installation of all improvements in accordance with the requirements of these regulations; or

   ii. Upon substantial completion of the improvements as certified by the City Engineer (i.e. the improvements can be used for the purposes intended) the developer shall post a performance bond, letter of credit, or other surety as determined by the Planning Commission, in sufficient amount as certified by the City Engineer, for completion of all required improvements. For any bond, letter of credit or other surety, there shall be submitted with the plat a determination by the City Attorney as to the sufficiency of the bond offered.

   iii. Certification of a maintenance bond, letter of credit or other surety, approved by the City Attorney, in an amount sufficient to cover any costs which might be incurred by the City of New Roads for the maintenance and/or repair to the required improvements for a period of two years after completion has been furnished by the developers and accepted by the Planning Commission.

CHAPTER 4 SUBDIVISION DESIGN AND PERFORMANCE STANDARDS

SECTION 4.1 STREET STANDARDS

A. The arrangement, character, extent, width, grade and location of all streets shall be considered in their relation to existing streets; to topographical conditions; to public convenience and safety; and in their appropriate relation to the proposed uses of land to be served by such streets. Prior to acceptance by the City Council of any streets in a subdivision, the Petitioner shall furnish proof and certification that the streets join an existing publicly maintained street. The Petitioner shall furnish proof and certification that the owner of the private road or street has executed and recorded a written instrument allowing use by the public of such private road or street. If the streets in the proposed subdivision do not join a publicly maintained road or street, the recorded subdivision plat shall contain the following statement: "Streets, servitudes and rights-of-way in the subdivision which do not join or connect with publicly maintained streets, roads, servitudes or rights-of-way shall "NOT" be maintained by the City of New Roads or any other public body."

B. No street name or subdivision name shall be used which will duplicate or be confused with the names of existing streets or sub-divisions. All street names and subdivision names must be approved by the City of New Roads. Streets that are obviously in alignment with other already existing streets shall bear the names of the existing streets.

C. Street jogs with centerline offsets of less than one hundred twenty-five (125) feet shall be prohibited.

D. Streets shall be laid out so as to intersect as nearly as possible at right angles and no street shall intersect any other street at less than seventy-five (75) degrees.

E. All dead-end streets, roads, etc., must have a cul-de-sac or a T-turnaround.
F. No Petitioner shall use an existing dead-end street, cul-de-sac or T-turnaround as access to a new development if the existing road was not specifically designated as future access to any development, unless approved by the City Council.

G. All new streets (private or public) shall be paved and constructed in accordance with these regulations. The Petitioner that constructs a private road shall be required to obtain a signed affidavit from all buyers located on the private road acknowledging it is a private road and not maintained by the City. A copy of the signed affidavit must be submitted to the City of New Roads. A large note shall be placed on the final plat stating the following: BUYER BEWARE—THE STREETS, ROADS, SERVITUDES AND RIGHTS OF WAY IN THIS SUBDIVISION WILL NOT BE MAINTAINED BY THE CITY OF NEW ROADS OR ANY OTHER PUBLIC BODY.

H. A waiver for private, all purpose servitudes may be obtained when a subdivision of four (4) lots or less (minor subdivision) is created as a subdivision that may be legally re-subdivided. A minimum of thirty (30) foot, all purpose private servitude is required. This type of minor subdivision must be approved by the City Council and cannot undergo future re-subdivision.

SECTION 4.2 DESIGN AND CONSTRUCTION CRITERIA

A. The riding surface of all public streets/roads where open ditches are used for drainage shall be a minimum of twenty (20) feet wide.
   1. With three (3) inch hot asphaltic concrete wearing surface (1.5 inch and 1.5 inch layers) on ten (10) inch soil cement base at least twenty-one (21) feet wide; or
   2. With three (3) inch hot asphaltic concrete wearing surface (1.5 inch and 1.5 inch layers) on compacted eight (8) inch crushed limestone base at least twenty-one (21) feet wide; or
   3. With six (6) inches of 4,000 psi concrete on eight (8) inch compacted base; or
   4. Same standards as (c) above, but with five (5) inches of 4,000 psi concrete base and one and one-half (1-1/2) inches of hot asphaltic concrete wearing surface.
   5. Crown of roadbed shall be a MINIMUM of thirty (30) feet wide.
   6. Road shoulders shall be a MINIMUM of five (5) feet wide and be fertilized and seeded to prevent erosion of shoulders and to prevent depositing of soil in road ditches.
   7. Roadside ditches shall be constructed with a roadside slope of 3 to 1 and a back slope of 3 to 1.

B. The area between the backside of the road ditch and the road right-of-way shall be graded to drain, fertilized and seeded as soon as possible to prevent erosion.

C. All streets with curb, gutter and/or enclosed drainage systems shall be at least twenty-seven (27) feet wide from back of curb or twenty (20) feet with subsurface drainage and no curbs.
   1. With three (3) inch hot asphaltic concrete wearing surface (1.5 inch and 1.5 inch layers) on ten (10) inch soil cement base; or
   2. With three (3) inch hot asphaltic concrete wearing surface (1.5 inch and 1.5 inch layers) on compacted eight (8) inch crushed limestone base; or
   3. With six (6) inches of 4,000 psi concrete on eight (8) inch compacted base; or
   4. With five (5) inches of 4,000 psi concrete and one and one-half (1-1/2) inches of hot asphaltic concrete wearing surface on eight (8) inch compacted base.

D. The area between the backside of the curb and the road right-of-way shall be graded to drain, fertilized and seeded as soon as possible to prevent erosion.

E. Based upon the soil classification and strength test results, the licensed engineer shall design the typical street sections. If the licensed engineer recommends a soil-cement treated base or sub-base,
or a lime modified base or sub-base, the minimum amount of lime and/or cement required shall also be shown on the typical section(s). The amount of lime and/or cement shall be indicated in pounds per square yards (lbs./s.y) for the base or sub-base thickness specified. For lime treated bases or sub-bases the type of lime shall also be specified (hydrated or quicklime).

F. All costs for the sampling and all required laboratory tests shall be borne by the Petitioner.

G. Where boulevards are constructed, this is, two lanes of traffic separated by a neutral ground, the paving on each lane shall be not less than twenty (20) feet in width with a center neutral ground of not less than fifteen (15) feet in width.

H. Cul-de-sacs (turnarounds) at the end of dead-end streets shall have a minimum outside turning radius of fifty-five (55) feet, with a minimum inside turning radius of thirty-five (35) feet. Petitioner shall provide street right-of-way sufficient to accommodate the cul-de-sac described in the ordinance herein. Pavement width in the turnarounds shall have a minimum width of twenty (20) feet. The center of the cul-de-sac shall be graded in order to provide positive drainage. Once graded, this area is to be immediately fertilized and seeded to stabilize the soil and prevent erosion. Permanent T-turnarounds may be used for streets no greater than five hundred (500) feet in length. The T-turnaround shall have a minimum paved width of twenty (20) feet and a minimum paved length of eighty (80) feet. Sufficient right-of-way shall be dedicated to accommodate necessary drainage.

I. Profiles of all streets and ditches shall be submitted with the construction plans. Minimum gutter slope shall be 0.40%. Where open ditches are used for drainage, a drainage map showing size and grade of all pipe to be used under driveways and inverts of all ditches at property corners also shall be furnished.

J. All streets shall have a minimum of the following signs: street name, speed limit, stop, dead-end (if applicable).

K. When sidewalks are constructed in an approved subdivision, such sidewalks shall be at least four (4) inches thick and four (4) feet wide. All sidewalks shall be located in a five (5) foot servitude on each lot abutting all road/street rights-of-way.
   1. Minimum longitudinal slope for street design shall be 0.40%.
   2. Minimum of 50’ length vertical curve shall be required for all longitudinal slope breaks of 1.00% or greater.
   3. Temporary T-turnarounds as approved by the City Engineer and Mayor shall be twenty 20’ x 80’ and constructed of aggregate or crushed limestone six 6” thick.
   4. Streets with sub-surface drainage and curb shall have maximum of 8’ of lane flooding on 10-year storm.
   5. The City Engineer and/or Building Official shall be present for independent testing of the soil, base, concrete, and paving surface.

SECTION 4.3 STREET CLASSIFICATION

A. In all new subdivisions, streets that are dedicated to public use shall be classified.
   1. The classification shall be based upon the projected volume of traffic to be carried by the street.
   2. Whenever a subdivision street continues an existing street that formerly terminated outside the subdivision or it is expected that a subdivision street will be continued beyond the subdivision at some future time, the classification of the street will be based upon the street in its entirety, both within and outside of the subdivision.

B. Access to Public Streets in General
1. Every lot shall have either direct or indirect access to a public street. A lot has direct access to a public street if a sufficient portion of a boundary of the lot abuts the public street right-of-way so that an access way meeting the criteria set forth in this code can be established. A lot has indirect access if it connects to a public street by means of one or more private roads that are of sufficient size to meet the criteria set forth in this section.

2. The access provided must be adequate to afford a reasonable means of ingress and egress for emergency vehicles as well as for all those likely to need or desire access to the property in its intended use.

C. Access to Arterial Streets - Whenever a major subdivision that involves the creation of one or more new streets borders on or contains an existing or proposed arterial street, no direct driveway access may be provided from the lots within this subdivision onto this street.

D. Coordination with Surrounding Streets

1. The street system of a subdivision shall be coordinated with existing, proposed and anticipated streets outside the subdivision or outside the portion of a single tract that is being divided into lots (hereafter, “surrounding streets”) as provided in this Section.

2. Collector streets shall intersect with surrounding collector streets or arterial streets at safe and convenient locations.

3. Local streets shall connect with surrounding streets where necessary to permit the convenient movement of traffic between residential neighborhoods or to facilitate access to neighborhoods by emergency service vehicles or for other sufficient reasons, but connections shall not be permitted where the effect would be to encourage the use of such streets by substantial through-traffic.

4. Whenever connections to anticipated or proposed surrounding streets are required by this Section, the street right-of-way shall be extended and the street developed to the property line of the subdivided property (or to the edge of the remaining undeveloped portion of a single tract) at the point where the connection to the anticipated or proposed street is expected. In addition, the permit issuing authority may require temporary turnarounds to be constructed at the end of such streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or accommodate emergency vehicles. Notwithstanding the other provisions of this subsection, no temporary dead-end street in excess of 1,000 feet may be created unless no other practicable alternative is available.

E. Street Rights-of-Way

1. Street rights-of-way are designed and developed to serve several functions: (1) to carry motor vehicle traffic, and in some cases, allow on-street parking; (2) to provide a safe and convenient passageway for pedestrian traffic; and (3) to serve as an important link in the City’s drainage system. In order to fulfill these objectives, all public streets shall be constructed to meet either the standards set forth in Table 4.1 Street and Rights of Way and Grade Requirements.

2. Widths and grades shall conform to the following minimum requirements outlined in Table 4.1: Minimum grades shown apply to curb and gutter sections only additional right-of-way, if necessary, to meet the minimum street width requirements set forth herein. Such dedication shall be in accordance with the following:

TABLE 4.1: STREET AND RIGHTS OF WAY AND GRADE REQUIREMENTS

<table>
<thead>
<tr>
<th>Type of Street</th>
<th>Minimum Right-of-Way</th>
<th>Grades by Percent</th>
</tr>
</thead>
</table>

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ARTICLE X: SUBDIVISION REGULATIONS

<table>
<thead>
<tr>
<th>Width (in feet)</th>
<th>Maximum</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTERIAL</td>
<td>110</td>
<td>5</td>
</tr>
<tr>
<td>COLLECTOR</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>LOCAL (w/sub-surface drainage)</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>LOCAL (w/out sub-surface drainage)</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>FRONTAGE (MARGINAL ACCESS)</td>
<td>40</td>
<td>5</td>
</tr>
<tr>
<td>ALLEYS</td>
<td>20</td>
<td>5</td>
</tr>
</tbody>
</table>

a. At least the minimum right-of-way width shall be dedicated where the subdivision is on both sides of an existing street.

b. When the subdivision is located on only one side of an existing street, one-half of the required width, measures from the centerline of the right-of-way, shall be dedicated. However, the owner or owners of such property shall not be forced to dedicate from their land more than one-half of the required rights-of-way width.

F. Sidewalks

1. The sidewalks required by this Section shall be at least four (4) feet in width and constructed according to the specifications set forth by the City except that the Administrative Official may permit the installation of walkways constructed with other suitable materials when it concludes that:
   a. Such walkways would serve the residents of the development as adequately as concrete sidewalks; and
   b. Such walkways would be more environmentally desirable or more in keeping with the overall design of the development.

2. Whenever the Administrative Official finds that a means of pedestrian access is necessary from the subdivision to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the streets, the Petitioner may be required to reserve an unobstructed easement of at least ten feet in width to provide such access.

3. The establishment of sidewalks along streets shall be determined on a case by case basis by an evaluation of relevant criteria such as, but not limited to, the nature of the area, location of existing sidewalks, need to serve the general public, and proximity of community facilities such as schools, recreation areas, parks and daycare facilities. As a part of review and evaluation by the City of New Roads a recommendation shall be forwarded to the Planning Commission concerning the provision of sidewalks on either/or both of the sides of any proposed streets. The Planning Commission shall make the final determination of requirement.

G. Street Names

1. Duplication - The name of a new street shall not duplicate existing or platted street names in the City of New Roads, or approximate such names in spelling or pronunciation, or by the use of alternate suffixes such as “Lane”, “Way”, “Drive”, “Court”, “Avenue”, or “Street”.

2. Continuation of Streets - New street names shall bear the same name of any continuation of, or when in alignment with, an existing or platted street.

3. Approval of Street Names - All street names shall be approved by the City of New Roads, City of New Roads branch of the United States Postal Service, and any other duly authorized agencies, before approval of the final plat. Street names are accepted by ordinance through the City Council.
H. Alleys - Alleys shall be permitted as a secondary auto access only. Lots with alley access must still front on a non-alley public street. Alleys shall not serve as part of the required off-street parking, loading and/or unloading space required.

I. Private Streets and Reserve Strips - New private streets, alleys and sidewalks shall be constructed according to the specifications outlined in this Section.

SECTION 4.4 ROAD BASE TESTING REQUIRED

A. The Petitioner shall retain and pay for the services of an independent testing laboratory acceptable to the Planning Commission and such testing lab will provide a minimum of the following services along with certified testing and inspection reports to the Building Official, Planning Commission and City Engineer.

1. If the City Engineer or testing lab deems it necessary, test the soil to determine the percent of lime.
2. If the City Engineer or testing lab deems it necessary, test the soil to determine the percent of cement.
3. Verify asphaltic concrete batch mixture for wearing course per DOTD specifications.
4. Inspect soil-cement installation for soil-cement base roads.
5. Provide ample field density tests to determine that limestone base is compacted.

SECTION 4.5 FINAL ACCEPTANCE OF STREETS AND IMPROVEMENTS

The Petitioner must maintain all streets and improvements for a period of two (2) years from the date of official acceptance of the street and improvement. Before the end of the two (2) year period, a final inspection must be made by the Building Official and the City Engineer who recommend to the City Council whether or not approve final acceptance of the streets and improvements into the City maintenance system. The City may require a bond, letter of credit or other surety approved by the City Attorney.

SECTION 4.6 SERVITUDES

A. The City of New Roads may require the dedication of additional right-of-way when the existing street has a width less than the minimum established herein.

B. Where a subdivision or development is traversed by a water course, drainage way, channel, or stream, there shall be provided a storm water servitude or drainage right-of-way conforming substantially to the lines of such water course, plus be adequate in size for future drainage purposes.

C. The minimum servitude width shall be fifteen (15) feet.

D. The minimum street/road right-of-way width acceptable shall be as follows: Fifty (50) foot right-of-way for curb and gutter streets/roads and/or enclosed drainage systems and sixty (60) foot right-of-way for open ditch streets/roads. Private streets shall have sufficient right-of-way or servitude to accommodate the necessary drainage facilities and utilities.

E. No Petitioner shall alienate the oil, gas and mineral rights to that land lying beneath the street and road rights-of-way, publicly maintained, with the intention of depriving the City of New Roads of the ownership of the oil, gas or minerals beneath such road or street. In the event any developer should do so, the City of New Roads is not obligated to accept such road or street for inclusion in the City road system for future maintenance or upkeep.
F. The full width and length of all rights-of-way and servitudes are to be completely cleared and grubbed of all trees, brush, debris, etc.

SECTION 4.7 BLOCKS
A. General: The arrangement of blocks shall be such as to provide for convenient access, circulation, control and safety of street traffic. Blocks intended for commercial and industrial purposes shall be designated specifically for such uses with space set aside for off-street parking and loading and/or unloading facilities. Parking requirements shall conform to the requirements of this code.

B. Length: Blocks should not exceed one thousand (1000) feet or be less than three hundred (300) feet in length.

C. Width: The width of blocks should ordinarily be sufficient to allow for two (2) tiers of lots with easements as required, except for double frontage lots as permitted in these regulations and those lots which abut natural buffer zones such as streams, canals or golf courses.

D. Blocks for Commercial or Industrial Development: Blocks designed for commercial and industrial uses shall be of a length and width determined suitable for the proposed use and to accommodate anticipated development. Blocks intended to be used for commercial or industrial purposes shall be designed specifically for such uses with space set aside for buffer, off-street parking and loading and unloading facilities as required by these regulations. Specific design standards and construction standards shall be in accordance with the recommendation of the City Engineer and/or Building Official and the standards of this article.

SECTION 4.8 BUILDING LINES
The building lines shall be appropriate for the location of the zoning district in which the subdivision is being proposed.

SECTION 4.9 BENCHMARKS
Petitioner must furnish benchmarks in all subdivisions, with improvements, filed with the Planning Commission, at locations approved by the City Engineer. Benchmarks are to be identified as to location and elevation and shall be noted on the construction plans and final plat.

SECTION 4.10 STORMWATER DRAINAGE REQUIREMENTS
When required, a Preliminary Plat or Final Plat shall not be considered for approval until the Petitioner has submitted to the City of New Roads a Stormwater Drainage Impact Study by a professional engineer registered in the State of Louisiana, as to the ability of existing watercourse channels, storm sewers, culverts and other improvements pertaining to drainage or flood control within the subdivision, to handle the additional run-off which would be generated by the development of the land within the subdivision. Additional information shall be submitted to adequately indicate that provisions have been made for disposal of surface water without any damage to the developed or undeveloped land downstream, below or adjacent to the proposed subdivision.

A. General Requirements

1. The preferred design for stormwater drainage shall be sub-surface enclosed conduit systems.
   a. If a developer wishes to install a drainage system utilizing open ditches, the developer must state to the Planning Commission why the installation of sub-surface drainage will: 1) Create undue hardship on developer, 2) Create potential adverse environmental impacts or effects on neighboring properties, and 3) Will impair the public health, safety and welfare of the community.
   b. Installation of a drainage system utilizing open ditches must be specifically approved by the
Planning Commission. The Planning Commission shall consider the recommendation of the Building Official and City Engineer in making this decision.

2. In the design of the drainage system for the proposed subdivision, right-of-way provisions shall be made to adequately protect the adjacent watershed areas. All drainage rights-of-way and structures shall be sufficient for the drainage of the adjacent watershed after complete development of the total watershed area.

   a. Accommodation of upstream drainage areas: No development may be constructed or maintained so that such development unreasonably impedes the natural flow of water from higher adjacent properties across such development.

   b. Effect on downstream drainage areas: No development may be constructed or maintained so that surface waters from such development are unreasonably collected and channeled onto lower adjacent properties at such locations or at such volumes or velocities as to cause substantial damage to such lower adjacent properties.

      i. Where it is anticipated that the additional runoff incident to the development of the subdivision will overload an existing downstream drainage facility, the Planning Commission may withhold approval of the subdivision until provision has been made for the retention of stormwater and resolution of such potential conditions in a manner satisfactory to the Planning Commission.

      ii. No subdivision shall be approved unless adequate drainage will be provided to a drainage watercourse or facility adequate to receive the proposed drainage without adverse impact on downstream development.

3. Whenever any stream or improved surface drainage course is located in an area that is being subdivided, the Petitioner shall dedicate an adequate right-of-way along each side of the stream sufficient for maintenance thereof.

4. Floodplain areas: The Planning Commission may, when it deems it necessary for the health, safety, or welfare of the present and future population of the area or necessary to the conservation of water, drainage, and sanitary facilities, prohibit the subdivision or development of any portion of property that lies within the floodplain of any stream or drainage course. These floodplain areas shall be preserved from any and all destruction or damage resulting from clearing, grading, or dumping of earth, waste material, or stumps, except as otherwise expressly permitted by the Planning Commission and concurred in by appropriate state and federal agencies.

5. Development of areas of extremely poor drainage will be discouraged.

6. The storm or flood water drainage system shall be separate and independent of any sanitary sewer system and shall be located within the street right-of-way except where it is located in servitudes to facilitate outfall needs or for subdivision interconnections.

7. The natural drainage within the subdivision shall be followed insofar as economically feasible. Streets and lots shall be arranged so as to keep artificially relocated drainage canals to a minimum.

8. The developer shall not deepen, widen, fill, reroute or change the location of any existing ditch, stream, drain or drainage canal without first obtaining written permission from the City Engineer, the Administrative Official and all other applicable state and federal agencies.
ARTICLE X: SUBDIVISION REGULATIONS

a. Plans for such filling, deepening, widening, rerouting, or changing the location of any existing ditch, stream, drain, or drainage canal shall comply with all design requirements and improvement standards of these regulations, as well as all applicable state and federal agency requirements.

b. All such work shall be constructed under the review and subject to the approval of the City Engineer, the Building Official and all other applicable state and federal agencies. Adequate servitudes of rights-of-way must be dedicated for the construction and maintenance of any drainage ways that may be relocated. No structures shall be erected or placed upon the drainage easements.

9. Street drainage systems: All roadways shall be provided with an adequate storm drainage system. No stormwater shall be permitted to run into the sanitary sewer system within the proposed subdivision.

10. Exempt Activities: The following activities are exempt from all stormwater management requirements:

a. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources;

b. Any temporary activity that lasts less than two weeks and returns the site to the pre activity conditions;

c. Expansion in gross floor area or impervious area of less than 10 percent or 2,000 square feet, whichever is less; and

d. Lands used for agricultural purposes.

B. Stormwater Drainage Impact Study: In all areas to be developed, the Petitioner's engineer shall prepare and submit a Stormwater Drainage Study of the area prior to approval of construction plans.

1. Exceptions: The following activities may be exempted from the requirement of preparing a Stormwater Drainage Impact Study:

a. Development in which the area of impervious surface does not exceed twenty (20) percent of the development area at the point of discharge from the site. The total impervious area shall include all buildings, driveways, sidewalks, streets, parking lots, lakes, ponds, etc. All undeveloped open space, common area, etc., must be clearly identified.

b. Additions or modifications to existing developments which result in no more than a ten (10) percent increase in existing impervious area and which have existing public storm drainage facilities designed to accommodate runoff from the existing site.

c. The proposed development results in no more than a ten (10) percent increase in the ten (10) year pre-development peak discharge at the point of discharge from the development site.

d. The site is located within existing developed areas, which are served by both existing on-site storm drainage infrastructure and a network of public storm drainage facilities, which were designed to accommodate any additional runoff from the development site.

2. Site Location and Description: The drainage impact study shall comply with the following minimum requirements:

a. Location: Describe location of subject property; located by township and range; identify adjacent developments, major drainage outfalls, streets, highways, lot and block page number; and provide a vicinity map.

b. Site Description: Describe the predominate existing land use and future land use in project watershed using the latest data available. Describe the proposed development, soil types,
vegetative cover, watershed slopes and provide an estimate of percent of impervious area for pre and post development conditions.

3. Watershed Map:
   a. The watershed map should show the location of the project, drainage boundaries and acreage, existing channels, ditches, natural drains, proposed major drainage structures, channel realignment cross section locations and contours.

4. Contours may be taken from the latest U.S.G.S. 7.5-minute quadrangle map or better.
   b. The watershed map must be at least 1” = 500’ feet scale or less.
   c. The pre-development and post-development ten (10) year and one-hundred (100) year run-off rate and water surface must be shown at all entrance and exit points of the development. Twenty-five (25) year run-off rate and water surface may be required by City Engineer.

5. Hydrologic Design:
   a. The drainage impact analysis shall indicate existing condition peak ten (10) year and one hundred (100) year flow rates at the development entry and exit points. Twenty-five (25) year run-off flow rates may be required by City Engineer.
   b. The drainage impact analysis shall indicate future condition peak ten (10) year and one hundred (100) year flow rates at the development entry and exit points. Twenty-five (25) year flow rates may be required by City Engineer.

6. Hydraulic Capacities:
   a. On site capacity: Indicate capacity of any existing drainage outfall facility (ditch, canal, culvert, bridge, etc.) within the proposed development site and required type size, and capacity of any proposed outfall facilities as defined above.
   b. Off-site capacity: Determine capacity of existing downstream outfall facilities (ditches, canals, culverts, bridges, etc.) that will be utilized to convey flow from the downstream limits of the proposed development. An inventory of downstream structures including size, type, invert elevation, and cover topping elevation should be made. Channel cross sections at upstream and downstream limits of the proposed development at structure locations and at intermediate canal locations shall be required to adequately define existing channel capacities.

7. Special Site Conditions: Special conditions which may exist at the proposed development site should be clearly identified including but not limited to such items as:
   a. Special flood hazard areas (FIRM Zones A and AE).
   b. Regulatory floodway (if applicable).
   c. Churches.
   d. Schools.
   e. Cemeteries.
   f. Landfills and hazardous waste sites.
   g. Parks.

8. Study Conclusions and Recommendations: Study should clearly identify the results and conclusions of the analysis and provide recommendations of any required action(s) so that no adverse impact is experienced by surrounding properties.
C. Design and Construction Criteria:

1. Subdivision drainage shall be designed in accordance with one of the following three (3) options:
   a. Open Ditch Subdivision- A Subdivision that will be designed and built with open ditches. Installation of any subsurface drainage (other than a driveway culvert) is prohibited in any subdivision designed for open ditches. Driveway culvert pipe shall be designed and shown on the drainage layout map. Enclosure of open ditches in previously developed subdivisions shall follow the ordinance in place at the time of approval unless altered by ordinance. All sellers of any lot/parcel within an open ditch subdivision shall make the buyer beware that any subsurface drainage will not be allowed to be added (other than one (1) driveway culvert per lot or parcel). The following statement must be placed on the bill of sale: BUYER BEWARE: Installation of any subsurface drainage (other than a driveway culvert) is prohibited in this subdivision designed for open ditches.
   b. Open Ditch Subdivision with design for Subsurface: A subdivision designed for subsurface drainage and built as an open ditch subdivision. Should the subdivision be initially built as an open ditch subdivision, any future installation of subsurface drainage shall be in accordance to the drainage plans provided in the construction and public infrastructure plans.
   c. Subsurface Drainage Subdivision: A subdivision that will be designed and built for subsurface drainage.

2. Design shall be in accordance with DOTD hydraulics manual. The run-off used shall be computed using the Soil Conservation Service (S.C.S.) or rational method (Q=ACI) as described in the manual for all drainage areas (off-site and on-site) and any drainage channels affected by the development.

3. Dedication of Drainage Servitudes (Easements)
   a. If a watercourse traverses a subdivision, drainage way, channel or stream, an easement or drainage right-of-way conforming substantially to the lines of such watercourse shall be provided.
   b. Where topography or other conditions are such as to make impractical the inclusion of drainage facilities within road rights-of-way, perpetual unobstructed drainage easements at least 20 feet in width, depending on width of drainage facility, shall be dedicated to the City for drainage ways that traverse property outside the road right-of-way lines with satisfactory access to the road. If the drainage easement abuts a street right-of-way, a ten-foot easement may be allowed, as determined by the City Engineer.
   c. When a proposed drainage system will carry water across private land outside the subdivision, appropriate drainage rights and easements across abutting property must be secured prior to the final subdivision approval and such easements must be indicated on the plat.
   d. The necessary width of all drainage easements, whether supporting manmade or natural drainage ways shall be determined by the Petitioner's engineer and approved by the City Engineer and the Building Official. When any of these drainage easements overlap, the largest area will be used to determine the minimum drainage easement.
   e. In the case of all privately-owned stormwater management facilities, including stormwater infrastructure on commercial or institutional property, or contained within residential common areas, the owner, at his/her sole expense, shall:
      i. Maintain the retention/detention facility in a structurally sound condition so that it satisfies the drainage function for which it was intended;
ii. Maintain the retention/detention facility in a clean and safe condition so as not to constitute a hazard or nuisance to the public; and

iii. Maintain the retention/detention facility in accordance with all rules, standards and regulations applicable thereto as may from time to time be enacted by any governmental agency or authority.

4. Complete hydraulic calculations shall be prepared and sealed by a professional engineer and submitted along with the construction plans.

5. Open canals shall have side slopes of three (3) to one (1) if not lined with concrete. Slope grades of one and one-half (1½) to one (1) may be used if concrete lining is utilized.

6. Erosive Soils: Many subdivisions are developed in areas where erosive soils exist. All outfall ditches side slopes shall be stabilized by fertilizing and seeding and erosion hay blankets installed per manufacturer and as approved by City Engineer.

7. The following servitude criteria shall be required for each ditch, canal, and storm sewer; however, the City Engineer may allow variations based on sound engineering practices:
   a. Storm sewers and Swale Ditches: Fifteen (15) foot minimum servitude.
   b. Ditches with a top width up to fifteen (15) feet: Width of ditch plus a minimum of fifteen (15) feet from the top of bank on one side.
   c. Canals with a top width greater than fifteen (15) feet: Width of canal plus a minimum of fifteen (15) feet on each side.
   d. Canals with bottom widths greater than six (6) feet to fifteen (15) feet: Width of the canal plus a minimum of ten (10) feet from the top of the bank on one side.
   e. Canals with a bottom widths greater than fifteen (15) feet and a top width of less than forty (40) feet: Width of canal plus a minimum of ten (10) from the top of bank on one side and twenty-five (25) feet on the other.
   f. Canals with a top width greater than forty (40) feet: Twenty-five (25) feet from the top bank on both sides.

8. Outlet ditches (minor and major) located between lots shall be piped their entire length.

9. All design criteria of drainage whether open or closed system shall meet sound engineering practices and principles. The City Engineer will have the option to ask for any outfall ditch (outfall ditch is defined as a ditch that connects to the roadside ditch and outfalls at another location) to be enclosed for the entire length of the outfall.

10. Detention Basin: Whenever a Detention Basin is utilized to minimize downstream flooding, the design shall address, at a minimum, the following:
    a. Detention basin shall be designed to detain flows so as not to increase downstream runoff more than ten (10) percent for a ten-year pre-development storm.
    b. Detention basin shall be checked for the twenty-five (25) and one hundred (100) year frequency to assure that adequate capacity is provided in the basin and at the outlet to prevent flooding of upstream and downstream developments.
    c. Adequate land must be reserved for maintenance of detention pond.
    d. Detention basins may be wet (lakes or ponds) or dry.
       i. Wet detention basins shorelines and control structures shall be privately owned and maintained. Both the construction plans and final plat for development shall include a note which states that the proposed detention basin, shoreline and control structure
shall be “Privately Owned and Maintained”. Storm drainage pipe inverts must be designed to be above the normal water surface elevation of the basin, unless the City Engineer approves variations.

ii. Dry detention basins shall be privately owned and maintained as part of the development drainage system. The basin must have minimum side slopes of three (3) to one (1) and must have a minimum fifteen (15) feet wide access along the entire perimeter for maintenance. Storm drainage pipe inverts must be designed to be above the normal water surface elevation of the basin, unless the City Engineer approves variations. The basin bottom shall be designed and compacted to allow for proper maintenance with mowing machines and other equipment.

e. The Petitioner may propose off-site improvements to downstream facilities to minimize the impact of the development, subject to approval of the City Engineer.

D. Floodplain Management: When any part of a subdivision is located in a special flood hazard area as identified by the Federal Emergency Management Agency (FEMA):

1. The proposed subdivision shall not violate Article V. Flood Ordinance of these regulations.

2. All public utilities and facilities, such as sewer, gas, electrical and water systems shall be located and constructed to minimize or eliminate flood damages.

3. Adequate drainage shall be provided so as to reduce exposure to flood hazards.

4. The plan shall include a statement that habitable structures in the subdivision shall be constructed with their lowest floor, at least one foot above freeboard. Such a restriction shall be included in any deed, lease, purchase and sale agreement, or document transferring or expressing intent to transfer any interest in real estate or structure, including but not limited to a time-share interest. The statement shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be clearly stated on the plan.

E. Alternate Management Measures: Alternate management measures, applied alone or in combination with standard management measures to satisfy the intent of this section, are acceptable if there are no objectionable secondary consequences, they conform to standard and acceptable engineering principles, and they comply with other existing City development standards. Innovative techniques and ideas will be considered and may be used when shown to have potential to produce successful results. Alternative management measures should reduce stormwater runoff volumes and velocities by:

1. Including measures to promote infiltration.

2. Using green infrastructure tools where appropriate (see Section 4.11. Green Infrastructure and Stormwater BMPs).

3. Provide for energy dissipation at outlets of stormwater drainage facilities to reduce flow velocities at the point of discharge.

SECTION 4.11 GREEN INFRASTRUCTURE AND STORMWATER BMPS

A. Green Infrastructure, also commonly referred to as Stormwater Best Management Practices (BMP), help to minimize runoff, increase infiltration, recharge groundwater, improve water quality, and mitigate the effect of new development, redevelopment, or infill development on the existing drainage system. The following list of tools is not prescriptive, but provides guidance for establishing a site-specific stormwater management regime, and include, but are not limited to:
1. Bioswales – Vegetated swales planted with native plants or ornamental grasses. They transport water, allow some to infiltrate, and can be designed as a landscape feature. Bioswales are not grassed but are planted with a variety of wetland plant species that flower, fruit, and have ornamental qualities.

2. Grassed Swales – Designed conveyance devices used to transport water over the surface of the ground to a point of disposal that may be a catch basin, ditch, water body, or a stormwater BMP that will filter, infiltrate, evaporate, and clean the water of TSS, solid waste, and other pollutants. Swales are often appropriate along property lines, public streets, and around buildings.

3. Constructed and/or Preserved Wetlands – Constructed wetlands, such as wet ponds, are commonly used on large development projects such as golf courses, shopping centers, business parks, and industrial sites. These wetlands shall be designed as part of an integrated drainage system, built around lakes and ponds that may include detention areas, retention areas, irrigation ponds, or low-lying areas that collect and store stormwater.

4. Detention/Retention Basins – Wet retention basins are constructed, naturalistic ponds with a permanent or seasonal pool of water (also called a “wet pool” or “dead storage”). Dry extended detention (ED) basins are basins whose outlets have been designed to drain from a full condition within thirty-six (36) to forty-eight (48) hours to allow sediment particles and associated pollutants to settle and be removed.

5. Habitat Preservation and Protection Areas – Large tree protection areas in which a complete habitat of plants, soils, water regimes, animal life, and nutrients work together to produce clean air, pure water, rich soils, and a population of animal life living and growing off of the biological productivity and diversity.

6. Permeable Pavers, Porous Surfaces, Grass Paving, Structural Soils – Porous paving reduces site runoff and allows the infiltration of stormwater. Structural soils are designed to bear the weight of heavy construction such as parking lots, terraces, and courtyard, but also provide void space for tree roots and stormwater infiltration.

B. Use of Green Infrastructure to satisfy any of the requirements of these regulations shall:

1. Meet the requirements of Section 4.10 Stormwater Drainage Requirements. Alternate Management Measures.

2. Be included as part of the Stormwater Drainage Impact Study, when required, or submitted to the City as a separate Stormwater Management Plan, prepared by a registered landscape architect licensed by the Louisiana Horticulture Commission or a registered professional engineer licensed by the Louisiana Professional Engineering and Land Surveying Board (LAPELS).

3. Be subject to the recommendation and approval of the City Engineer and Building Official.

SECTION 4.12 SANITARY SEWER (WASTE WATER) SYSTEM

A. The Petitioner shall provide a sanitary sewerage collection system designed to adequately serve all lots in the subdivision plus lines adequate in size to facilitate the orderly development of nearby land, which is an integral part of the service area. The developer shall connect said collection system to the public sewerage system or to a separate sanitary sewerage system in conformance with the Sanitary Code of the State of Louisiana and the requirements of the Louisiana Department of Health and Hospitals and any other appropriate agencies.

B. Plans Required - When the developer submits any plat the conditional plat for approval, the developer shall submit plans and specifications prepared by a civil engineer registered in the State of Louisiana showing the proposed sanitary sewerage system and facilities. Said plans shall show pipe sizes, gradients, type of pipe, invert and finished grade elevations, location and type of manholes, the
location, type and size of all lift or pumping stations and such other information as required by the Planning Commission.

C. Design and Construction Standards - The design criteria for the sanitary sewerage system shall be based on standards of the City, Parish, State and/or the Sewerage District in which it is installed. In no case shall any developer fail to meet the minimum standards required by these regulations.

SECTION 4.13 WATER SYSTEM

A. The developer shall provide a complete water distribution system that shall serve adequately all lots within the proposed subdivision plus lines adequate in size to facilitate the orderly development of nearby land that is an integral part of the service area. The water distribution system shall include appropriately spaced fire hydrants, valves and other appurtenances necessary.

B. Plans Required: When the developer submits any plat for approval, the developer shall submit plans and specifications prepared by a professional engineer registered in the State of Louisiana showing the proposed water system. Said plans shall show line sizes, type of pipe, location of hydrants and valves and other appurtenances, if applicable, supply facilities, booster pumps, and elevated or ground level storage tanks.

C. The New Roads Fire Department shall review the submitted plans and make formal recommendations including a standard size for all water mains.

D. Design and Construction Standards:

1. All newly constructed water distribution lines for either new water systems or extensions to existing systems, will be designed and constructed in accordance in conjunction with the recommendation of the New Roads Fire Department, the Building Official, and the City Engineer to provide adequate flow capacity and pressure, together with an adequate number of fire hydrants required for fire protection in that area. The minimum pipe size will be eight (8) inches.

2. Materials and methods used to construct the systems will be of such quality and standards as approved for fire defense by Underwriters' Laboratories, Inc., and/or the American Water Works Association.

3. All inhabited premises and buildings located within three hundred (300) feet of an approved public water supply shall be connected to such supply, provided that the property owner is legally entitled to make such a connection. The City of New Roads may grant permission to use water from some other source. (Public system means a system owned and/or operated by the City of New Roads).

SECTION 4.14 FIRE PROTECTION

A. The Petitioner shall provide a complete fire protection system that shall serve adequately all lots within the subdivision plus fire protection provisions adequate in size to facilitate the orderly development of nearby land which an integral part of the fire service area. No subdivision shall be established unless there are appropriate provisions for fire protection service.

B. Fire protection provisions shall be outlined during the Preliminary Plat approval process and shown on all improvement plans.

C. Fire protection improvements shall be subject to the same financial assurances as other subdivision improvements.

D. Fire service provisions and water systems provided within or adjacent to the subdivision shall be located per the Fire Code adopted by the City of New Roads at the time of development, as well as standards outlined by the National Fire Protection Association (NFPA) and the Property Insurance Association of Louisiana (PIAL).

SECTION 4.15 DRIVEWAY AND STREET CULVERTS
A. All culverts in subdivisions legally platted and accepted by the City of New Roads shall be installed to the size and grade shown on the construction plans or as determined by a licensed engineer and submitted in writing to the City of New Roads. In the division or re-subdivision with improvements, a professional engineer shall provide in the construction plans stated above a separate drainage map that will include ditch inverts at property corners and a culvert size list.

1. Culverts in the City of New Roads shall be installed pursuant to the procedure mandated by the City of New Roads. Improper, inadequate or un-permitted installations may be corrected by the City of New Roads and all expenses incurred shall be borne by the property owner.

2. In the division or re-subdivision without improvements on an existing roadway, culverts shall be allowed by either requesting the City of New Roads to designate the size of the needed culvert and shoot elevations or have a Louisiana professional land surveyor to perform the work and submit the information to the Building Official for the issuance of a culvert permit.

3. In subdivisions legally platted and approved by the Planning Commission, the building contractor or homeowner shall hire a professional engineer or professional surveyor to stake in the field the required grade and driveway culvert size. Culvert size shall be determined by a professional engineer as per the recorded plans. After a culvert is installed but prior to concrete or asphalt being installed over culvert, the building contractor or homeowner shall have a professional engineer or professional surveyor return to site to certify size and grade and report the same in writing to the Building Official.

B. No person, including but not limited to contractor, house-builder, homeowner, or lot owner, shall install subsurface drainage culverts, other than an approved driveway culvert, in road/street ditches for subdivisions designed for open ditches. Only subdivisions designed for subsurface drainage may install subsurface drainage during or after the maintenance period in accordance to the drainage plans provided in the construction plans. Enclosure of open ditches in a previously developed subdivision shall be allowed by either requesting the City of New Roads to designate the size of needed culvert and shoot elevations or have a Louisiana professional engineer design a subsurface drainage plan to enclose the roadside ditch and have it approved by the City of New Roads. Approved plan shall include, at a minimum, catch basins (2’ × 2’ minimum) with removable grate located a maximum of every forty (40) feet.

C. An impervious substance (asphalt, tar, concrete, etc.) shall have expansion joints placed three (3) feet from center of culvert on either side. This shall apply to all driveway, path or sidewalk culverts. In the event there is less than three (3) feet distance, joint shall be placed at the furthest point.

D. No person shall intentionally obstruct the flow or alter the design of any open ditch or subsurface drainage. The discharge or placing of any foreign material in open ditches or subsurface drainage is hereby prohibited.

E. Driveway culverts and culverts not located under pavement shall be one of the following:

1. Reinforced concrete pipe (ASTM C-76, Class III)
2. Bituminous coated corrugated steel pipe (Minimum 16 gage)
3. Plastic pipe (as approved by LA DOTD QPL List)

F. Pipes located under pavement shall be one of the following:

1. Reinforced concrete pipe (ASTM C-76, Class III)
2. Bituminous coated corrugated steel pipe (Minimum 14 gage)

G. Pipes not located under pavement for subsurface drainage shall be one of the following:

1. Reinforced concrete pipe (ASTM C-76, Class III)
2. Bituminous coated corrugated steel pipe (Minimum 14 gage)

H. All pipes/culverts shall be laid in accordance with the manufacturer's recommendations and having watertight joints. Backfill for reinforced concrete pipe and bituminous coated corrugated steel pipe shall be selected soils or granular materials. Backfill for plastic pipe shall be granular material. A minimum of nine-inch cover shall be required over plastic pipe. Any pipes found to be damaged or out of alignment or grade shall be removed and reinstalled, or replaced at the expense of the developer.

SECTION 4.16 ELECTRICAL SERVICE

A. The preferred electrical service provision design shall be an underground wiring services from an underground distribution system located within a public or private street right-of-way shall be provided for all subdivision and/or resubdivision of land involving new streets. Such systems shall provide underground wiring services to each lot. All such underground wiring systems shall be in accordance with the requirements of the Department of Utilities. This section shall apply to all cables, conduits or wires used as feeders, primaries, secondaries or similarly designated conductor systems forming part of an electrical distribution system; provided further that it shall not apply to wires or conductors, and associated apparatus and supporting structures, whose exclusive function is the transmission of electrical energy between generating stations.

B. If a developer wishes to install another electrical service provision design the developer must state to the Planning Commission why the installation of underground wiring will: 1) Create undue hardship on developer, 2) Create potential adverse environmental impacts or effects on neighboring properties, and 3) Will impair the public health, safety and welfare of the community.

SECTION 4.17 STREET LIGHTS AND UTILITY POLES

A. The City shall approve the location and number of streetlights to be installed in any proposed subdivision. Streetlights are required in all subdivisions consistent with the following criteria:

1. The proposed streetlight locations shall be designated on the plat submitted for approval.

2. Streetlights shall be installed at all intersections and within all new subdivisions with improvements.

3. Lighting levels should be designed to meet or exceed the average minimum illumination levels as recommended by the Illumination Engineering Society (IES) for the particular roadway type and subdivision type. Lighting designs should be such that glare is minimized and spacing is adequate to avoid dark areas.

4. Street light fixtures shall be full cutoff or otherwise designated as dark sky friendly design.

5. Street lighting shall be installed on poles of proper mounting height and strength to meet or exceed the transverse wind loading criteria based on the effective projected area of the particular pole and fixture selected. Street light wiring shall be installed underground from source to pole.

6. All cost associated with the construction and installation of streetlights in subdivisions shall be paid by the developer.

B. Poles

1. When located on a street right-of-way, utility poles shall be located adjacent to the property line, but can be no further than six (6') feet into the street right-of-way from the property line or beyond the property side of open drainage. In no case should poles be placed closer than six (6') feet from the traveled surface of the roadway.

2. Pole placement may be adjusted with City approval for protected Live Oaks or other trees, historical structures, necessary public access, or other conflicts.
3. Street light pole placement is acceptable within the median of a boulevard, provided adequate space exists between the pole and the traveled surface of the roadway. Generally, the minimum acceptable median width to accommodate street light poles would be eight (8') feet with six (6") inches of curbing.

SECTION 4.18 PRESERVATION AND PUBLIC USE

A. General Requirements

1. Existing features that would add value to residential development or to the City of New Roads as a whole, such as trees required to be preserved by these regulations, watercourses, historic spots, and similar irreplaceable assets, shall be preserved in the design of subdivisions or other developments. No trees shall be removed from any subdivision nor the grade of the land within the subdivision be altered until approval of a preliminary or final plat has been granted. If certain trees on the plat are to be retained, they shall be preserved and the area of land within their drip lines shall be protected against any change of grade.

B. Public Use and Open Space

1. The Petitioner of each major subdivision for residential or commercial development shall dedicate a portion of such land, in accordance with this Section, for a public park, greenway, recreation and/or open space site to serve the natural and recreational needs of the subdivision or development.

C. Amount of Land to be Dedicated

1. Each new Major Subdivision shall be required to include a minimum of five (5) percent of the net land area of the subdivision (the total acreage excluding land in existing and proposed street right of ways) as an open space contribution.

2. The Planning Commission may allow the Petitioner to provide one (1) acre of created wetlands habitat in lieu of one and one-quarter (1.25) acres of otherwise required open space, provided such created wetlands constitute less than 20% of the total required area.

D. Nature of Land to be Dedicated

1. Except as otherwise required by the Planning Commission at the time of Preliminary Plat approval, all dedications of land shall meet the following criteria:

2. The dedicated land shall form a single parcel of land, except where the Planning Commission determines that two (2) or more parcels would be in the best interest of the public. In such cases, the Planning Commission may require that such parcels be connected by a greenway or other form of pedestrian access.

3. At least one--half (1/2) of the total land dedicated shall be located outside areas of special flood hazard areas as determined by FEMA, lakes or other water bodies and areas with slopes greater than five percent (5%), and at least seventy--five percent (75%) of the total land dedicated shall be located outside of wetlands subject to Federal or State regulatory jurisdiction. Lakes, ponds, creeks, or other water bodies, and wetlands may be dedicated only if a sufficient amount of abutting land, as determined by the Planning Commission, is dedicated as a public recreation area or park or if such area constitutes a necessary part of the drainage control system.

4. The dedicated land shall be located so as to reasonably serve the recreation and open space needs of residents of the subdivision.

E. Procedure for Dedication of Land

1. The dedication of such land shall be reviewed and approved as part of the Preliminary Plat. The Petitioner shall designate on the Preliminary Plat the area or areas of land to be dedicated pursuant to this section. Where wetlands falling under the jurisdiction of State or Federal
agencies have been certified to exist on the property, the wetlands shall be designated. Upon receipt of the Preliminary Plat the City Engineer shall submit any and all recommendations concerning the land to be dedicated to the Planning Commission.

CHAPTER 5: SPECIAL DEVELOPMENTS

SECTION 5.1 PLANNED UNIT DEVELOPMENTS PURPOSE AND PROCESS

A. Purpose - The purpose of the Planned Unit Development (PUD) is to encourage flexibility, innovation and variety in the development of land in order to promote its most appropriate use; to improve the design, character and quality of development; to facilitate the adequate and economic provision of streets, utilities and services; to achieve beneficial land use relationships with the surrounding area; to preserve the unique natural and scenic features of the landscape; and to preserve open space as development occurs.

B. All PUD development should meet the following criteria:
   1. Environmentally sensitive design that is of a higher quality than would be possible under the regulations otherwise applicable to the property.
   2. Diversification and variation of uses, infrastructure, open spaces and lot developments.
   3. Functional and beneficial uses of open space areas.
   4. Preservation of natural features of a development site such as ponds, lakes, creeks, streams, wetlands, animal habitats, etc.
   5. Creation of a safe and desirable living environment for residential areas characterized by a planned building and site development program.
   6. Efficient and effective pedestrian, vehicular and transit circulation for various means of transportation, both within and adjacent to the development site.
   7. Creation of a variety of architectural styles and housing types compatible with surrounding neighborhoods to provide greater housing choice.

C. The PUD application and approval process shall consist of the following steps three steps:
   1. PUD Overlay and Conceptual Plan recommendation by Planning Commission and approval by City Council. See Article IV. Section 1.11 Planned Unit Development (PUD) Conceptual Plan.
   2. PUD preliminary Plan recommendation by Planning Commission and approval by City Council See Section 5.6 PUB Preliminary Plan and Application Approval.
   3. PUD Final Plan and Final Plat approval by Planning Commission See Section 5.8 PUB Final Plan Application and Approval.

SECTION 5.2 PLANNED UNIT DEVELOPMENT GENERAL DEVELOPMENT STANDARDS

A. Minimum Area
   1. The minimum area for PUDs under this article shall be as follows:
      a. In all zoning districts – three (3) contiguous acres

B. The site of the planned development must be under common ownership and/or unified control. If there are two (2) or more owners, the application for the planned development must be jointly filed by all owners.

C. Maximum residential density for a PUD in a residential district shall be whatever is greater, either five (5) units per acre or the permitted residential district in the underlying residential zoning district, up to
a maximum of ten (10) units per acre. The maximum residential density for a PUD in any other
district shall be ten (10) units per acre, subject to all other requirements of the City.

D. Every PUD developed under these provisions shall comply with all of the regulations established
herein for the district(s) in which the PUD is located unless the regulations have been waived by the
Planning Commission or as otherwise stated in Section 5.4. PUD Exemptions from District
Regulations.

SECTION 5.3 PUD DESIGN STANDARDS

A. Infrastructure

1. The PUD site shall be accessible to public streets that are adequate to carry the traffic that will be
generated by the proposed development. The circulation system within the proposed
development shall be adequate to serve the uses within the development. The applicant is
responsible for the cost and installation of any additional traffic controls and regulating devices
that may be required.

2. All PUDs shall provide for acceptable design and construction of all utilities, roadways, parking
facilities, landscape, and other site improvements, in accordance with the requirements of this
Code and all other relevant codes of the City of New Roads.

3. The pedestrian circulation system and its related walkways shall be located to provide for
separation of pedestrian and vehicular movement and for maximum pedestrian safety.

4. The PUD shall connect to the municipal sewer system.

B. Open Space

1. Required open space shall comprise at least thirty percent (30%) of the total gross area of any
PUD.

2. Within said thirty percent (30%), one-half (½) of the same may be developed for planting,
pedestrian connections, and landscape elements, or may remain in a natural state. The
remaining one-half (½) shall be developed for active recreational uses.

3. Recreational facilities or structures and their accessory uses located in approved areas shall be
considered open space.

4. Public dedications may not contribute to the open space requirement.

C. PUD Buffers

1. Where PUDs adjoin public streets or lands with a different zoning classification, the installation
and maintenance of a landscaped buffer area at such perimeter shall be required in accordance
with the requirements of this code. The detailed landscape plan for any such buffer required shall
be part of the landscape plan filed in conjunction with the final plan.

SECTION 5.4 PUD EXEMPTIONS FROM DISTRICT REGULATIONS

A PUD may grant exceptions to the regulations contained in the zoning district regulations including, but
not limited to, use, density, area, bulk, required yards, off-street parking and loading, and signage to
achieve the objectives of the proposed planned development. Such exceptions shall be consistent with
the procedures and standards of this section.

A. Exceptions to zoning district regulations may be granted when such exceptions do not negatively
affect the value and enjoyment of surrounding property, the provision of municipal services, or
vehicular and pedestrian circulation,

B. To be granted an exception to the underlying zoning district regulations, the applicant must
demonstrate a substantial benefit to the City, which may include, but is not limited to, superior design
characteristics, enhanced amenities within the development, and a commitment to the appropriate use of sustainable design techniques. The following design characteristics and amenities are provided as a guide for consideration as to whether to grant an exception to district requirements, but do not constitute an exclusive list of requirements. Additional design characteristics, public benefits and amenities not listed below may also be considered.

1. Enhanced design characteristics including mixed-use development, circulations systems that utilize traffic calming techniques and pedestrian-oriented environments.

2. Community amenities including plazas, public parks and other areas to congregate, outdoor seating, public art, and pedestrian amenities.

3. The use of sustainable design and architecture, such as the use and/or incorporation of green roofs, white roofs, bio-swales, solar panels, wind turbines and other energy efficient design concepts, new building technologies, and/or Leadership in Energy Efficiency Design (LEED) or LEED-equivalent structures.

4. Preservation of natural areas.

5. Historic preservation included the adaptive reuse of historic structures.

6. Additional open space and recreational amenities such as ball fields, playgrounds, dog parks, natural water features and conservation areas.

7. Additional public infrastructure improvements (in addition to the minimum requirements).

8. Provision of accessible dwelling units with accessible features beyond what is required by the Americans with Disabilities Act (ADA) or any other applicable codes.

C. Any exception specifically approved as part of an approved PUD shall be considered a waiver and recorded and certified on the final PUD plan.

SECTION 5.5 PUD CONCEPTUAL PLAN AND APPROVAL

The PUD Conceptual Plan application process is defined in Article IV - 1.11 Planned Unit Development (PUD) Conceptual Plan.

SECTION 5.6 PUD PRELIMINARY PLAN APPLICATION AND APPROVAL

A. PUD Preliminary Plan Pre-Application Conference: A pre-application conference is required before submission of a PUD Preliminary Plan application.

1. The pre-application conference shall all for the exchange of information between the proposed developer, City staff, and all other applicable City agencies.

2. The general characteristics of the proposal, evidenced schematically by a conceptual plan, shall be considered during the Pre-Application Conference.

3. The Administrative Official and other relevant City of New Roads officials shall furnish the applicant with written comments from the pre-application conference, including appropriate recommendations to inform and assist the applicant prior to preparing the components of the PUD application.

B. Preliminary PUD Plan Application:

1. Upon completion of the Pre-Application Conference and after recommendations from the conference have been provided to the applicant by the City, a preliminary application may be filed for a PUD.
2. The application for the PUD Preliminary Plan shall include a site and development plan with the following:
   a. A detailed narrative of the proposed development plan for the PUD including any future phases of development.
   b. A detailed description of any proposed exceptions to and zoning district requirements.
   c. Proposed lot lines.
   d. Proposed location and floor area of all existing and proposed buildings, structures and other improvements, including maximum building heights.
   e. Density of residential uses.
   f. Location and size in acres or square feet of all areas to be conveyed, dedicated, reserved, or otherwise used as common open space, public park, recreational areas, school sites, and similar public and semi-public uses.
   g. Existing and proposed circulation system of streets and pedestrian ways, including off-street parking areas, service areas, loading zones, major points of access to public rights-of-way, and ingress and egress to the development. Street standards shall be consistent with the minimum street standards for the City.
   h. General landscape plan for all areas.
   i. Vicinity map of the area surrounding the site within a distance of at least one (1) mile, at a scale of not less than 1" = 500'.
   j. Proposed treatment of the perimeter of the PUD, including materials and techniques used (i.e. fences, walls, and other landscaping)
   k. Adequate drainage facilities for storm water, including storm sewers, gutters, paving, and the proper design of finished grades.
   l. Any additional fiscal, traffic, or environmental information as required by the City to evaluate the character and impacts of the PUD.

C. Review by Administrative Official: The Administrative Official may refer the application to other City Officials and affected or interested agencies for review and comment.

D. Public Hearing and Recommendation by Planning Commission on PUD Preliminary Plan

1. Following public notice and a public hearing as required by Article III - 2.1.D Public Notice and Article III - 2.1.E Public Hearing of these regulations, the Planning Commission shall consider the comments and recommendation of the Administrative Official, City Engineer, and other relevant public officials, relevant comments of all interested parties and the review criteria in Section 5.1 PUD Purpose and Process, Section 5.2 PUD General Development Standards, Section 5.3 PUD Design Standards, and Section 5.6.F Review Criteria for PUD Preliminary Plan, and shall recommend approval, approval with conditions, or denial of the PUD Preliminary Plan

2. An extension of the sixty (60) day consideration period may be granted by the Planning Commission at the request of the applicant, however granting additional consideration time shall not preclude the Planning Commission from making a recommendation on the application.

E. Public Hearing and Decision by City Council on PUD Preliminary Plan

1. Following public notice and a public hearing as required by Article III - 2.1.D Public Notice and Article III - 2.1.E Public Hearing of these regulations, the City Council shall consider the comments and recommendation of the Administrative Official, City Engineer, and other relevant public officials, relevant comments of all interested parties and the review criteria in Section 5.1
PUD Purpose and Process, Section 5.2 PUD General Development Standards, Section 5.3 PUD Design Standards, and Section 5.6.F Review Criteria for PUD Preliminary Plan, and shall

a. Approve the application with no conditions: Applicant authorized to submit Construction/Engineering Plans and a Public Improvements Plan and to proceed with development of the Final PUD Plan.

b. Approval with conditions:
   i. In the case of a conditional approval requiring amendment of the Preliminary PUD Plan, the applicant shall resubmit the required number of copies of the application documents with the amendments required for approval by the City Council prior to submission of the PUD Final Plan application.
   ii. Failure to submit amended documents sufficient to meet the conditional approval requirements of the City Council in the time period prescribed by the City Council shall constitute a failure to meet the conditions of approval and shall cause the application to be denied.

c. Deny the Application: The City Council shall state the reason for the denial of the application in the official record.

2. An extension of the sixty (60) day consideration period may be granted by the City Council at the request of the applicant, however granting additional consideration time shall not preclude the City Council from making a final decision on the application.

F. Review Criteria for PUD Preliminary Plan: The following criteria shall be considered in reviewing a PUD Preliminary Plan.

1. Compliance with the requirements contained in this code.
2. Potential adverse environmental impacts or effects on neighboring properties.
3. The PUD is designed, located and proposed to be operated so that the public health, safety and welfare will be protected.
4. The PUD conforms to any additional conditions which shall be deemed necessary by the Planning Commission and/or the City Council.

G. Approval of the PUD Preliminary Plan shall lapse, unless a PUD Final Plan of at least the first phase of the development based thereon is submitted within two (2) years from the date of such approval, unless an extension of time is applied for and granted by the City Council. Future phases of development that extend beyond the two (2) year limit shall be subject to review by the Administrative Official and the City Engineer to determine if specifications and design standards meet current regulations.

H. Appeal of City Council decision on a PUD Preliminary Plan: A final decision by the City Council on a PUD Preliminary Plan may be appealed to the Pointe Coupee Parish Civil District Court.

SECTION 5.7 PUD CONSTRUCTION

Construction of the planned development shall be in accordance with the provisions and standards of SECTION 2.7. Subdivision Construction.

SECTION 5.8 PUD FINAL PLAN APPLICATION AND APPROVAL

A. PUD Final Plan Application

1. After approval of the PUD Preliminary Plan, application may be made for approval of the PUD Final Plan. Application for the PUD Final Plan shall not be made until substantial completion of the requirements of the approved PUD Preliminary Plan has occurred, provided the final plan
does not violate any provision of this section and does not substantially deviate from the approved PUD Preliminary Plan.

2. If the PUD Final Plan is not in substantial compliance with the approved PUD Preliminary Plan, the revisions shall require the same review and public hearing process required for approval of the PUD Preliminary Plan.

3. Final PUD Plan -- The Final PUD Plan shall also serve as the official subdivision final plat and shall meet all of the requirements of a Major Subdivision Final Plat. This plan must conform to the regulations and requirements of this code, except where exceptions have been approved by the City Council as part of the approved PUD Preliminary Plan. The plan shall contain proper dedications for public streets, utility easements, and all other public rights required by the PUD Preliminary Plan. In addition to fulfilling the requirements of a Major Subdivision Final Plat (see Section 3.4), the Final PUD Plan shall also contain the following:

   a. Base zoning designations.
   b. Description of all uses in the planned development.
   c. Location and floor area of all existing and proposed buildings, structures, and other improvements, including maximum building heights, types of dwellings, and density per building type. All buildings shall be dimensioned with distances shown from clear reference points.
   d. Final design of circulation system of streets and pedestrian ways, including off-street parking areas, service areas, loading zones, major points of access to public rights-of-way, and ingress and egress to the development.
   e. Location and size in acres or square feet of all areas to be conveyed, dedicated, reserved, or otherwise used as common open space, public park, recreational areas, school sites, and similar public and semi-public uses.
   f. Final landscape plan shall be submitted, and no certificates of occupancy shall be issued until the landscaping is in place for all non-residential areas.
   g. Detailed utility plans for sewer, water, electrical, street improvements, and other public improvements must be submitted and approved by the Building Official, Administrative Official and City Engineer. The developer shall execute an agreement in proper form providing for the installation of such improvements prior to submission of the final plan to the City Council. All utilities shall be placed underground.
   h. Adequate drainage facilities for surface water, including storm sewers, gutters, paving, and the proper design of finished grades.
   i. Documentation of all waivers and exceptions granted by the Planning Commission during approval of the PUD Preliminary Plan.

B. Final PUD Plan Approval -- Approval by the Planning Commission of the Final PUD Plan shall be required before filing the plat with Pointe Coupee Parish Clerk of Court. The Final PUD Plan approval will comply with the standards and procedures of Section 3.4 Major Subdivision Final Plat Approval.

SECTION 5.9 PLANNED UNIT DEVELOPMENTS (PUD) AMENDMENTS

C. Minor changes to the final, approved PUD such as: location, sizing, height, and siting of buildings and structures, may be approved by the Planning Commission by recommendation from the Administrative Official without a public hearing.

D. Any change to the final, approved PUD considered a major or significant amendment to the planned development shall require public hearings by the Planning Commission and the City Council in accordance with the provisions of this Article.
E. Any change to any exception or waiver approved as part of the final, approved PUD shall be considered a major or significant amendment.

CHAPTER 6: FLOOD ORDINANCE

Any subdivision in the City of New Roads shall comply with Chapter 7.7 in the City of New Roads Code of Ordinances.

CHAPTER 7. IMPACT FEES - ENABLING LANGUAGE ONLY

SECTION 7.1 Introductions to Impact Fees

A. This section provides the enabling language for implementing impact fees in the City of New Roads. A separate process and a separate ordinance is required for adoption and implementation of Impact Fees.

B. Impact fees can be an effective tool for ensuring adequate infrastructure to accommodate growth where and when it is anticipated. It is important that communities rely on zoning and other land use regulations, consistent with a comprehensive plan, to influence patterns of growth and to more accurately predict new infrastructure needs.

C. Impact fees are payments required by local governments of new development for the purpose of providing new or expanded public capital facilities required to serve that development. The fees typically require cash payments in advance of the completion of development, are based on a methodology and calculation derived from the cost of the facility and the nature and size of the development, and are used to finance improvements offsite of, but to the benefit of the development.

D. Impact fees allows the municipality to shift more of the costs of financing public facilities from the general taxpayer to the beneficiaries of those new facilities. As a general matter, impact fees are capitalized into land values, and thus represent an exaction on the incremental value of the land attributable to the higher and better use made possible by the new public facilities.

E. Impact Fee Standards

1. The impact fee is rationally linked (the “rational nexus”) to the impact created by the new development and the demonstrated need for related capital improvements pursuant to the City of New Roads capital improvement plan and program.

2. Some benefit must accrue to the development as a result of the payment of a fee.

3. The amount of the fee is a proportionate fair share of the costs of the improvements made necessary by the development and do not exceed the cost of the improvements. Additionally, credits will be given for outside funding sources (such as federal and state grants, developer initiated improvements for impacts related to new development, etc.) and local tax payments which assist in funding the proposed capital improvement.

4. The fee is not imposed to address existing deficiencies except where they are exacerbated by the new development, including but not limited to: schools, fire stations, roads, drainage, public recreation, traffic improvements, etc.

5. The funds received are segregated from the general fund and used solely for the purposes for which the fee is established.

6. The fees collected will be encumbered or expended within a reasonable timeframe to ensure that needed improvements are implemented.
7. The fee assessed does not exceed the cost of the improvements, and the fee will not be used to cover normal operation and maintenance or personnel costs, but will be used for capital improvements, or under some linkage programs, affordable housing, job training, child care, etc.

8. The fee established for specific capital improvements and the capital improvements plan will be reviewed at least once every three (3) years to determine whether an adjustment is required.

9. The City will permit refunds for projects that are not constructed, since no impact will have manifested.

10. Impact fee payments shall be made as a condition of approval of the subdivision or development, in accordance with other development fees required by these regulations and the City of New Roads.

CHAPTER 8. SUBDIVISION ADMINISTRATION AND ENFORCEMENT

SECTION 8.1 INSPECTION OF REQUIRED IMPROVEMENTS

A. At least ten (10) days prior to commencing construction of required improvements, the developer shall notify the Building Official in writing of the time when the developer proposes to commence construction of such improvements to arrange for inspections to assure that all specifications, requirements, and conditions of approval are met during the construction of required improvements, and to assure the satisfactory completion of said improvements and utilities.

B. If the inspecting official finds upon inspection of the improvements that any of the required improvements have not been constructed in accordance with the plans and specifications filed by the developer, the inspecting official shall so report in writing to the Building Official and developer. The Building Official shall take any steps necessary to assure compliance with the approved plans.

C. If at any time it appears necessary or desirable to modify the required improvements before or during the construction of the required improvements, the inspecting official is authorized to approve minor modifications due to unforeseen circumstances. The inspecting official shall issue any approval under this section in writing and shall transmit a copy of the approval to the Building Official. For major modifications, such as relocation of rights-of-way, property boundaries, or substantial changes of grade, the developer shall obtain permission from the Planning Commission to modify the plats.

D. Prior to the sale of any lot, the developer shall provide Administrative Official with a letter from a professional land surveyor, stating that all documentation shown on the plat has been installed.

E. Upon completion of street construction and prior to the dedication of any public right-of-way by the City Council, a written certification signed by a professional engineer shall be submitted to the Building Official and Administrative Official, certifying that the proposed public way meets or exceeds the design and construction requirements of these regulations. If there are any underground utilities, the servicing utility shall certify in writing that they have been installed in a manner acceptable to the utility. “As built” plans shall be submitted to the Building Official, Administrative Official and City Engineer.

F. The developer shall be required to maintain all improvements until final acceptance of the improvements by the City.

SECTION 8.2 VIOLATIONS

A. No subdivision plan shall be recorded with the Pointe Coupee Parish Clerk of Court until a final plat has been approved by the Planning Commission in accordance with these regulations.

B. A person shall not convey, offer or agree to convey any land in a subdivision that has not been approved by the Planning Commission and recorded with the Pointe Coupee Parish Clerk of Court.
C. A person shall not sell, lease or otherwise convey any land in an approved subdivision which is not shown on the plat as a separate lot.

D. No public utility, water district, or any utility company of any kind shall serve any lot in a subdivision for which a final plat has not been approved by the Planning Commission.

E. Any subdivision that is not approved in accordance with the regulations, procedures and approval processes of these regulations or without Planning Commission approval shall be in violation of the law.

F. No lot may be sold, leased, or otherwise conveyed before the street upon which the lot fronts is completed in accordance with these regulations up to and including the entire frontage of the lot. No structure shall be occupied before the street upon which the unit is accessed is completed in accordance with these regulations.

G. Violations of the above provisions of the section shall be punished in accordance with the provisions of Article I, Section 7 of this code.
ARTICLE XI - ANNEXATION STANDARDS

CHAPTER 1. ANNEXATION STANDARDS

SECTION 1.1 PURPOSE
A. The purpose of this Article is to establish a procedure and criteria for annexation for parts of unincorporated Pointe Coupe in the City of New Roads. These standards are meant to supplement the State of Louisiana laws and policies concerning annexation. In no case shall this process supersede the State of Louisiana laws concerning annexations.
B. These standards for annexation of land into the City of New Roads will assist the City in,
   1. Protecting the public health, safety, and welfare by establishing standards for annexation of land into the City.
   2. Managing the fiscal impacts of annexation.
   3. Preserving, protecting, and enhancing the character of residential neighborhoods.
   4. Strengthen the City’s economic resources.
   5. Ensuring that annexed land is adequately served by essential public facilities and services, including water facilities, wastewater facilities, drainage facilities, and transportation facilities.

SECTION 1.2 PROCESS
A. Initiation - The City of New Roads may initiate an annexation or an annexation may be requested by a property owner(s). When an annexation is requested, an annexation application must be filed with the City of New Roads.
B. Action by Planning Commission
   1. Planning Commission will review the proposed annexation at a public hearing in accordance with the rules of the Commission.
   2. Following the close of the public hearing, the Planning Commission will make an official recommendation on the annexation to the City Council.
   3. The Planning Commission shall evaluate the application based upon the evidence presented at the public hearing and the standards in Section 1.3, and recommend approval, approval with conditions, or denial of the annexation.
C. Action by City Council
   1. Upon receipt of the Planning Commission recommendation, the City Council will hold a public hearing on the annexation application
   2. The City Council shall approve, approve with conditions or deny the annexation.
   3. The City Council shall evaluate the application based upon the recommendation of the Planning Commission, the evidence presented at the public hearing and the standards in Section 1.3 and recommend approval, approval with conditions, or denial of the annexation.

SECTION 1.3 ANNEXATION STANDARDS
All annexations must meet the following standards:
A. The proposed annexation is in compliance with state law.
B. The proposed annexation and parcel configuration must be consistent with the Master Plan.
C. The parcels proposed for annexation must be contiguous to parcels located in the City.

D. The annexation reflects any annexation or service extension policy of the City.

E. The annexation will not adversely affect the planned development pace of growth or redevelopment in other areas of the City as indicated in the Master Plan.

F. The proposed annexation supports the planned capital improvement policy, public services, utility services are in place or planned to be in place to accommodate the development pace of the land under consideration.

G. Public services and utilities must be provided to the satisfaction of the City Engineer:
   1. Improvements must be constructed and accepted prior to issuance of building permits or sewer connections.
   2. All streets must meet City street standards, including right-of-way and access standards, unless otherwise exempted by the City Engineer.
   3. The lots must be connected to the City’s sanitary sewer system or able to be connected to the City’s sewer to the satisfaction of the City Engineer.
   4. The City taxpayers are not burdened with paying for additional services for newly annexed lands as demonstrated in a fiscal impact analysis.

H. The annexation yields a fiscal benefit to the City.

I. The proposed land use and related densities of intensities of development reflect the Master Plan.

J. All lots to be annexed must meet the minimum lot size of this Code. Single developed properties that meet all other annexation policies, with the exception of minimum lot size requirements may be considered for annexation.