

Zachary UDC Update Group 3 Introduction Presentation

Zachary Planning and Zoning Commission

June 1, 2020



Group 1 Update – focus on commercial use tables,
standards and definitions



Approved September 2019/ordinance complete

Group 2 Update – focus on residential districts and
subdivision standards



Approved February 2020/ordinance in legal

What is Group 3?

Group 3 is a deep (very deep) dive into process, procedure and administration of the UDC!

Article 13 – Administrative Bodies

- **[GENERAL]** roles and responsibilities of the City Council, Planning and Zoning Commission, Board of Adjustment, Technical Advisory Committee and City Staff with respect to the administration of the UDC.
- Coordinating with development of **Zachary Planning Department Process Manual**

Article 14 – Permits and Procedures

Outlines Development Approval Processes

- Applications Submittal Requirements
- Completeness Review
- Application and Process Specific Requirements
- Public Notices and Hearings
- Recommendations, Final Decisions, Appeals
- Expirations

Coordinating with development of **Zachary Planning Department Process Manual**

UDC Details/Implementation

- Review of Manufactured Housing Standards
- Review of Home Use/Office/Business Standards
- Review of Accessory Structure and Use Standards
- Procedures: General applications

Process and Procedure Manual: Operations

Step 1	Step 2	Step 3	Step 4	Step 5
<p>Get Started Right! From applications to zoning, or construction permitting, learn how our planning and zoning process works.</p> <p>Goal: Make sure your development idea is feasible.</p> <p>Have a Pre-Application Meeting with Planning Department</p> <p>You can meet with Staff to review your proposal. Our staff will collaborate with you to discuss constraints and opportunities resulting in identification of potential critical issues. Meetings usually scheduled on XXX. We'll help you prepare your formal submittal and provide feedback prior to a formal submittal.</p> <p>Goal: Expose any fatal flaws early on and provide direction.</p>	<p>Submit Application You submit an application including: completed application form, plans, supporting documents, fees for respective submittals</p> <p>Your plans are reviewed by City departments and any required outside agencies.</p> <p>Goal: Get your proposal ready for public meeting.</p>	<p>Technical Advisory Committee (TAC) Review Staff distributes applications and meets to discuss their comments. Usually held on the first Monday of the month. Applicant is encouraged to attend.</p> <p>Staff will inform you of additional informational or correctinal needs within 3 days of the TAC review</p> <p>Make Revisions You revise your project to address comments from TAC review. Go back to Step 2 and submit revisions. Once the Planning Department certifies the application is ready, proceed to the next step.</p> <p>Agenda and Meeting Notices Planning Director adds application to Public Meeting Agenda and provides required public meeting notices</p>	<p>Present at a Public Meeting Site Plans, Subdivisions, Zoning Change, Conditional Use Permits, Planned Unit Developments, and Preliminary Plats require action from the Planning & Zoning Commission and City Council.</p> <p>Planning and Zoning Commission Recommendation Planning and Zoning Commission meets the first Monday of every month.</p> <p>City Council Decision City Council meets the last Tuesday of every month for Planning and Zoning Matters</p> <p>Board of Adjustment Variances require action from the Board of Adjustment.</p> <p>City Council decisions are final.</p>	<p>Next Steps Letter mailed/emailed to applicant with final decision and next steps</p>
<p>Step 1 Week 1</p>	<p>Step 2 Week 2</p>	<p>Step 3 Week 3-4</p>	<p>Step 4 Week 9-10</p>	<p>Step 5 Week 10-12</p>

Process and Procedure Manual: Administration



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Process and Procedure: Training

- UDC Updates
- Process and Procedure Manual
 - Outline the existing authorities of the decision makers who can act on specified requests
 - Standardize the procedures for the different types of project review
 - Establish a standard organization and visual format of procedures
 - Customer Service

Process and Procedure Manual: Forms/Checklists

Site Plan Submittal Checklist

- Completed Application
- Survey Plat: A current boundary survey or plat of the property
- Ownership Affidavit
- Landscape Plan
- Parking Plan
- Site Plan including two paper copies and one electronic version
- Fees

Illustration Items to be Shown on the Site Plan:

- Buildings and Structures – The location and dimensions of all existing, proposed buildings and structures on the site, including those proposed for removal
- Streets, Parking, and Drives – The locations and labels of all public and private driveways, roads, and access areas.
- Supplemental Surfaces – The types of surfaces (i.e. grass, turf, gravel, walks, etc.) existing or proposed on the site that is not proposed for vehicular paving and circulation.
- Dumpsters/Air Conditioner/Compactor – The size and location of all garbage containers, compactors, ground mount air conditioners, etc., including the screening material identification and height hereof.
- Fences and Screening – Existing and/or proposed location and height of all screen fences or walls and screen planting (including type), buffer yards.
- Setbacks and Easement – Show all yard setbacks, build-to lines, utility, drainage, bufferyards and other easements, and all setbacks as appropriate to the zoning district and recorded plats.
- Landscape Features to be Shown on the Plan; including bufferyards, landscaping, tree requirements, with a note stating that the project will comply with Section 10, Landscaping.

Project Identification and Related Information to be Shown on the Site Plan:

- Title of project of development (in bold letters) in the lower right-hand corner of the plan.
- Date of preparation or revision, as applicable.
- Name, address and telephone number of engineer, architect, surveyor, planning and developer/owner.
- North point, scale, date, and legal description or proposed site.
- Location sketch map.
- Provide signature line labeled: “Planning Director” with a “Date” line below, at lower right-hand corner of the drawing, above the project title.



PLANNING and ZONING DEPARTMENT
 Zoning Verification and Interpretation
 P.O. Box 310 - 4650 Main Street
 Zachary, LA 70791
 P: (225) 654-1935

Zoning Verification/Interpretation Request

1. **Application for:** Zoning Verification Zoning Interpretation
2. **Name of Applicant** _____ Daytime Telephone _____
 E-Mail Address _____
 Business (if applicable) _____
 Address _____ City _____ State _____ Zip _____
3. **Name of the Property Owner** _____ Daytime Telephone _____
 Address _____ City _____ State _____ Zip _____
 E-mail Address _____
4. **Legal description of property** (Lot, Square, Subdivision or tract name) _____

5. **Property Address, location** _____

6. **Intended use** _____

7. **Reason for request** _____

Zoning verifications and/or interpretations include a copy of the zoning map and a copy of the UDC regulations of the property. Zoning verifications and/or interpretations do not verify the status of buildings or uses on the property and they do not certify conformance or non-conformance of existing uses or structures. Zoning verifications and/or interpretations are not intended to add to or change the essential content of the UDC.

 Signature of Applicant/Owner of Record _____
 Date

 Printed Name

Process Manual: GIS

- Updating all GIS maps and databases including lots, zoning, wetlands, flood, structures, streets, etc.
- Making data available for use by the planning dept and all other departments.
- Making City of Zachary maps accessible to the public.
- Training staff and interested parties in use of GIS.

Process Manual: Interdepartmental Coordination

- Provide Context
- Get Involved In Other Departments' Processes
- Facilitate Consistent Communications
- Encourage Feedback

Group 3 DRAFT Timeline (proposed)

- June 1, 2020 Planning and Zoning Introduction Presentation
- June 25, 2020 UDC Update Review DRAFT available
- July 6, 2020 Planning and Zoning Public Workshop
- July 28, 2020 City Council Public Workshop
- August 3, 2020 Planning and Zoning Public Hearing and Recommendation
- August 25, 2020 City Council Public Hearing/Adoption

Comments and Feedback – Thank You!!!



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