

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO. 3117 ORDINANCE COUNCIL SERIES NO. \_\_\_\_\_

SPONSOR: STEFANCIK/PRESIDENT PROVIDED BY: ENGINEERING

INTRODUCED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2005.

ORDINANCE TO AMEND THE ST. TAMMANY PARISH TRANSPORTATION IMPACT ANALYSIS REGULATIONS THROUGH THE AMENDMENTS OF CHAPTER 40 OF SUBDIVISION REGULATORY ORDINANCE NO. 499, ST. TAMMANY PARISH LAND USE ORDINANCE 523, AND ST. TAMMANY PARISH CODE OF ORDINANCES, CHAPTER 2, SECTION 2-009.

WHEREAS, St. Tammany Parish Government is charged with protecting the health, safety and general welfare of the citizens and visitors of the Parish; and

WHEREAS, St. Tammany Parish Government has acknowledged the need for managing the balance of development growth and infrastructure needs by ensuring the provision of safe and adequate roadway facilities; and

WHEREAS, St. Tammany Parish Government has developed a traffic modeling system for the purposes of analyzation of existing traffic in comparison with traffic projected to be generated by proposed developments; and

WHEREAS, St. Tammany Parish Government deems it necessary to establish requirements for the identification of any potential traffic operational problems or concerns, as well as potential solutions to such problems or concerns; and

WHEREAS, St. Tammany Parish deems it necessary to assure that the traffic generated by development does not overburden the existing transportation system;

THE PARISH OF ST. TAMMANY HEREBY ORDAINS that it amends the parish codes and ordinances through the following exhibits:

- Exhibit 1.) Appendix B, Chapter 40 St. Tammany Parish Code of Ordinances, Subdivision Regulatory Ordinance No. 499, Section 40-042, Traffic Impact Analysis, and Section 40-090.0, Schedule of Fees.
- Exhibit 2.) St. Tammany Parish Land Use Ordinance 523, Section 3.02, Conditional Uses, specifically 3.0202, Procedures.
- Exhibit 3.) St. Tammany Parish Code of Ordinances, Chapter 2, Section 2.009.00 - Parish Fees and Service Charges.

REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SEVERABILITY: If any provision of this Ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this Ordinance are hereby declared to be severable.

*Ord Cal 3117*

**Exhibit 1**

**Amendments to Appendix B, Chapter 40 St. Tammany Parish Land Code of  
Ordinances, Subdivision Regulatory Ordinance No. 499  
Section 40-042 Traffic Impact Analysis  
Section 40-090.0 Schedule of Fees**

## SECTION 40-042.0 TRAFFIC IMPACT ANALYSIS

### Sec. 40-042.10 Purpose and Intent

The purpose and intent of this section is to protect the health, safety and welfare of the citizens and visitors of St. Tammany Parish by ensuring the provision of safe and adequate roadway facilities. The provisions of this section establish requirements for transportation studies that provide information on traffic projected to be generated by proposed developments. It is the further intent of this section to establish requirements for the identification of any potential traffic operational problems or concerns, as well as potential solutions to such problems or concerns.

### Sec. 40-042.20 When Required

A Transportation Impact Analysis (TIA) study shall be required for all subdivisions or developments when the following project threshold levels are met or exceeded. In the event that alternative threshold levels are specified (i.e. units vs. square footage) the more restrictive shall prevail.

#### Subdivision/Development Type

Single Family Residential

Multi-Family Residential Office

Commercial/Institutional

Industrial

Restaurant or Beverage Outlets with Drive Through Service

#### Threshold

50 Units

5 Acres or 50 Units

3 Acres or 50,000 Square Feet

2 Acres or 75,000 Square Feet

8 Acres or 100,000 Square Feet

Subdivision/Development Type	Threshold
Single Family Residential	50 Units
Multi-Family Residential Office	5 Acres or 50 Units
Commercial/Institutional	3 Acres or 50,000 Square Feet
Industrial	2 Acres or 75,000 Square Feet
Restaurants or Beverage Commercial Outlets with Drive-Through Service	8 Acres or 100,000 Square Feet
	None-No Threshold (Applies to All)

In the case that a development does not meet or exceed the threshold level defined above, a transportation impact analysis may still be deemed necessary by the Parish Engineer under one or more of the following conditions:

- There are currently high traffic volumes on surrounding roads that may affect movement to and from the proposed development.
- The development will be located in an area that is currently undergoing substantial growth, or
- The development will be located in an area that is currently experiencing extreme problems with traffic congestion.

Expansion of an existing project may also be subject to a traffic study. When determining whether the project meets the threshold, trips from the existing land use shall be included in the trips that are considered "produced" by the project.

The Parish has the right in the administrative review process to require mitigation efforts

by the applicant. However, a formal TIA may not be required. The applicant shall meet all applicable requirements found in the Parish Code. Additionally, the Parish has the right to request additional improvements or ingress/egress points above the current Parish standards.

#### **Sec. 40-042.30 Procedures**

If a TIA is required for a project pursuant to the provisions of this section, St. Tammany Parish shall hire approve of a registered professional engineer or an AICP certified planner with experience in traffic engineering to prepare the TIA in accordance with these regulations. The applicant shall be responsible to bear the cost of hiring said engineer or planner in accordance with the Parish Fees Schedule. The TIA shall be submitted at the time of submission of the tentative plat application. In the event that a TIA is required and no subdivision application is required, the TIA shall be submitted at the time of the filing for a building permit. In no case shall a building permit be issued for a development that is subject to the TIA requirements of this section prior to the submission and approval of the TIA. For each TIA submitted, the Parish Engineer will assess the project and make the decision as to whether a traffic model of the study area will be required. If a proposed development is located in an area for which the Parish has an existing base traffic model, then the traffic model shall be updated to show the impacts of the project. For other projects, the Parish may choose to generate a model for the critical intersections in the study area. This model will allow the Parish to make recommendations for improvements needed in order to mitigate the impacts of the development. These recommendations may be in addition to the recommendations made by the TIA and will be in accordance with standard engineering practice. In order for the Parish Engineer to model the effects of the new development (or update an existing base model), the following information shall also be provided at the time of submission of the tentative plat application:

1. Existing Average Daily Traffic Counts at all intersections (identified by the Parish Engineer) as well as peak-hour counts (for all turning movements at each intersection). These counts shall be less than 1 year old. The applicant shall contact the Parish Engineer to check availability of current available counts. If current data is not available, the applicant will be required to perform the counts. Peak hours shall be determined by the Parish Engineer for each project, as peak hours will vary depending on the study area. Traffic Counts will be conducted only during weeks that do not contain a major school holiday and that are during the school year (September through May).
2. Projected Average Daily Traffic Counts (and peak hour counts) upon completion of project at same intersections, as well as any proposed site access driveways.
3. Suggested timing/phasing plans for any proposed traffic signals, and/or proposed changes to existing timing/phasing plans.
4. Any other recommendations or mitigation efforts that are proposed by the applicant.
5. Any additional information deemed necessary by the Parish Engineer in order to complete or update a traffic model of the project area.

A review fee will be assessed to every applicant that is required to submit a TIA for this service. This fee shall consist of a \$50 Submittal Fee + \$50/mile of roadway to be studied (pro-rated per mile) + \$50/intersection in study area + \$50/proposed development in study area that have submitted a tentative plat or conditional use application. For example, a 3-mile long project study area consisting of 10 intersections along a stretch of highway that has 8 other proposed developments would have a fee of \$1100. (\$50 submittal fee + \$150 for 3 miles of roadway + \$500 for 10 intersections in study area + \$400 for 8 other proposed developments in study area.)

A building permit or work order will not be issued unless the traffic model with all proposed improvements shows little or no impact on existing traffic conditions. Mitigation measures shall be in place prior to the initial phase of construction.

Mitigation shall also be in coordination with the most recent 2025 Master Plan to benefit the area affected, as well as the Parish's 10-Year Infrastructure Plan. Prior to approval, the developer must verify with the Department of Engineering whether a 2025 Master Plan or 10-Year Infrastructure Plan proposed route or improvement will affect the subject property. If so, access through the property along with any Right-of-Way needed shall be provided to the Parish as part of the applicant's mitigation efforts. The most recent map outlining the 2025 Master Plan is on file with the Department of Engineering. A copy of the 10-Year Infrastructure Plan can also be obtained from the Department of Engineering.

#### **Sec. 40-042.40 Documentation**

The TIA report shall be prepared documenting the study, the data used, the findings, and the recommendations of the study. The TIA shall be prepared and signed by a registered professional engineer or an AICP certified planner with experience in traffic engineering and hired approved by St. Tammany Parish to be responsible for the supervision of the study and preparation of the TIA. The applicant will be responsible for the cost of the TIA. The TIA will be reviewed by both the Parish Engineer and the Planning Commission. If the Parish Engineer or the Planning Commission determines that the TIA is inadequate or not in accordance with this section, the applicant may shall be required to supplement the TIA to address any deficiencies.

#### **Sec. 40-042.50 TIA Contents and Format**

The contents of a TIA, as well as the TIA study area radius shall vary depending on the site and prevailing conditions. Content requirements, including the study area radius, shall be established by the Parish Engineer prior to the submission of the TIA. Such requirements shall address site, project and corridor level traffic and transportation issues. Each TIA submitted must take into account all other proposed developments in the study area (all developments for which a tentative application has been submitted). This information shall be obtained from the Parish Engineer.

The TIA study shall be prepared in the following format:

1. Description of TIA study area, specifying boundary of study area and count and analysis sites. A site location map shall be provided. The map shall include roadways that allow access to the site, and are included in the study area. The Parish Engineer prior to initiation of the study shall determine the study area radius for the TIA.
2. Description of the Project. This description shall include the size of the parcel, general terrain features, access to the site, anticipated completion date, and the existing and proposed uses of the site (including phasing). In addition, the square footage of each use or number and size of units proposed shall be specified. A figure (Site Plan) that shows the site development as proposed shall also be included in the report.
3. Existing conditions. The existing conditions in the vicinity of the project shall be discussed, including a description of the area to be affected by the development. A field inventory of the site and study area shall be conducted. Existing traffic volumes, traffic controls, and geometrics (number of lanes, intersection configurations, etc.) shall be described in detail. This data shall be depicted graphically.
4. Existing Traffic Volumes within TIA study area. Average daily traffic counts shall be current (less than 1 year old). The applicant shall contact the Parish Engineer to obtain current available counts. If current data is not available, the applicant will be required to perform the counts. Peak hour counts shall be conducted at study area intersections during peak hours to be determined by the Parish Engineer. These counts shall show all turning movements. The counts shall be conducted during the school year (September through May) and during weeks that have no major school holidays. (These holidays shall include, but not be exclusive to, Thanksgiving, Christmas

- Break, Spring Break, Mardi Gras, Labor Day, and Exam weeks.) The Parish Engineer may be contacted for approval of the planned count dates.
5. Trip generation estimates and design hour traffic volumes. Traffic volumes expected to be generated by the proposed development shall be estimated using the latest edition of the Institute of Transportation Engineers' (ITE) Trip Generation manual. The calculation of traffic volumes used to determine impacts of the development shall be based on the maximum land use intensity allowed under the existing (or proposed) Zoning Ordinance.
  6. Trip distribution and traffic assignments. Traffic generated by the site must be distributed and assigned to the roadway network in order to determine the project's impacts. The direction a vehicle will take to access or leave the project site is known as trip distribution. Traffic assignment refers to the actual routes taken by project traffic to and from the site. The methodology and assumptions which are used in the determination of trip distribution and traffic assignments shall be described. In the case of projects with several phases to take place over several years, the trip distribution and traffic assignment shall be estimated for the completion of each phase.
  7. Existing and Projected traffic volumes within the TIA study area. Project generated and distributed traffic shall be estimated for all intersections in the study area, including any proposed site access driveways. The projected counts will represent the same peak hours that were used for the existing traffic volume counts, and will show all turning movements. The trip generations from all other proposed developments in the study area shall also be taken into account. This information shall be obtained by the Parish Engineer. The growth rate percentage to be used for the study area shall also be established by the Parish Engineer.
  8. Capacity analysis. Capacity analyses provide an indication of how well the study area intersections serve existing and future traffic demands. A description of the methodology and Level of Service (LOS) definitions shall be included within the TIA. For existing and future conditions, LOS at all study intersections, inclusive of the project driveway(s), shall be calculated for signalized and unsignalized intersections. Again, the other proposed developments in the study area shall also be taken into account. An overall LOS "D" shall be considered acceptable for signalized intersections within the Parish. For unsignalized intersections, the LOS for the critical movement shall be at LOS "D" or above. In the case where the existing Level of Service (LOS) is below "D", the mitigation efforts shall improve the LOS to "D" or above. Additionally, volume to capacity (V/C) and average stopped delay must also be presented for both signalized and unsignalized intersections. To assess quality of flow, roadway capacity analyses are required under the following conditions: Existing, No Build (per project phase), Build (per project phase), and Build (Total Build Out).
  9. Traffic accidents. Three years of the most current accident data shall be obtained for intersections within the study area. This data shall be depicted in tabular form along with a brief description at each critical location. The applicant may contact the Parish Engineer to obtain contact information for the purpose of collecting this data.
  10. Traffic improvements. Unsignalized intersections experiencing significant deficiencies (delays) shall be evaluated for potential signalization. Results of these analyses shall be discussed and recommendations presented. Any planned roadway improvements to be completed within the study area shall be identified and discussed.
  11. Conclusions. This section of the traffic study shall summarize the required improvements and the proposed mitigation measures. This shall include, but not be excluded to, the following: Existing and future LOS results, Recommended Roadway improvements, and Resultant LOS with proposed improvements in place.
  12. Summary and findings and recommendations. Mitigation measures shall be discussed in this section. This includes identifying the improvement measures necessary to minimize the impact of the project/development on the

transportation system. The study area intersections shall be mitigated at a minimum to operate better than or equal to the "No Build" case, based on the calculated V/C and average stopped delay. In the case where the existing Level of Service (LOS) is below "D", the mitigation efforts shall improve the LOS to "D" or above. Mitigation measures shall be in place prior to the initial phase of construction.

#### **Sec. 40-042.60 Trip Generation Rates**

For the purpose of determining whether the requirements of this section are applicable to the proposed project and for the purpose of preparing required transportation impact analyses, applicants shall use the trip rates contained in the most recent edition of the Institute of Transportation Engineers' (ITE) *Trip Generation* manual. Other trip generation rates may be used if a traffic engineer demonstrates that the unique characteristics of a development will result in different trip generation rates and if such different rates are approved by the Parish Engineer.

#### **Sec. 40-042.70 Actions Based on TIA**

A proposed development which is subject to the TIA requirements of this section shall be disapproved when the results of the required TIA demonstrate that the proposed project will overburden the roadway system or cause a reduction in service of affected roadways below the adopted Level of Service (LOS) "D". In the case where the existing Level of Service (LOS) is below "D", the mitigation efforts shall improve the LOS to "D" or above. An applicant, in coordination with the Parish Engineer, may modify the development proposal to minimize the identified traffic-related impacts. Modifications to applications for projects may include, but shall not be limited to:

- ~~1. A reduction in the projected vehicle trips per day;~~
1. Dedication of additional right of way;
2. Rerouting of traffic and proposed access points serving the proposed project;  
or
3. Participation in funding transportation facilities, including signals and intersection improvements;
4. Traffic signal timing and/or phasing adjustments (with coordination and approval from the owner of the signal);
5. Restriping or reconfiguration of the intersection;
6. Adding additional intersection through or turn lanes;
7. Installation of a signal; or
8. Any other recommendations by the Parish Engineer upon review and analysis of the traffic model.

Applicants will be responsible for the cost and implementation of identified improvement(s) which mitigates the traffic impact of their proposed development, unless funding can be provided through any grant mechanism.

If a traffic mitigation is part of an approved Transportation Impact Study, all approved traffic improvements must be implemented prior to receipt of an occupancy or Final Plat approval, whichever is appropriate, unless otherwise provided for as part of the approved Transportation Impact Study and coordinated with St. Tammany Parish.

Mitigation shall also be in coordination with the most recent 2025 Master Plan and 10-Year Infrastructure Plan to benefit the area affected. Prior to approval, the developer must verify with the Department of Engineering whether a 2025 Master Plan or 10-Year Infrastructure Plan proposed route or improvement will affect the subject property. If so, access through the property along with any Right-of-Way needed shall be provided to the Parish as part of the applicant's mitigation efforts. The most recent map outlining the 2025 Master Plan is on file with the Department of Engineering. A copy of the 10-Year Infrastructure Plan can also be obtained from the Department of Engineering.

**Sec. 40-042.80 Waiver of/Exemption from TIA Requirements**

The Planning Commission may not waive the transportation impact analysis submission submittal requirements of this section.



## SECTION. 40-090.0 SCHEDULE OF FEES

The following is a schedule of fees charged by St. Tammany Parish for the processing, inspection, testing and other administrative and indirect services incurred involving development of property, as set forth, and subject to, the requirements of this ordinance:

### RESIDENTIAL (including) DORMANT, COMMERCIAL, AND INDUSTRIAL SUBDIVISIONS

#### Tentative Subdivision Stage

lot fee \$100.00 filling fee plus \$15.00 per lot

Traffic Impact Fee Analysis - This fee shall consist of a \$50 Submittal Fee plus \$50/mile of roadway to be studied plus \$50/intersection in study area plus \$50/proposed development in study area that have submitted a tentative plat or conditional use application.

#### Preliminary Subdivision Stage

lot fee \$30.00 per lot

sewerage & water (review fee) \$10.00 per lot

linear ft. of water distribution pipe \$0.05 per linear foot

water supply facility \$30.00 per facility

linear ft. of sewerage collection pipe \$0.10 per linear foot

collection/treatment facility \$30.00 per facility

Final Subdivision Stage lot fee \$60.00 per lot

sewerage & water (review fee) \$15.00 per lot plus \$20.00

Note: Subdivisions requiring minimal construction and improvements shall be charged a one-time processing fee at the discretion of the Department of Development subject to appeal by the petitioner to the St. Tammany Parish Planning Commission.

### RESUBDIVISIONS

\$90.00 per acre of total land area to be resubdivided with a maximum fee of \$800.00. (Minimum fee of \$90.00, pro-rata after the first acre.)

### PLANNED UNIT DEVELOPMENTS

Planned Unit Development (PUD) fees shall be the same as established for industrial, commercial and residential subdivisions as referenced to above.

### SPECIAL CONSTRUCTION

Special construction requiring the review and inspection by the parish engineer and or his representative shall have fees established at their discretion subject to appeal by the petitioner to the St. Tammany Parish Planning Commission. Examples of special construction are as follows:

bulkheads, revetments, subsurface drainage, canals & water systems, miscellaneous construction involving the public health, welfare and safety, etc...

### COMMERCIAL SHOPPING CENTERS

Fees for commercial shopping centers including "strip" shopping centers, where lots are not created, shall be an initial \$250.00 processing fee and \$100.00 per acre.

### MOBILE HOME PARKS

Subdivision fees, where sites are offered for lease or rent, shall be in accordance and prescribed as per Section 40-084.0, Mobile Home Parks, 20. Fees. In the event that sites or lots are sold, fees shall be in accordance with fees established for industrial, commercial and residential subdivisions.

License fees for the operation of mobile home parks are prescribed as per Section 40-084.0, Mobile Home Parks, 22. Licenses, a.

MOBILE HOME PARKS (Non-conforming)  
\$50.00 one-time processing fee to cover administrative costs

**RECREATIONAL VEHICLE PARKS & CAMPING GROUNDS**

Development fees shall be discretionary and determined based on the size and complexity of the development. If the developer feels that the fees, when determined, are to excessive, said developer can exercise his right to appeal the fees to the Planning Commission. License fees are as prescribed per Section 40-084.0 Recreational Vehicle Park & Camping Ground Subdivision, 6. Licenses, a.

**LAB TESTING**

The costs of laboratory testing and inspections for hard surfaced roads will be borne by the developer and will be invoiced through the testing laboratory selected to do the testing.

*Ord Cal 3117*

**Exhibit 2**

**Amendments to St. Tammany Parish Land Use Ordinance 523  
Section 3.02 Conditional Uses, Section 3.0202 Procedures**

### 3.0202 Procedures

#### A. Application

1. An application verified by the owner of record or authorized agent of said owner of the property involved shall be filed with the Department of Planning for the attention of the Zoning Commission upon a form prescribed therefore, which shall contain, or be accompanied by, all required information.

2. a. A Transportation Impact Analysis (TIA) study shall be required for all conditional uses when the following project threshold levels are met or exceeded. In the event that alternative threshold levels are specified (i.e., units vs. square footage) the more restrictive shall prevail.

Subdivision/ Development Type	Threshold
Single Family Residential	50 Units
Multi-Family Residential	5 Acres or 50 Units
Office	3 Acres or 50,000 Square Feet
Commercial/Institutional	2 Acres or 75,000 Square Feet
Industrial	8 Acres or 100,000 Square Feet
Restaurant or Beverage Commercial Outlets with Drive through Service	None <u>No threshold (Applies to All)</u>

In the case that a development does not meet or exceed the threshold level defined above, a transportation impact analysis may still be deemed necessary by the Parish Engineer under one or more of the following conditions:

- There are currently high traffic volumes on surrounding roads that may affect movement to and from the proposed development.
- The development will be located in an area that is currently undergoing substantial growth, or
- The development will be located in an area that is currently experiencing extreme problems with traffic congestion.

Expansion of an existing project may also be subject to a traffic study. When determining whether the project meets the threshold, trips from the existing land use shall be included in the trips that are considered "produced" by the project.

The Parish has the right in the administrative review process to require mitigation efforts by the applicant. However, a formal TIA may not be required. The applicant shall meet all applicable requirements found in the Parish Code. Additionally, the Parish has the right to request additional improvements or ingress/egress points above the current Parish standards.

b. PROCEDURES. If a TIA is required for a project pursuant to the provisions of this section, the developer shall hire a qualified TIA Analyst from a list published by the St. Tammany St. Tammany Parish Department of Planning and the Department of Engineering in accordance with this section. The TIA shall be submitted with the conditional use application. In

the event that a TIA is required and no conditional use application is required, the TIA shall be submitted at the time of the filing for a building permit. In no case shall a building permit be issued for a development that is required by these regulations to provide a TIA until said TIA has been submitted and approval approved by the Parish Engineer. For each TIA submitted, the Parish Engineer will assess the project and make the decision as to whether a traffic model of the study area will be required. If a proposed development is located in an area for which the Parish has an existing base traffic model, then the traffic model shall be updated to show the impacts of the project. For other projects, the Parish may choose to generate a model for the critical intersections in the study area. This model will allow the Parish to make recommendations for improvements needed in order to mitigate the impacts of the development. These recommendations may be in addition to the recommendations made by the TIA and will be in accordance with standard engineering practice. In order for the Parish Engineer to model the effects of the new development (or update an existing base model), the following information shall also be provided at the time of submission of the conditional use application:

1. Existing Average Daily Traffic Counts at all intersections (identified by the Parish Engineer) as well as peak-hour counts (for all turning movements at each intersection). These counts shall be less than 1 year old. The applicant shall contact the Parish Engineer to check availability of current available counts. If current data is not available, the applicant will be required to perform the counts. Peak hours shall be determined by the Parish Engineer for each project, as peak hours will vary depending on the study area. **Traffic Counts will be conducted only during weeks that do not contain a major school holiday and that are during the school year (September through May).**
2. Projected Average Daily Traffic Counts (and peak hour counts) upon completion of project at same intersections, as well as any proposed site access driveways.
3. Suggested timing/phasing plans for any proposed traffic signals, and/or proposed changes to existing timing/phasing plans.
4. Any other recommendations or mitigation efforts that are proposed by the applicant.
5. Any additional information deemed necessary by the Parish Engineer in order to complete or update a traffic model of the project area.

A review fee will be assessed to every applicant that is required to submit a TIA for this service. This fee shall consist of a \$50 Submittal Fee + \$50/mile of roadway to be studied + \$50/intersection in study area + \$50/proposed development in study area that have submitted a tentative plat or conditional use application. For example, a 3-mile long project study area consisting of 10 intersections along a stretch of highway that has 8 other proposed developments would have a fee of \$1100. (\$50 submittal fee + \$150 for 3 miles of roadway + \$500 for 10 intersections in study area + \$400 for 8 other proposed developments in study area.

A building permit or work order will not be issued unless the traffic model with all proposed improvements shows little or no impact on existing traffic conditions. Mitigation measures shall be in place prior to the initial phase of construction.

Mitigation shall also be in coordination with the most recent 2025 Master Plan and 10-Year Infrastructure Plan to benefit the area affected. Prior to approval, the developer must verify with the Department of Engineering whether a 2025 Master Plan or 10-Year Infrastructure Plan proposed route or improvement will affect the subject property. If so, access through the property along with any Right-of-Way needed shall be provided to the Parish as part of the applicant's mitigation efforts. The most recent map outlining the 2025 Master Plan is on file

with the Department of Engineering. A copy of the 10-Year Infrastructure Plan can also be obtained from the Department of Engineering.

c. TIA ANALYST. Following a request for qualifications, the Director of Planning and the Parish Engineer shall review all submissions and publish a list of qualified TIA analysts. This list shall include all individuals qualified to perform the Traffic Impact Analysis required in these regulations. In order to be considered for qualification as a TIA Analyst, an individual must be a registered Professional Engineer or an AICP certified planner, with experience in Traffic Engineering.

Subsequent to the publication of this list, all individuals desiring to be qualified as a TIA Analyst for the purposes of this ordinance must submit a list of qualifications to the Director of Planning and the Parish Engineer for review. If that individual is deemed qualified to perform TIAs in accordance with this section, their name shall be added to the list of qualified TIA Analyst Analysts to be maintained by the Department of Planning.

A qualified TIA Analyst may be disqualified by the Director of Planning and the Parish Engineer from preparing TIA's for the purposes of these regulations for cause. Cause for disqualification includes, but is not limited to: the intentional submission of false or misleading information; unethical or illegal activities intended to influence the evaluation of a TIA; or consistent failure to provide the information required for the submission of a TIA in accordance with this section.

d. TIA REPORT. The TIA report shall be prepared documenting the study, the data used, the findings, and the recommendations of the study. The TIA shall be prepared and signed by the TIA Analyst responsible for the supervision of the study and preparation of the TIA. The TIA shall be reviewed by both the Parish Engineer and the Planning Commission. If the Parish Engineer or Planning Commission determines that the TIA is inadequate or not in accordance with this section, the applicant may shall be required to supplement the TIA to address any deficiencies.

e. TIA CONTENTS AND FORMAT. The contents of a TIA, as well as the TIA study area radius, shall vary depending on the site and prevailing conditions. Content requirements, including the study area radius, shall be established by ~~Parish Engineering~~ the Parish Engineer prior to the submittal of the TIA. Such requirements shall address site, project and corridor level traffic and transportation issues. Each TIA submitted must take into account all other proposed developments in the study area (all developments for which a tentative application has been submitted). This information shall be obtained from the Parish Engineer.

The TIA study shall be prepared in the following format:

1. Description of TIA study area, specifying boundaries boundary of study area and count and analysis sites. A site location map shall be provided. The map shall include roadways that allow access to the site, and are included in the study area. The Parish Engineer prior to initiation of the study shall determine the study area radius for the TIA.
2. Description of the Project. This description shall include the size of the parcel, general terrain features, access to the site anticipated completion date, and the existing and proposed uses of the site (including phasing). In addition, the square footage of each use or

number and size of units proposed shall be specified. A figure (Site Plan) that shows the site development as proposed shall also be included in the report.

3. Existing conditions. The existing conditions in the vicinity of the project shall be discussed, including a description of the area to be affected by the development. A field inventory of the site and study area shall be conducted. Existing traffic volumes, traffic controls, and geometrics (number of lanes, intersection configurations, etc.) shall be described in detail. This data shall be depicted graphically.
4. Existing Traffic Volumes within TIA Study Area. Average daily traffic counts shall be current (less than 1 year old). The applicant shall contact the Parish Engineer to obtain current available counts. If current data is not available, the applicant will be required to perform the counts. Peak hour counts shall be conducted at study area intersections during peak hours to be determined by the Parish Engineer. These counts shall show all turning movements. **The counts shall be conducted during the school year (September through May) and during weeks that have no major school holidays.** (These holidays shall include, but not be exclusive to, Thanksgiving, Christmas Break, Spring Break, Mardi Gras, Labor Day, and Exam weeks.) The Parish Engineer may be contacted for approval of the planned count dates.
5. Trip generation estimates and design hour traffic volumes. Traffic volumes expected to be generated by the proposed development shall be estimated using the **latest edition** of the Institute of Transportation Engineers' (ITE) *Trip Generation* manual. The calculation of traffic volumes used to determine impacts of the development shall be based on the maximum land use intensity allowed under the existing (or proposed) Zoning Ordinance.
6. Trip distribution and traffic assignments. Traffic generated by the site must be distributed and assigned to the roadway network in order to determine the project's impacts. The direction a vehicle will take to access or leave the project site is known as trip distribution. Traffic assignment refers to the actual routes taken by project traffic to and from the site. The methodology and assumptions which are used in the determination of trip distribution and traffic assignments shall be described. In the case of projects with several phases to take place over several years, the trip distribution and traffic assignment shall be estimated for the completion of each phase.
7. Existing and Projected traffic volumes within the TIA study area. Project generated and distributed traffic shall be estimated for all intersections in the study area, including any proposed site access driveways. The projected counts will represent the same peak hours that were used for the existing traffic volume counts, and will show all turning movements. The trip generations from all other proposed developments in the study area shall also be taken into account. This information shall be obtained by the Parish Engineer. The growth rate percentage to be used for the study area shall also be established by the Parish Engineer.
8. Capacity analysis. Capacity analyses provide an indication of how well the study area intersections serve existing and future traffic demands. A description of the methodology and Level of Service (LOS) definitions shall be included within the TIA. For existing and future conditions, LOS at all study intersections, inclusive of the project driveway(s), shall be calculated for signalized and

unsignalized intersections. Again, the other proposed developments in the study area shall also be taken into account. An overall LOS "D" shall be considered acceptable for signalized intersections within the Parish. For unsignalized intersections, the LOS for the critical movement shall be at LOS "D" or above. In the case where the existing Level of Service (LOS) is below "D", the mitigation efforts shall improve the LOS to "D" or above. Additionally, volume to capacity (V/C) and average stopped delay must also be presented for both signalized and unsignalized intersections. To assess quality of flow, roadway capacity analyses are required under the following conditions: Existing, No Build (per project phase), Build (per project phase), and Build (Total Build Out).

9. Traffic accidents. Three years of the most current accident data shall be obtained for intersections within the study area. This data shall be depicted in tabular form along with a brief description at each critical location. The applicant may contact the Parish Engineer to obtain contact information for the purpose of collecting this data.
10. Traffic improvements. Unsignalized intersections experiencing significant deficiencies (delays) shall be evaluated for potential signalization. Results of these analyses shall be discussed and recommendations presented. Any planned roadway improvements to be completed within the study area shall be identified and discussed.
11. Conclusions. This section of the traffic study shall summarize the required improvements and the proposed mitigation measures. This shall include, but not be excluded to, the following: Existing and future LOS results, Recommended Roadway improvements, and Resultant LOS with proposed improvements in place.
12. Summary, and findings and recommendations. Mitigation measures shall be discussed in this section. This includes identifying the improvement measures necessary to minimize the impact of the project/development on the transportation system. The study area intersections shall be mitigated at a minimum to operate better than or equal to the "No Build" case, based on the calculated V/C and average stopped delay. In the case where the existing Level of Service (LOS) is below "D", the mitigation efforts shall improve the LOS to "D" or above. Mitigation measures shall be in place prior to the initial phase of construction.

f. TRIP GENERATION RATES. For the purpose of determining whether the requirements of this section are applicable to the proposed project and for the purpose of preparing required transportation impact analyses, applicants shall use the trip rates contained in the **most recent** edition of the Institute of Transportation Engineers' (ITE) *Trip Generation Manual*. ~~Other trip generation rates may be used if a traffic engineer demonstrates that the unique characteristics of a development shall result in different trip generation rates and if such different rates are approved by the Parish Engineer.~~

g. ACTIONS BASED ON TIA. A proposed development which is subject to the TIA requirements of this section shall be disapproved when the results of the required TIA demonstrate that the proposed project will overburden the roadway system or cause a reduction in service of affected roadways below the adopted Level of Service of "D". In the case where the existing Level of Service (LOS) is below "D", the mitigation efforts shall improve the LOS to "D" or above.



An applicant, in coordination with the Parish Engineer, may modify the development proposal to minimize the identified traffic-related impacts. Modifications to applications for projects may include, but shall not be limited to:

~~4. A reduction in the projected vehicle trips per day;~~

1. Dedication of additional right of way;
2. Rerouting of traffic and proposed access points serving the proposed project; or
3. Participation in funding transportation facilities, including signals and intersection improvements;
4. Traffic signal timing and/or phasing adjustments (with coordination and approval from the owner of the signal);
5. Restriping or reconfiguration of the intersection;
6. Adding additional intersection through or turn lanes;
7. Installation of a signal; or
8. Any other recommendations by the Parish Engineer upon review and analysis of the traffic model.

Applicants will be responsible for the cost and implementation of identified improvement which mitigates the traffic impact of their proposed development, unless funding can be provided through any grant mechanism.

If a traffic mitigation is part of an approved Transportation Impact Study, all approved traffic improvements must be implemented prior to receipt of an occupancy or Final Plat approval, whichever is appropriate, unless otherwise provided for as part of the approved Transportation Impact Study and coordinated with St. Tammany Parish.

Mitigation shall also be in coordination with the most recent 2025 Master Plan and the 10-Year Infrastructure Plan to benefit the area affected. Prior to approval, the developer must verify with the Department of Engineering whether a 2025 Master Plan or 10-Year Infrastructure Plan proposed route or improvement will affect the subject property. If so, access through the property along with any Right-of-Way needed shall be provided to the Parish as part of the applicant's mitigation efforts. The most recent map outlining the 2025 Master Plan is on file with the Department of Engineering. A copy of the 10-Year Infrastructure Plan can also be obtained from the Department of Engineering.

h. WAIVER OF/EXEMPTION FROM TIA REQUIREMENTS. The Zoning Commission may not waive the transportation impact analysis submittal requirements of this section. (Amended OCS# 02-0471 5/02/2002)

#### B. Public Hearings

Upon receipt of such verified application, the Department of Development shall notice of a Public Hearing by posting the affected site in a conspicuous place at least ten (10) days prior to the intended permit hearing. A record of pertinent information presented at the public hearing shall be made and maintained by the Zoning Commission as part of their permanent record relative to the applicant.

#### C. Determination (Amended OCS# 02-0417 1/10/2002)

The Zoning Commission shall then make its findings and the permit decision

shall not become effective for ten (10) days, during which time an appeal can be made in written form to the Parish Council through the Parish Department of Planning. The procedure for appeals to the Parish Council is contained within Section 18-056.01 of the Parish Code of Ordinances.

Revised 

Ord Cal 3117

Exhibit 3

Ammendments to Chapter 2 of St. Tammany Parish Code of Ordinances  
Section 2-009.00 Parish Fees and Service Charges

## Chapter 2-009.00 Part (B-1) Building Permits, Registration and Associated Fees

### (B.) Development:

#### I. Building Permits: Registration and Associated Fees:

##### 1. Commercial Plan Review:

- (i.) Plan Review \$150.00 base fee plus .01 per sq. ft.
- (ii.) Projects above 2,000,000 may be subject to \$100.00 base fee and current Southern Building Code Review fees.

##### 2. Commercial:

- (i.) New \$140.00 + .21 per sq. ft.
- (ii.) Additions \$100.00 + .21 per sq. ft.
- (iii.) Remodel \$85.00 + 5.00 per 1,000 or fraction thereof (\*\*Contract Amount)

##### 3. Residential:

- (i.) New \$105.00 + .10 per sq. ft.
- (ii.) Additions \$80.00 + .10 per sq. ft.
- (iii.) Remodel \$75.00 + 5.00 per 1,000 or fraction thereof (\*\* Contract Amount/No Contract + .50 per sq. ft.)

##### 4. Mobile Homes:

- (i.) Mobile Homes \$80.00 + .10 per sq. ft. + 5.00 electrical connection
- (ii.) Licensed Parks \$25.00 + 5.00 electrical connection

##### 5. Miscellaneous:

- (i.) Seasonal retail (tents, temporary structures, pre-fab units) \$140.00 + .21 per sq. ft.
- (ii.) Land Clearing.....\$150.00
- (iii.) Residential Demolition.....\$20.00
- (iv.) Commercial Demolition.....\$40.00
- (v.) Tennis Courts.....\$40.00
- (vi.) Tanks.....\$40.00
- (vii.) Tents.....\$40.00
- \* (viii.) Towers.....\$2,000.00
- \* (ix.) Tower Co-Locations.....\$1,000.00
- (x.) Traffic Impact Fee Analysis—This fee shall consist of a \$50 submittal fee plus \$50/mile of roadway to be studied plus \$50/intersection in study area plus \$50/proposed development in study area that have submitted a tentative plat or conditional use application.

\* Including, but not limited to: Telecommunications, Radio and Digital (Amended by Ord. 99-3001, adopted 1/21/99)

#### II. Zoning and Associated Fees:

##### A. Zoning changes

##### 1. Existing Developed Single Family Residential

- (i) Per Acre \$50.00
- (ii) Maximum Acreage Fee \$1250.00

##### 2. Other Zoning Changes

- (i) Per Acre for first 25 acres \$100.00
- (ii) Per Acre for remaining acres \$10.00
- (iii) Processing Fee \$250.00
- (iv) Advertising Fee \$75.00

B . Conditional Uses and Plan Reviews for  
PUD, ID, and Non-Conforming Uses

- 1 . Single Family \$100.00
- 2 . Agricultural \$100.00
- 3 . Recreational \$100.00
- 4 . Ponds/Excavations under 3 acres \$100.00
- 5 . Ponds/Excavations 3-5 acres \$200.00
- 6 . Ponds/Excavations 5-10 acres \$300.00
- 7 . Ponds/Excavations over 10 acres \$400.00
- 8 . Institutional \$300.00
- 9 . Commercial, Multi-Family, Industrial, Utility \$500.00
- 10 . Miscellaneous Traffic Impact Fee Analysis - This fee shall consist of a \$50 Submittal Fee plus \$50/mile of roadway to be studied plus \$50/intersection in study area plus \$50/proposed development in study area that have submitted a tentative plat or conditional use application.
11. Miscellaneous

As Determined by Development

The above items under B. will be assessed an advertising fee \$50.00

The above items under B. will be assessed an acreage fee for every acre over 5 acres (except items 1-7 and item 10) \$10.00

C . Administrative/Adm Conditional Use

- 1 . Residential
  - (i) Home Office/Occupation \$25.00
  - (ii) Temporary Use \$25.00
  - (iii) Residential Structure \$50.00
  - (iv) Pond \$50.00

2 . Commercial, Institutional, Industrial or other \$100.00

D . PCO Review

- 1 . Building (may include signage) \$50.00
2. Signage Only \$50.00

E . Board of Adjustments

- 1 . Variance \$200.00
- 2 . After the Fact Variance \$500.00
- 3 . Interpretation \$200.00
- 4 . Appeals of Zoning Adm.. \$200.00

(Amended by Ord. No. 97-2598, adopted 04/03/97)

III. Subdivisions and Associated Fees:

A . Tentative Subdivision Stage

1. Lot Fee \$100.00 filing fee plus \$15.00 per lot
2. Traffic Impact Fee Analysis - This fee shall consist of a \$50 Submittal Fee plus \$50/mile of roadway to be studied plus \$50/intersection in study area plus \$50/proposed development in study area that have submitted a tentative plat application.

B . Preliminary Subdivision Stage

- 1 . Lot Fee \$30.00 per lot
- 2 . Sewerage and Water (review fee) \$10.00 per lot
- 3 . Linear Ft. of Water Distribution Pipe \$0.05 per linear foot
- 4 . Water Supply Facility \$30.00 per facility
- 5 . Linear Ft. of Sewerage Collection Pipe \$0.10 per linear foot
- 6 . Collection/Treatment Facility \$30.00 per facility

C . Final Subdivision Stage

- 1 . Lot Fee \$60.00 per lot
- 2 . Sewerage and Water (review fee) \$15.00 per lot plus \$20.00

D . Resubdivisions

1. \$90.00 per acre of total land area to be resubdivided with  
a maximum fee of \$800.00 (Minimum fee of \$75.00, pro-rated after the first acre)

E . Revocation Process for Each Application \$300.00