

**Tangipahoa Parish Council**  
**Tangipahoa Parish Gordon A Burgess Governmental Building**  
**206 East Mulberry Street, Amite, LA 70422**  
**Regular Meeting Immediately Following Public Hearing**  
**November 14, 2022**

**PUBLIC NOTICE** Is Hereby Given That The Tangipahoa Parish Council Will Meet In Regular Session on Monday, November 14, 2022 Immediately Following The Public Hearing at 5:30 PM at the Tangipahoa Parish Gordon A Burgess Governmental Building, 206 East Mulberry Street, Amite, Louisiana, 70422, contact number (985) 748-3211 on the following:

**PUBLIC HEARING**

Public Hearing #2 of the Redistricting Plan of the Parish Council Districts of Tangipahoa Parish in accordance with the Year 2020 Decennial Census

- T.P. Ordinance No. 22-56 - An Ordinance amending and enacting Chapter 36-Planning and Development, Article VIII- Developments with Special Provisions, Section 36-222-Mining Operations
- T.P. Ordinance No. 22-62 - An Ordinance amending and enacting Chapter 36-Planning and Development, Article IV- Standards for Subdivision of Property, Section 36-91-Major Subdivision Standards, (D), (5) DFIRM
- T.P. Ordinance No. 22-63 - An Ordinance amending and enacting Chapter 12-Buildings and Building Regulations, Article I-In General, Section 12-2-Building Permit Fees Established, (c) VA Veterans Program
- T.P. Ordinance No. 22-64 - An Ordinance amending and enacting Chapter 36-Planning and Development, Article IV- Standards for Subdivision of Property, Section 36-90-Minor Subdivision Standards, (A), (11) Structures on Surveys
- T.P. Ordinance No. 22-65 - An Ordinance to declare surplus Asset #24159-2017 Chevrolet Equinox, Asset #21261-2010 Chevrolet Express, Asset #21953-2013 Ford Explorer and authorize the donation of said surplus assets to the Tangipahoa Parish Coroner's Office
- T.P. Ordinance No. 22-67 - An Ordinance to grant a variance to Section 36-117-General Commercial Property Development Setbacks for Bradley Alack/Alack Butcher Shop, Assessment #6205518 in District 4
- T.P. Ordinance No. 22-68 - An Ordinance to grant a variance to Section 36-111-General Improvement Standards for Sandy K Berthelot, Assessment #4299701 in District 6
- T.P. Ordinance No. 22-69 - An Ordinance to grant a variance to Section 36-112-Special Classification Property Development Standards for Charles Pittman (owner) and Amanda Breaud (applicant), #222003 in District 1
- T.P. Ordinance No. 22-70 - An Ordinance to grant a variance to Section 36-224-Renewable Energy Power Plants (Solar Energy), (E) Design Standards, (11) Ground Disturbance for Amite Solar (applicant), Assessment #00499218, #05148804, #00541907, #00502618, #02556308, #2850907 in District 3
- T.P. Ordinance No. 22-72 - An Ordinance of the Tangipahoa Parish Council-President Government to proceed with the permitting process for Lynhaven Retreat for the construction of additional cottages at 21669 Old Covington Hwy, Hammond, in District 8
- T.P. Ordinance No. 22-73 - An Ordinance amending T.P. Ordinance 21-80 - 2022 budget of the Tangipahoa Parish Convention and Visitors Bureau
- T.P. Ordinance No. 22-74 - An Ordinance adopting the 2023 budget of the Tangipahoa Parish Convention and Visitors Bureau
- T.P. Ordinance No. 22-75 - An Ordinance placing 25mph speed limit signs on Powell Lane in District 2
- T.P. Resolution No. R22-32 - A Resolution of the Tangipahoa Parish Council-President Government for Amite Solar, LLC to proceed with the permitting process for a Renewable Energy Power Plant

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**CALL TO ORDER**

**CELL PHONES** - *Please Mute or Turn Off*

**INVOCATION**

**PLEDGE OF ALLEGIANCE** (*All Veterans and active military, please render the proper salute*)

**ROLL CALL**

**ADOPTION OF MINUTES** for the regular meeting dated October 24, 2022 & special meeting dated November 9, 2022

**PUBLIC INPUT** - *Anyone Wishing to Address Agenda Items Which Were Not on Public Hearing*

**PARISH PRESIDENT'S REPORT**

1. PROCLAMATION - 25th Anniversary Leadership Tangipahoa
2. LITTER UPDATE - Roxy's Toolbox Poster Winners

**REGULAR BUSINESS**

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ADOPTION OF ORDINANCES  
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- [3.](#) ADOPTION of T.P. Ordinance No. 22-56 - An Ordinance amending and enacting Chapter 36-Planning and Development, Article VIII-Developments with Special Provisions, Section 36-222-Mining Operations
- [4.](#) ADOPTION of T.P. Ordinance No. 22-62 - An Ordinance amending and enacting Chapter 36-Planning and Development, Article IV-Standards for Subdivision of Property, Section 36-91-Major Subdivision Standards, (D), (5) DFIRM
- [5.](#) ADOPTION of T.P. Ordinance No. 22-63 - An Ordinance amending and enacting Chapter 12-Buildings and Building Regulations, Article I-In General, Section 12-2-Building Permit Fees Established, (c) VA Veterans Program
- [6.](#) ADOPTION of T.P. Ordinance No. 22-64 - An Ordinance amending and enacting Chapter 36-Planning and Development, Article IV-Standards for Subdivision of Property, Section 36-90-Minor Subdivision Standards, (A), (11) Structures on Surveys
- [7.](#) ADOPTION of T.P. Ordinance No. 22-65 - An Ordinance to declare surplus Asset #24159-2017 Chevrolet Equinox, Asset #21261-2010 Chevrolet Express, Asset #21953-2013 Ford Explorer and authorize the donation of said surplused assets to the Tangipahoa Parish Coroner's Office
- [8.](#) ADOPTION of T.P. Ordinance No. 22-67 - An Ordinance to grant a variance to Section 36-117-General Commercial Property Development Setbacks for Bradley Alack/Alack Butcher Shop, Assessment #6205518 in District 4
- [9.](#) ADOPTION of T.P. Ordinance No. 22-68 - An Ordinance to grant a variance to Section 36-111-General Improvement Standards for Sandy K Berthelot, Assessment #4299701 in District 6
- [10.](#) ADOPTION of T.P. Ordinance No. 22-69 - An Ordinance to grant a variance to Section 36-112-Special Classification Property Development Standards for Charles Pittman (owner) and Amanda Breaud (applicant), #222003 in District 1
- [11.](#) ADOPTION of T.P. Ordinance No. 22-70 - An Ordinance to grant a variance to Section 36-224-Renewable Energy Power Plants (Solar Energy), (E) Design Standards, (11) Ground Disturbance for Amite Solar (applicant), Assessment #00499218, #05148804, #00541907, #00502618, #02556308, #2850907 in District 3
- [12.](#) ADOPTION of T.P. Ordinance No. 22-72 - An Ordinance of the Tangipahoa Parish Council-President Government to proceed with the permitting process for Lynhaven Retreat for the construction of additional cottages at 21669 Old Covington Hwy, Hammond, in District 8
- [13.](#) ADOPTION of T.P. Ordinance No. 22-73 - An Ordinance amending T.P. Ordinance 21-80 - 2022 budget of the Tangipahoa Parish Convention and Visitors Bureau
- [14.](#) ADOPTION of T.P. Ordinance No. 22-74 - An Ordinance adopting the 2023 budget of the Tangipahoa Parish Convention and Visitors Bureau
- [15.](#) ADOPTION of T.P. Ordinance No. 22-75 - An Ordinance placing 25mph speed limit signs on Powell Lane in District 2

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INTRODUCTION OF ORDINANCES  
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- [16.](#) INTRODUCTION of T.P. Ordinance No. 22-78- An Ordinance to enact Chapter 44 - Railroad Crossing Maintenance (*PUBLIC HEARING: NOVEMBER 28, 2022*)
- [17.](#) INTRODUCTION of T.P. Ordinance No. 22-79- An Ordinance placing 15MPH Speed Limit signs on Fayette Ln, Blakely Pl, and Atmore Pl of Silver Hill Subdivision Phase I in District 2 (*PUBLIC HEARING: NOVEMBER 28, 2022*)
- [18.](#) INTRODUCTION of T.P. Ordinance No. 22-80 - An Ordinance adopting the 2023 Operating Budget of the Tangipahoa Parish Library Board of Control (*PUBLIC HEARING: DECEMBER 12, 2022*)
- [19.](#) INTRODUCTION of T.P. Ordinance No. 22-81 - An Ordinance to grant a variance to Section 36-112-Special Classification Property Development Standards, (A)-Mobile/Manufactured Homes Placement Standards for Placement on a Single Lot for Charlotte Matthews, Assessment #201307 in District 1 (*PUBLIC HEARING: NOVEMBER 28, 2022*)
- [20.](#) INTRODUCTION of T.P. Ordinance No. 22-82 - An Ordinance to authorize the Parish President or his Authorized Designee to execute any and all documents in regard to the purchase and acquisition of land with improvements Lots 14-15-16 SQ 7 Amite, Louisiana, Tangipahoa Parish (*PUBLIC HEARING: NOVEMBER 28, 2022*)
- [21.](#) INTRODUCTION of T.P. Ordinance No. 22-83 - An Ordinance amending and enacting Chapter 8 - Amusements - Special Events (*PUBLIC HEARING: NOVEMBER 28, 2022*)

22. INTRODUCTION of T.P. Ordinance No. 22-84 - An Ordinance to declare surplus 2012 Ford Expedition Asset #23544, 2012 Chevrolet Silverado Asset #21550 and authorize the donation of said surplus assets to the Town of Kentwood (*PUBLIC HEARING: NOVEMBER 28, 2022*)

23. INTRODUCTION of T.P. Ordinance No. 22-85 - An Ordinance to declare surplus 2017 Dodge 1500 Asset #24180, 2015 Dodge 1500 Asset #21301, 2015 Dodge 1500 Asset #21525 and authorize the donation of said surplus assets to the Town of Amite City Police Department (*PUBLIC HEARING: NOVEMBER 28, 2022*)

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*ADOPTION OF RESOLUTIONS*  
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24. ADOPTION of T.P. Resolution No. R22-31 - A Resolution approving the Updated Louisiana Department of Transportation and Development Sponsored Public Transportation Agency Safety Plan for Tangipahoa Parish and Establishing Safety Performance Targets for the Parish's Public Transit System

25. ADOPTION of T.P. Resolution No. R22-32 - A Resolution of the Tangipahoa Parish Council-President Government for Amite Solar, LLC to proceed with the permitting process for a Renewable Energy Power Plant

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*DISCUSSION*  
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26. DISCUSSION AND POSSIBLE ACTION concerning Cypress Reserve Roads and Permits in District 8

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*BOARD APPOINTMENTS*  
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27. TANGIPAHOA VOLUNTARY COUNCIL ON AGING - New Appointment June Taylor , District 5

28. GRAVITY DRAINAGE DISTRICT NO. 4 - Reappointments Kyle Warren, Lafete Tucker, Sr, Angus Edwards - District 3

29. TANGIPAHOA WATER DISTRICT - Resignation of Raymond Williams, New Appointment to fill unexpired term - District 7

**BEER, WINE, AND LIQUOR PERMITS**

**LEGAL MATTERS**

30. EXECUTIVE SESSION Varnado, Kendall v. Tangipahoa Parish Council, et al

**COUNCILMEN'S PRIVILEGES**

**ADJOURN**

Jill DeSouge  
Clerk of Council

Daily Star  
Please Publish November 10, 2022

Published on Tangipahoa Parish Government website at [www.tangipahoa.org](http://www.tangipahoa.org) and posted @ T.P. Gordon A. Burgess Governmental Building November 10, 2022

In Accordance with the Americans with Disabilities Act, If You Need Special Assistance, please contact Jill DeSouge at [985-748-2290](tel:985-748-2290) describing the Assistance that is necessary.

## T.P. Ordinance No. 22-56

### AN ORDINANCE AMENDING AND ENACTING CHAPTER 36 – PLANNING AND DEVELOPMENT, ARTICLE VIII – DEVELOPMENTS WITH SPECIAL PROVISIONS, SECTION 36-222 – MINING OPERATIONS

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, State of Louisiana, acting as the Governing Authority thereof revises and amends the Tangipahoa Parish Code of Ordinance as follows:

#### Chapter 36 PLANNING AND DEVELOPMENT

##### ARTICLE VIII – DEVELOPMENTS WITH SPECIAL PROVISIONS

##### Sec. 36-222. Mining operations.

- (a) *Prohibition on combustible and/or flammable burning.*
- (1) Combustible and/or flammable burning is defined as consisting of any single or multiple pits or containers of any size where combustible and/or flammable liquids are burned for any reason.
  - (2) The construction or use of pits or containers for the purpose of burning combustibles and/or flammable liquids is prohibited.
  - (3) Whoever burns combustibles and/or flammable liquids in violation of the provisions of this section shall be guilty of a misdemeanor crime and shall be subject to the penalties in section 1-13.
- (b) **Dirt** Pits and ponds.
- (1) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:  
*Dirt pit* means a hole, shaft or cavity in the ground created or expanded with the intent to mine dirt, clay, gravel, or any materials from the earth from the site for transport off of the site.  
*Pond* means an artificially created confined body of water, which could be created for commercial or recreational uses, or for detention/drainage.  
**Residential house means a structure or dwelling providing living accommodations for one or more persons.**
  - (2) *Construction, operation or expansion of dirt pits and ponds require a permit.*
    - a. All dirt pits and/or ponds sought to be constructed within the parish are required to submit an application to the parish permit office **and pay the fee set for this permit by the parish council-president government.** No new excavation shall begin until a permit is issued.
    - b. The permit application required by this article will require the following information, to-wit:
      1. The landowners' full names, physical and mailing addresses, and telephone number.
      2. The property description for the location of the dirt pit and/or pond.
      3. The official name or designation of the roadway providing access to the site of the dirt pit and/or pond.
      4. The anticipated size of the dirt pit and/or pond including both its anticipated depth and surface area.
      5. The anticipated starting date for operations and the anticipated completion date for operations at the site.
      6. The contractor/miner/excavator's complete name. If the contractor/miner/ excavator is a partnership, corporation or limited liability company, there shall be included with the application the names of each owner, stockholder, partner and/or member except in the case of publicly traded stock corporations. Along with each name, there shall also be included the contractor, miner, excavator and in the case of a partnership, corporation or limited liability company, the owner, stockholder, partner and/or member's physical and mailing address and telephone number.
  - (3) *Permit posting.* The original permit or a copy thereof must be posted by the applicant at the entrance site of the dirt pit and/or pond where the applicant accesses the site from a public roadway.

- (4) *Damages to public roads.*
- a. The dirt pit and/or pond's landowners and the contractor/miner/excavator shall be jointly, severally and in solido responsible for obtaining and constructing access onto a public roadway. If the public roadway is surfaced, there must be an apron connecting the applicant's private roadway to the public roadway constructed in a manner that will prevent damage to the roadway.
  - b. Any damages to the public roadway at this entrance shall ~~must~~ be paid for by the landowner and/or the contractor/miner/excavator, jointly and severally.
  - c. The contractor/miner/excavator shall be responsible to make sure operations at the dirt pit/pond construction do not impact road safety and to remove any dirt or clay that is spilled or tracked onto the public roadway.

(5) Notification of change in ownership. If at any time there is a change in ownership as to the landowner and/or the contractor/miner/excavator, the current owner shall notify the new owner of this article.

~~(5)~~(6) *Permit holder to provide access to parish inspectors.* As a condition of the granting of a permit to undertake dirt pit/pond operations, the applicant and the landowner shall grant to the parish government's inspectors and/or compliance officers complete access to the site for regular inspections, compliance enforcement, posting violations and issuing stop work orders at all reasonable times.

~~(6)~~(7) *Compliance enforcement.* In the event that the permit holders fail to comply with the requirements of this article, the parish council-president government, in addition to any other remedies provided for herein or by other general law, shall be entitled to stop all work at the site and suspend all pit/pond operations permits.

~~(7)~~(8) *Special regulations.*

- a. *Requirements for ponds of one acre or less in area on a single-family residential home site.* An application must be submitted and fees paid in order to obtain a permit. The pond must be dug in a manner that will allow for it to hold water. For safety reasons, the edge of the pond will be sloped at a minimum ratio of 3:1. The edge of the pond can be no closer than 30 feet from a neighboring property line. During construction of the one acre or less size pond, if legitimate complaints arise, the parish government may require watering in order to control dust. The required buffer may be waived in writing from adjacent affected property owner.
- b. *Requirements for dirt pits and/or ponds more than one acre but no more than five acres in area.* An application must be submitted along with the items set forth herein before a permit may be issued pursuant to this article. If the merchantable timber is to be harvested from the site, a parish logging permit must be obtained. The applicant must present a plan for access to a state highway or to a parish roadway. A water truck may be required to control dust. If the site is constructed with the intention to create a pond, such pond will be constructed in a manner that will allow it to hold water and at the completion of the job, for safety reasons, the edges of the pond will be sloped at a minimum ratio of 3:1. The edge of any such dirt pit and/or pond can be no closer than 30 feet from a neighboring property line. The required buffer may be waived in writing from adjacent affected property owner. Furthermore, to protect neighboring properties from damage to water wells, sewer systems and foundations, no such dirt pit or pond shall be located any closer than 200 feet from a neighboring property owner's existing residential house structure. If at any time the pit becomes abandoned, there shall be no pool of water or pond unless the edges of the pool or pond are sloped at a minimum ratio of 3:1. A permit for this size operation will be for a one-year term and must be renewed yearly thereafter during the operation. Prior to expanding the site to include excavation of more than five acres, the contractor/miner/excavator must apply for and obtain the permit required by subsection (b)~~(7)~~(8)c of this section.
- c. *Requirements for pits and/or ponds more than five acres in area.* These developments must follow the procedures set forth in section 36-220, and once a permit is issued, the following requirements must be upheld:
  1. If timber is to be harvested to clear the site, a logging permit is required. A water truck must be maintained on the site and must be used daily to control dust except in the event of substantial periods of rain.

2. If the site is constructed with the intention to create a pond, at completion of the job, such pond will be constructed in a manner that will allow it to hold water and for safety reasons, the edges of the pond will be sloped at a minimum ratio of 3:1. At all times, the edges of any such dirt pit and/or pond can be no closer than 30 feet from a neighboring property line. The required buffer may be waived in writing from adjacent affected property owner.

Furthermore, to protect neighboring properties from damage to water wells, sewer systems and foundations, no such dirt pit or pond shall be located any closer than 200 feet from a neighboring property owner's existing residential house structure. If at any time the pit becomes abandoned, there shall be no pool of water or pond unless the edges of the pool or pond are sloped at a minimum ratio of 3:1. A permit for this size operation will be for a one-year term and must be renewed yearly thereafter during the operation of the dirt pit, in addition to the other requirements for a permit, the applicant shall also submit along with the permit application the following, to-wit:

(i) Site plan that includes the legal description and survey of the entire property;

(ii) A diagram of the proposed dirt pit or pond at completion;

(iii) A letter of approval from the parish director of public works;

(iv) A letter of approval from the parish building official;

(v) A resolution of the parish council granting the permit; and

(vi) A logging permit, if applicable.

~~(8)~~ (9) *Existing pits and/or ponds.* Pits that are currently operating, meaning dirt has been removed from the site for commercial purposes, as of the effective date of the Ordinance No. 08-40 adopted on July 14, 2008, from which this article is derived, will be exempt from all requirements of this article, excepting that these existing sites ~~will~~ shall be required to submit an application to the permit office and receive an exempt permit. This exempt permit ~~will~~ shall be kept on site. The application ~~must~~ shall contain the following information: name of landowner, mailing address and phone number, name and phone number of contractor/excavators, location of pit (access road), total acreage of site (total on deed, even if plans do not include the use of all acreage), and total anticipated size of pit. This information will be for permit office use only, but will be available to the public as required by law. Any modification to the existing operations and/or site must conform with this article.

(10) Permit fees. Permit fees are set by the parish government as follows:

a. For ponds of one acre or less on a single residential home site, the permit fee shall be set at a one-time fee of \$50.00.

b. For dirt pits and/or ponds more than one acre but no more than five acres, the permit fee shall be \$100.00 per year during each year of operations or construction.

c. For dirt pits and/or ponds more than five acres, the permit fee shall be \$20.00 per acre (total proposed acres on plan), per year during each year of operation or construction.

~~(9)~~ (11) *Penalties.*

a. Any person who violates the provisions of this section, as set forth hereinabove, will be guilty of a misdemeanor criminal offense punishable as provided in section 1-13.

b. Each day that a violation of this section exists will constitute a separate offense.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council shall take effect immediately upon the signature of the Tangipahoa Parish President.

On motion by\_\_ and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED:       October 11, 2022

PUBLISHED:        November 10, 2022   OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_

Robby Miller

Date

VETOED BY PRESIDENT: \_\_\_\_\_

Robby Miller

Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_

## T.P. Ordinance No. 22-62

### AN ORDINANCE AMENDING AND ENACTING CHAPTER 36 – PLANNING AND DEVELOPMENT, ARTICLE IV – STANDARDS FOR SUBDIVISION OF PROPERTY, SECTION 36-91 – MAJOR SUBDIVISION STANDARDS, (D), (5) DFIRM

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, State of Louisiana, acting as the Governing Authority thereof revises and amends the Tangipahoa Parish Code of Ordinance as follows:

#### CHAPTER 36 PLANNING AND DEVELOPMENT

#### ARTICLE IV – STANDARDS FOR SUBDIVISION OF PROPERTY

#### Sec. 36-91. Major Subdivision Standards.

- (d) *Major residential subdivisions.* Major residential subdivisions are identified as proposed partitions containing more than eight lots or five acres for the development of single-family residential homes and shall require a land clearing permit per section 36-111(b). These proposed subdivisions as defined in this subsection shall meet the standards of subsection (a) of this section and the following standards:
- (1) The proposed minimum dwelling unit size shall be stated on the final plat for recordation.
  - (2) Stormwater management area requirement:
    - a. There shall be a minimum stormwater management area requirement of 20 percent of the gross area of the subject property being subdivided that is 20 acres or less.
    - b. There shall be a minimum stormwater management area requirement of 20 percent of the gross area of the subject property being subdivided that exceeds 20 acres or 50 lots or more.
    - c. Any preserved wetlands, floodways, or areas of special flood hazard (SFHA) may be counted towards meeting the 20 percent standard. The preliminary and final plat shall delineate those areas included in the minimum stormwater management area.
  - (3) Lots sizes and dimensions within the metropolitan planning area (MPA) and outside of areas of special flood hazard. The following set of development standards are for lots within the parish's designated metropolitan planning area (see map in Appendix B to the ordinance from which this chapter is derived) and outside of areas of special flood hazard:
    - a. 80-foot road frontage;
    - b. 120 feet in depth;
    - c. 9,600-square-foot minimum; and
    - d. Ten-foot-wide side and rear setback for yards.
    - e. Exceptions. Lots fronting onto approved cul-de-sacs, roundabouts, and/or a minimum of two lots facing onto a 90-degree road intersection within the new proposed subdivision may have lots with frontage widths of less than 80 feet. In such cases, lot widths may be 60 feet wide at the building setback line but will still contain the minimum 9,600 square feet allowed in this subsection (3).
    - f. A minimum eight-foot side yard setback per side will be permitted on such approved lots.
  - (4) Lots sizes and dimensions outside of the metropolitan planning area (MPA) and outside of areas of special flood hazard. The following set of development standards are for lots outside the parish's designated metropolitan planning area (see map in Appendix B to the ordinance from which this chapter is derived) and outside of areas of special flood hazard:
    - a. 100-foot road frontage.
    - b. 120 feet in depth.
    - c. 12,000-square-foot minimum.
    - d. Ten-foot-wide side and rear setback for yards.
    - e. Exceptions. Lots fronting onto approved cul-de-sacs, roundabouts, and/or a minimum of two lots facing onto a 90-degree road intersection within the new proposed subdivision may have lots with frontage widths of less 100 feet. In such cases, lot widths may be 60 feet wide at the building setback line but will still contain the minimum 12,000 square feet allowed in this subsection (4).
    - f. A minimum eight-foot side yard setback per side will be permitted on such approved lots.
  - (5) Lot sizes and dimensions within the special flood hazard areas **as established by the adopted DFIRM**. The following set of development standards are for all lots created within the special flood hazard areas:
    - a. Minimum lot area must be one acre (43,560 square feet) or greater;
    - b. 120-foot depth minimum;
    - c. 120-foot road frontage, minimum;
    - d. 25-foot-wide front, ten-foot-wide side and rear yard setbacks;
    - e. Clearing of individual lots shall not exceed 50 percent of the gross lot area.



- (6) For parcels that are comprised of both areas of special flood hazard (flood zone A, AE, V and VE) and flood zones X and X500, the following shall apply: For all parcels where the area of special flood hazard, wetlands, and floodways are not able to be included in the stormwater management area, lots that overlap into those areas shall be developed complying with the requirements of subsection (d)(5) of this section.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council shall take effect immediately upon the signature of the Tangipahoa Parish President.

On motion by\_\_and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 11, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-63**

AN ORDINANCE AMENDING AND ENACTING CHAPTER 12 –  
BUILDINGS AND BUILDING REGULATIONS, ARTICLE I – IN GENERAL,  
SECTION 12-2 – BUILDING PERMIT FEES ESTABLISHED,  
(C) VA VETERANS PROGRAM

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, State of Louisiana, acting as the Governing Authority thereof revises and amends the Tangipahoa Parish Code of Ordinance as follows:

**Chapter 12 BUILDINGS AND BUILDING REGULATIONS<sup>1</sup>**

**ARTICLE I – IN GENERAL**

**Sec. 12-2. Building permit fees established.**

- (a) Before issuing any building permit, the building official shall assess and collect a fee, as hereinafter provided:

*Building Permit Fees*

Residential—New construction		
	General contractor	\$0.15 per square foot*
	Subcontractor	\$0.10 per square foot*
*This fee is rounded to the nearest dollar.		
Commercial—New construction and additions		
	General contractor	\$0.20 per square foot*
	Subcontractor	2% of the sub-contract up to \$30,000.00 and 0.5% for every \$1,000.00 thereafter
*This fee is rounded to the nearest dollar.		
	Certificate of occupancy	\$50.00
Electrical power permits for construction		
	Temporary pole power	\$0.00
	Temporary cut-in on structure	\$20.00
	Permanent power on structure	\$20.00
Renovations (fees based on FMV)		
	Value up to \$10,000.00	\$20.00
	Value of \$10,000.00 or more	\$2.00 per \$1,000.00
	Subcontractor	2% of the sub-contract up to \$30,000.00 and 0.5% for every \$1,000.00 thereafter
	House moving	\$50.00, plus renovation permit, if applicable
Reinspection**		
	First	\$50.00
	Second	\$100.00
	Third and subsequent	\$150.00
Special inspection		
	After hours at request of contractor	\$100.00
	Missed inspection	\$150.00 plus possible tear out of construction
Registration fee		
	All contractors and sub-contractors	\$100.00
**The reinspection fees are imposed when job is not ready for inspection, has failed to meet code requirements, fails to have a municipal number or identifying sign, lock-outs, failure to call for an inspection upon completion of a job, or failure to correct rejections within ten working days of a rejection date, to be paid before the work proceeds.		

<sup>1</sup>State law reference(s)—Authority to adopt building and construction regulations, La. Const. art. VI, § 17; authority to adopt technical codes, R.S. 33:1236(36)(b).

- (b) Any person who fails to secure a permit prior to beginning work where required by this chapter shall be subject to a penalty of double the amount of the fixed permit fees as stated in this section.

**(c) Any Veteran receiving vouchers from the VA Veterans Program and escorted by a VA employee shall have the parish electrical fee of \$20.00 waived.**

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council shall take effect immediately upon the signature of the Tangipahoa Parish President.



## T.P. Ordinance No. 22-64

### AN ORDINANCE AMENDING AND ENACTING CHAPTER 36 – PLANNING AND DEVELOPMENT, ARTICLE IV – STANDARDS FOR SUBDIVISION OF PROPERTY, SECTION 36-90 – MINOR SUBDIVISION STANDARDS, (A), (11) STRUCTURES ON SURVEYS

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, State of Louisiana, acting as the Governing Authority thereof revises and amends the Tangipahoa Parish Code of Ordinance as follows:

#### CHAPTER 36 PLANNING AND DEVELOPMENT

#### ARTICLE IV – STANDARDS FOR SUBDIVISION OF PROPERTY

#### Sec. 36-90. Minor Subdivision Standards.

- (a) *General standards for minor subdivisions pertaining to the division and partition of property.*
- (1) *Generally.* Minor subdivisions are considered the following:
    - a. Residential minor partitions known as mini partitions and small partitions.
    - b. Minor commercial partitions.
    - c. These types of divisions can be administratively approved and must be submitted on 11-inch by 17-inch sheets for review. These subdivisions shall follow the following requirements unless otherwise specified in this subsection.
  - (2) *Frontage.* Lots shall have a minimum road frontage of 125 feet on either a public road, existing private road as recorded with the parish's 911 office, existing permanent access right-of-way, easement, or servitude recorded at the office of the parish clerk of court, or new private road, or right-of-way as approved for certain uses in these standards.
  - (3) *Total square footage.*
    - a. *Residential minor partitions.* Lots shall have a minimum total square footage of 21,780 square feet or one-half acre.
    - b. *Minor commercial partitions.* Lots shall have a minimum total square footage of 43,560 square feet or one acre.
  - (4) *Residential minor partitions.* A minimum 60-foot width must be provided for any new right-of-way or private road for road access, drainage, utilities and sewage. This must be provided for any new lots not fronting on an existing publicly-maintained road, existing private road or existing recorded easement or servitude.
    - a. *Mini partitions.* For a new 60-foot right-of-way or private road to be allowed to be created, the original parcel (parent tract) to be divided must be a minimum of three acres or more.
    - b. *Small partitions.* Creating new 60-foot rights-of-way or private roads for property divisions are not allowed. Any new lots created by these partitions must have frontage on existing roads.
  - (5) *Residential minor partition setbacks.* Side and rear setbacks shall be ten feet from the property line. The front setback shall be a minimum of 25 feet from public right-of-way lines. In cases when the right-of-way lines cannot be determined, the setback line will begin 18 inches behind the back slope of the drainage ditches.
  - (6) *Minor commercial partition setbacks.* Minor commercial setbacks shall follow all prescribed setbacks and buffer area requirements as set forth in this chapter.
  - (7) *Residential minor partitions.* Any partition seeking administrative approval and not meeting the standards of this subsection shall be required to seek planning commission approval.
    - a. Planning commission approval for minor partitions must meet current lot size and frontage requirements as identified in section 36-91(d)(3) and (4); and
    - b. The applicant may be required to provide any other information requested by the planning commission.
  - (8) *Exceptions.*
    - a. Divisions for utility placement do not have specific size requirements.
    - b. Residential minor partition lots that obtain access at the dead end of a road shall have no minimum frontage required.
  - (9) *Planning commission approval; when required.* Amendments to any required statements on minor partitions require planning commission approval.
  - (10) All minor subdivisions point of egress and ingress shall be upon a public right-of-way with a minimum average paved surface width of 16 feet. If the average width of the paved surface is less than 16 feet, the developer shall be responsible for obtaining the necessary right-of-way expansions and shall bear the costs of any expansion of the right-of-way and widening of the

paved surface. In the event an expansion is necessary, the widening shall be performed the full length of the frontage road to the next major intersection of a publicly maintained right-of-way.

**(11) Structures. All surveys must show any structures that are as close as 10 feet of said setbacks set herein.**

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council shall take effect immediately upon the signature of the Tangipahoa Parish President.

On motion by\_\_ and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 11, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-65**

**AN ORDINANCE TO DECLARE SURPLUS ASSET #24159-2017 CHEVROLET EQUINOX, ASSET #21261-2010 CHEVROLET EXPRESS, ASSET #21953-2013 FORD EXPLORER AND AUTHORIZE THE DONATION OF SAID SURPLUSSED ASSETS TO THE TANGIPAHOA PARISH CORONER’S OFFICE**

**WHEREAS**, the Tangipahoa Parish Council-President Government has assets that are no longer needed for public purposes by the Tangipahoa Parish Council-President Government; and

**WHEREAS**, the Tangipahoa Parish Coroner’s office has requested these assets;

**THEREFORE, BE IT ORDAINED**, by the Tangipahoa Parish Council-President Government that the following assets be donated to the Tangipahoa Parish Coroner’s Office and that the Tangipahoa Parish President be authorized to sign all documents required in the donation.

- 1) Asset #24159 2017 Chevrolet Equinox VIN: 2GNALBEK3H1572902
- 2) Asset #21261 2010 Chevrolet Express VIN: 1GCUGADX6A1178842
- 3) Asset #21953 2013 Ford Explorer VIN:1FM5K7B83DGA51075

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council shall take effect immediately upon the signature of the Tangipahoa Parish President.

On motion by\_ and seconded by \_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 11, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-67**

**AN ORDINANCE TO GRANT A VARIANCE TO SECTION 36-117 –  
GENERAL COMMERCIAL PROPERTY DEVELOPMENT SETBACKS FOR  
BRADLEY ALACK/ALACK BUTCHER SHOP, ASSESSMENT #6205518 IN  
DISTRICT 4**

**WHEREAS**, Bradley Alack, owner of Alack Butcher Shop is requesting a variance for an existing buildings setback at 18309 Hwy 40, Loranger, LA, Assessment #6205518, a 1.990 acre parcel; and

**WHEREAS**, Bradley Alack’s request is to allow for a setback of 5.90’ for the existing building being used as a butcher shop for a shortage of 19.10’ of the twenty-five feet side setback for all commercial buildings requirement; and

**WHEREAS**, Tangipahoa Parish Code of Ordinances Chapter 36 Planning and Development, Article V Standards for Development of Property, Section 36-117 General Commercial property development setbacks and buffer areas, (A) Building Side and Rear Setbacks, (1) Twenty-five feet (25’) side and rear setback is required for all commercial buildings and (3) Ten feet (10’) from property line shall remain a greenspace buffer. Utilities and drainage infrastructure may be placed within this ten-foot greenspace; and

**WHEREAS**, on October 4, 2022, the Planning Commission voted to recommend approval of the variance request by Bradley Alack, owner of Alack Butcher Shop, 18309 Hwy 40, Loranger, LA, Assessment #6205518 in accordance with the survey by Danny L. Ricks Jr. PLS dated revised 3/25/2022; and

**THEREFORE BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that a variance to the section of the Tangipahoa Parish Code of Ordinances, Parish of Tangipahoa, State of Louisiana, be granted to Bradley Alack owner of Alack Butcher Shop to approve for a 5.90’ setback for the existing building to be allowed on Assessment #6205518, once all other requirements have been satisfied;

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council. On motion by \_ and seconded by \_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 11, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-68**

AN ORDINANCE TO GRANT A VARIANCE TO SECTION 36-111 –  
GENERAL IMPROVEMENT STANDARDS FOR SANDY K BERTHELOT,  
ASSESSMENT #4299701 IN DISTRICT 6

**WHEREAS**, Sandy K Berthelot is requesting a variance to allow a structure to be built at 41120 Rolling Hill Drive, Lot 20, Hammond, LA, Assessment #4299701, a 0.98 acre lot; and

**WHEREAS**, Sandy K Berthelot’s request is to allow for a structure to be built 3 feet off the side property line for a shortage of 7 feet of the required side setback of 10 feet; and

**WHEREAS**, Tangipahoa Parish Code of Ordinances Chapter 36 Planning and Development, Article V Standards for Development of Property, Section 36-111 General Improvement Standards, (A) Setbacks for residential lots, (3) Side and rear setback shall be ten feet from property lines; and

**WHEREAS**, on October 4, 2022, the Planning Commission voted to recommend approval of the variance request by Sandy K Berthelot, 41120 Rolling Hill Drive, Lot 20, Hammond, LA, Assessment #4299701; and

**THEREFORE BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that a variance to the section of the Tangipahoa Parish Code of Ordinances, Parish of Tangipahoa, State of Louisiana, be granted to Sandy K Berthelot to allow for a structure to be built 3 feet off the side property line on Assessment #4299701, once all other requirements have been satisfied;

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council. On motion by \_ and seconded by \_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 11, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_



**T.P. Ordinance No. 22-69**

**AN ORDINANCE TO GRANT A VARIANCE TO SECTION 36-112 –  
SPECIAL CLASSIFICATION PROPERTY DEVELOPMENT STANDARDS  
FOR CHARLES PITTMAN (OWNER) AND AMANDA BREAUD  
(APPLICANT), ASSESSMENT #222003 IN DISTRICT 1**

**WHEREAS**, Charles Pittman (owner) & Amanda Breaud (applicant) are requesting a variance to allow for a third single family dwelling at 71450 Cecil Pittman Rd, Kentwood, LA, Assessment #222003, an 80.0 acre parcel with two existing dwelling units; and

**WHEREAS**, Charles Pittman (owner) & Amanda Breaud’s (applicant) request is to allow for a third single-family dwelling to be built on the 80.0 acre parcel with two existing dwelling units where only two single family dwellings are allowed on any one parcel; and

**WHEREAS**, Tangipahoa Parish Code of Ordinances Chapter 36 Planning and Development, Article V Standards for Development of Property, Section 36-112 Special classification property development standards, (A) Mobile/manufactured homes placement standards for placement on a single lot, (2) Density. No more than two single-family dwelling units shall be placed on any one parcel of record. These two single-family dwelling units will only allow for one manufactured home and a one single-family residential dwellings. Each unit will require one-half acre per unit; and

**WHEREAS**, on October 4, 2022, the Planning Commission voted to recommend approval of the variance request by Charles Pittman (owner) & Amanda Breaud’s (applicant), 41120 Rolling Hill Drive, Lot 20, Hammond, LA, Assessment #4299701; and

**THEREFORE BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that a variance to the section of the Tangipahoa Parish Code of Ordinances, Parish of Tangipahoa, State of Louisiana, be granted to Charles Pittman (owner) & Amanda Breaud (applicant), to approve for a third single-family dwelling unit on Assessment #222003, once all other requirements have been satisfied;

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council. On motion by \_ and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 11, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-70**

AN ORDINANCE TO GRANT A VARIANCE TO SECTION 36-224 – RENEWABLE ENERGY POWER PLANTS (SOLAR ENERGY), (E) DESIGN STANDARDS (11) GROUND DISTURBANCE FOR AMITE SOLAR (APPLICANT), ASSESSMENT #00499218, #05148804, #00541907, #00502618, #02556308, #2850907 IN DISTRICT 3

**WHEREAS**, Amite Solar (applicant) is requesting a variance to allow for a grading disturbance to develop a solar facility near Roseland on Assessment #00499218, #05148804, #00541907, #00502618, #02556308, #2850907; and

**WHEREAS**, Amite Solar’s (applicant) request is to allow grading disturbance of +/- 48 inches instead of the required 24” max ground disturbance; and

**WHEREAS**, Tangipahoa Parish Code of Ordinances Chapter 36 Planning and Development, Article VIII Developments with Special Provisions, Section 36-224 Renewable energy power plants (solar energy), (E) Design Standards, (11) Ground-mounted solar panels that are supported with structures/foundations require little earth disturbance for their installation/construction. Unless evidence is provided to the contrary, it will be assumed that for these ground mounted solar plants themselves (not including access drive, etc.); and

**WHEREAS**, on October 4, 2022, the Planning Commission voted to recommend approval of the variance request by Amite Solar (applicant), Assessment #00499218, #05148804, #00541907, #00502618, #02556308, #2850907 in accordance with Westwood Grading Variance Plan sheet C.108 dated 9/21/2022; and

**THEREFORE BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that a variance to the section of the Tangipahoa Parish Code of Ordinances, Parish of Tangipahoa, State of Louisiana, be granted to Amite Solar (applicant) to approve for a grading disturbance of +/- 48 inches on Assessment #00499218, #05148804, #00541907, #00502618, #02556308, #2850907, once all other requirements have been satisfied;

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council. On motion by \_ and seconded by \_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigitte Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 24, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-72**

**AN ORDINANCE OF THE TANGIPAHOA PARISH COUNCIL-PRESIDENT GOVERNMENT TO PROCEED WITH THE PERMITTING PROCESS FOR LYNHAVEN RETREAT FOR THE CONSTRUCTION OF ADDITIONAL COTTAGES AT 21669 OLD COVINGTON HWY, HAMMOND IN DISTRICT 8**

**WHEREAS**, Lynhaven Retreat is located at 21669 Old Covington Hwy, Hammond, LA, Assessment #1756818 in District 8; and

**WHEREAS**, Lynhaven Retreat provides services to assist in recovery for people facing homelessness, addiction, human trafficking, abuse, or mental health; and

**WHEREAS**, the Tangipahoa Parish Planning Department has received a letter of intent from Lynhaven Retreat for the addition of seven cottages being used for educational purposes and for housing women with children; and

**WHEREAS**, Tangipahoa Parish Code of Ordinances Chapter 26 Licenses and Miscellaneous Business Regulations, Article IX Halfway Houses, Addictive Disorder Treatment Facilities, Juvenile Detention Facilities and Live-In Mental Health Facilities, Section 26-299 Parish Permit requires facilities of such nature to be approved through the council prior to commencing; and

**THEREFORE BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, to approve Lynhaven Retreat to proceed with the permitting process for the construction of additional cottages at 21669 Old Covington Hwy, Hammond, LA, Assessment #1756818 in District 8, once all other requirements have been satisfied;

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council. On motion by\_ and seconded by \_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 11, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day November, 2022 at \_\_\_\_\_

**T. P. ORDINANCE NO. 22-73**

**AN ORDINANCE AMENDING T.P. ORDINANCE 21-80 – 2022 BUDGET OF THE TANGIPAOHA PARISH CONVENTION AND VISITORS BUREAU**

**BE IT ORDAINED** that the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that T.P. Ordinance 21-80 - 2022 Budget of the T.P. Convention and Visitors Bureau is hereby amended as follows:

**TANGIPAOHA PARISH CONVENTION AND VISITORS BUREAU  
GENERAL FUND BUDGET  
YEAR ENDING DECEMBER 31, 2022**

ESTIMATED BEGINNING FUND BALANCE	<u>\$ 3,546,732</u>
ESTIMATED REVENUES	
LODGING TAX	850,000
COLLECTION FEES	(40,000)
ACT 1 INCOME	500,000
INSURANCE PROCEEDS	75,000
INTEREST	8,000
TOTAL ESTIMATED REVENUES	<u>1,393,000</u>
ESTIMATED FUNDS AVAILABLE FOR EXPENDITURE	<u>4,939,732</u>
ESTIMATED EXPENDITURES	
SALARIES	385,000
PAYROLL TAXES AND EMPLOYEE BENEFITS	141,000
ADV & PROM/TOUR PARTNERSHIP	809,000
AUTOMOBILE EXPENSE	8,000
ACCOUNTING AND AUDITING/PROFESSIONAL FEES	36,000
LA TOURISM REVIVAL PROGRAM	<b>200,000</b>
COMMISSIONER EXPENSE	3,000
INSURANCE	15,000
OFFICE EXPENSE	42,000
REPAIRS & MAINTENANCE	<b>150,000</b>
UTILITIES	48,000
CAPITAL LEASES	20,000
CAPITAL OUTLAY	<u>100,000</u>
TOTAL ESTIMATED EXPENDITURES	<u>1,957,000</u>
ESTIMATED ENDING FUND BALANCE:	
ESTIMATED FUND BALANCE-ASSIGNED	-
ESTIMATED FUND BALANCE-COMMITTED	1,010,000
ESTIMATED FUND BALANCE-RESTRICTED	115,000
ESTIMATED ENDING FUND BALANCE-UNASSIGNED	<u>1,857,732</u>
TOTAL ESTIMATED ENDING FUND BALANCE	<u>\$ 2,982,732</u>

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council.

On motion by \_\_\_ and seconded by \_\_\_\_, the foregoing ordinance was hereby declared adopted on this 14th day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**



**T. P. ORDINANCE NO. 22-74**

**AN ORDINANCE ADOPTING THE 2023 BUDGET OF THE TANGIPAHOA PARISH CONVENTION AND VISITORS BUREAU**

**BE IT ORDAINED** that the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that the 2023 Budget of the T.P. Convention and Visitors Bureau is hereby adopted on the fund basis as follows:

**TANGIPAHOA PARISH CONVENTION AND VISITORS BUREAU  
PROPOSED GENERAL FUND BUDGET  
YEAR ENDING DECEMBER 31, 2023**

ESTIMATED BEGINNING FUND BALANCE	<u>\$ 2,982,732</u>
ESTIMATED REVENUES	
LODGING TAX	900,000
COLLECTION FEES	(45,000)
ACT 1 INCOME	500,000
INSURANCE PROCEEDS	-
INTEREST	<u>15,000</u>
TOTAL ESTIMATED REVENUES	<u>1,370,000</u>
ESTIMATED FUNDS AVAILABLE FOR EXPENDITURE	
	<u>4,352,732</u>
ESTIMATED EXPENDITURES	
SALARIES	411,000
PAYROLL TAXES AND EMPLOYEE BENEFITS	144,800
ADV & PROM/TOUR PARTNERSHIP	659,000
AUTOMOBILE EXPENSE	8,000
ACCOUNTING AND AUDITING/PROFESSIONAL FEES	42,000
LA TOURISM REVIVAL PROGRAM	382,000
COMMISSIONER EXPENSE	3,000
INSURANCE	15,000
OFFICE EXPENSE	42,000
REPAIRS & MAINTENANCE	36,000
UTILITIES	48,000
CAPITAL LEASES	20,000
CAPITAL OUTLAY	<u>50,000</u>
TOTAL ESTIMATED EXPENDITURES	<u>1,860,800</u>
ESTIMATED ENDING FUND BALANCE:	
ESTIMATED FUND BALANCE-ASSIGNED	-
ESTIMATED FUND BALANCE-COMMITTED	1,010,000
ESTIMATED FUND BALANCE-RESTRICTED	115,000
ESTIMATED ENDING FUND BALANCE-UNASSIGNED	<u>1,366,932</u>
TOTAL ESTIMATED ENDING FUND BALANCE	<u>\$ 2,491,932</u>

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was hereby declared adopted on this 14th day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED:                  October 24, 2022

PUBLISHED:                  November 10, 2022    OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC:              November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
                                        Robby Miller                                  Date

VETOED BY PRESIDENT: \_\_\_\_\_  
                                        Robby Miller                                  Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-75**

**AN ORDINANCE PLACING 25MPH SPEED LIMIT SIGNS ON  
POWELL LANE IN DISTRICT 2**

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, as follows:

- 1) 25 MPH speed limit signs on Powell Lane in District No. 2

in Accordance with Chapter 42, Streets, Roads, Sidewalks and Drainage - Article I, in General - Section 42-19.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council.

On motion by\_\_and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 14<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigitte Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: October 24, 2022

PUBLISHED: November 10, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_



**T.P. Ordinance No. 22-78**

**AN ORDINANCE TO ENACT  
CHAPTER 44 – RAILROAD CROSSING MAINTENANCE**

**WHEREAS**, the safety and welfare of the citizens of Tangipahoa Parish is the primary purpose of the Tangipahoa Parish Council; and,

**WHEREAS**, the Louisiana Department of Transportation and Canadian National Railroad has not with any regularity maintained the railroad crossings in Tangipahoa Parish; and,

**THEREFORE BE IT ORDAINED** by the Tangipahoa Parish Council, the governing authority of Tangipahoa Parish, state of Louisiana that the following procedures will be enacted:

1. Site Clearance shall be no less than 1,000 feet on each side and on both sides at all railroad crossings and shall be cut three times a year in the months of March, June, and September
2. A written notice will be sent via certified mail to Canadian National Railroad and the LADOTD railroad coordinator for work being requested by the Tangipahoa Parish Council-President Government.
3. Canadian National Railroad will be required to respond in writing within ten (10) days of receipt of the notice giving a time and date of when the work will be done.
4. Canadian National Railroad will have forty-five (45) days from receipt of the written notice to complete the work being requested. If work is not completed within forty-five (45) days, Canadian National Railroad will be assessed a \$500.00 per day penalty until work is completed.
5. Tangipahoa Parish Council-President Government will allow for reasonable delays of completion of work due to weather and/or other extenuating circumstances. Delays related to weather and/or other extenuating circumstances will require approval from the Tangipahoa Parish Public Works Department.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at the said public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by\_\_and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 28<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: November 14, 2022

PUBLISHED: November 22, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 28, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-79**

**AN ORDINANCE PLACING 15MPH SPEED LIMIT SIGNS ON  
FAYETTE LN, BLAKELY PL, AND ATMORE PL OF SILVER HILL  
SUBDIVISION PHASE I IN DISTRICT 2**

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, as follows:

- 1) 15 MPH speed limit signs on Fayette Ln in Silver Hill Subdivision Phase I
- 2) 15 MPH speed limit signs on Blakely Pl in Silver Hill Subdivision Phase I
- 3) 15 MPH speed limit signs on Atmore Pl in Silver Hill Subdivision Phase I

in Accordance with Chapter 42, Streets, Roads, Sidewalks and Drainage - Article I, in General - Section 42-19.

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council.

On motion by\_\_and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 28<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
 Jill DeSouge  
 Clerk of Council  
 Tangipahoa Parish Council

\_\_\_\_\_  
 Brigitte Hyde  
 Chairwoman  
 Tangipahoa Parish Council

INTRODUCED: November 14, 2022

PUBLISHED: November 22, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 28, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
 Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
 Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

**T. P. ORDINANCE NO. 22-80**

**AN ORDINANCE ADOPTING THE 2023 OPERATING BUDGET OF THE  
TANGIPAHOA PARISH LIBRARY BOARD OF CONTROL**

**BE IT ORDAINED** that the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that the 2023 Operating Budget of the Tangipahoa Parish Library Board of Control is hereby adopted on the fund basis as follows:

**TANGIPAHOA PARISH LIBRARY BOARD OF CONTROL  
PROPOSED BUDGET FOR YEAR ENDING 12/31/2023**

<b>REVENUES</b>	
Ad Valorem Taxes	\$ 3,600,000
Ad Valorem Tax - Prior Years	.
State Revenue Sharing	192,000
Grant Revenues	90,000
Photocopy Fees	20,000
Fax Fees	20,000
Library Fines	-
Lost Material Payments	4,000
Interest Earnings	5,000
Gifts & Donations	1,000
Miscellaneous Receipts	3,000
<b>TOTAL REVENUES</b>	<b>3,935,000</b>
<b>EXPENDITURES</b>	
Personnel Services	2,356,531
Operating Services	188,900
Communications	115,000
Rentals	3,000
Maintenance	151,000
Professional Services	181,800
Insurance	125,000
Materials & Supplies	92,000
Furniture & Equipment<\$500	8,000
Travel	20,000
Capital Outlay	394,500
Intergovernmental Exp	130,000
<b>TOTAL EXPENDITURES</b>	<b>3,765,731</b>
Excess Revenues Over Expenditures	169,269
Other Sources /<Uses >	(95,000)
Excess (Deficiency) Revenues /Sources Over Expenditures/Uses	74,269
Fund Balance Beginning	8,275,773
Fund Balance Ending	<b>\$ 8,350,042</b>

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was hereby declared adopted on this 12<sup>th</sup> day of December, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: November 14, 2022

PUBLISHED: December 8, 2022

OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: December 14, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of December, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of December, 2022 at \_\_\_\_\_

Tangipahoa Parish Library									
	2022	2022	2022	Projected	% change	2023	% change		
	Final and	Actual	Estimated	Results	Final budget	Proposed	Projected		
	Original	Year to Date	Remaining	at	vs Projected	Budget	12/31/2022		
	Budget	9/30/2022	for year	12/31/2022	at 12/31/22		vs 12/31/2023		
<b>REVENUES</b>									
Ad Valorem Taxes	\$ 3,600,000	\$ 3,625,275	-	\$ 3,625,275	0.70	\$ 3,600,000	(0.70)		
Ad Valorem Tax- Prior Years	-	207	-	207	-	-	-		
State Revenue Sharing	180,000	190,347	-	190,347	5.75	192,000	0.87		
Grant Revenues	-	47,065	-	47,065		90,000			
Photo Copy Fees	30,000	17,177	5,726	22,903	(23.66)	20,000	(12.68)		
Fax Fees	30,000	15,468	5,156	20,624	(31.25)	20,000	(3.03)		
Library Fines	-	3,012	1,004	4,016		-	(100.00)		
Lost Material Payments	5,000	3,116	1,039	4,155	(16.90)	4,000	(3.73)		
Interest Earnings	5,000	4,047	1,000	5,047	0.94	5,000	(0.93)		
Gifts & Donations	1,000	4,392	-	4,392	339.20	1,000	(77.23)		
Miscellaneous Receipts	3,000	3,014	-	3,014	0.47	3,000	(0.46)		
<b>TOTAL REVENUES</b>	<b>3,854,000</b>	<b>3,913,120</b>	<b>13,925</b>	<b>3,927,045</b>	<b>1.90</b>	<b>3,935,000</b>	<b>0.20</b>		
<b>EXPENDITURES</b>									
Personnel Services	2,297,054	1,563,848	485,006	2,048,854	(10.81)	2,356,531	15.02		
Operating Services	198,400	125,087	43,287	168,374	(15.13)	188,900	12.19		
Communications	115,000	83,831	28,884	112,715	(1.99)	115,000	2.03		
Rentals	3,000	4,605	1,535	6,140	104.67	3,000	(51.14)		
Maintenance	109,000	134,502	16,178	150,680	38.24	151,000	0.21		
Professional Services	202,290	178,995	18,884	197,879	(2.18)	181,800	(8.13)		
Insurance	115,000	111,130	-	111,130	(3.37)	125,000	12.48		
Materials & Supplies	95,000	39,481	13,161	52,642	(44.59)	92,000	74.77		
Furniture & Equipment <\$500	8,000	3,053	1,018	4,071	(49.11)	8,000	96.51		
Travel	12,000	11,218	900	12,118	0.98	20,000	65.04		
Capital Outlay	627,000	322,930	208,123	531,053	(15.30)	394,500	(25.71)		
Intergovernmental Exp	130,000	-	130,000	130,000	-	130,000	-		
<b>TOTAL EXPENDITURES</b>	<b>3,911,744</b>	<b>2,578,680</b>	<b>946,976</b>	<b>3,525,656</b>	<b>(9.87)</b>	<b>3,765,731</b>	<b>6.81</b>		
Excess Revenues									
Over Expenditures	(57,744)	1,334,440	(933,051)	401,389	(795.12)	169,269	(57.83)		
Other Sources/<Uses>	(1,000,000)	(674,220)	(260,000)	(934,220)	(6.58)	(95,000)	(89.83)		
Excess (Deficiency) Revenues/Sources	(1,057,744)	660,220	(1,193,051)	(532,831)	(49.63)	74,269	(113.94)		
Over Expenditures/Uses									
Fund Balance Beginning	8,327,998	8,808,604	8,808,604	8,808,604	5.77	8,275,773	(6.05)		
Fund Balance Ending	<b>7,270,254</b>	<b>9,468,824</b>	<b>7,615,553</b>	<b>8,275,773</b>	<b>13.83</b>	<b>\$ 8,350,042</b>	<b>0.90</b>		

				2022	2022	2022	Projected	% change	2023	% change
				Final and	Actual	Estimated	Results	Final budget	Proposed	Projected
				Original	Year to Date	Remaining	at	vs Projected	Budget	12/31/2022
				Budget	9/30/2022	for year	12/31/2022	at 12/31/22		vs 12/31/2023
<b>SCHEDULE OF EXPENDITURES</b>										
<b>PERSONNEL SERVICES</b>										
Salaries				\$ 1,632,554	\$ 1,080,763	360,727	\$ 1,441,490	(11.70)	\$ 1,681,531	16.65
Retirement				140,000	101,964	41,484	143,448	2.46	150,000	4.57
Insurance				470,000	346,970	72,915	419,885	(10.66)	470,000	11.94
Workers Compensation				5,000	600	-	600	(88.00)	5,000	733.33
Medicare and Fica				39,000	27,469	9,323	36,792	(5.66)	39,000	6.00
Unemployment				3,000	247	-	247	(91.77)	3,000	1,114.57
Background Checks				1,500	1,671	557	2,228	48.53	2,000	(10.23)
Continuing Education				6,000	4,164	-	4,164	(30.60)	6,000	44.09
<b>TOTAL PERSONNEL SERVICES</b>				<b>2,297,054</b>	<b>1,563,848</b>	<b>485,006</b>	<b>2,048,854</b>	<b>(10.81)</b>	<b>2,356,531</b>	<b>15.02</b>
<b>OPERATING SERVICES</b>										
Membership Dues				2,000	1,185	-	1,185	(40.75)	2,000	68.78
Bank Fees & Office Supplies				2,400	386	135	521	(78.29)	2,400	360.65
Printing & Publications-Minutes				2,000	(317)	-	(317)	(115.85)	-	(100.00)
Marketing Printing and Publications				20,000	377	2,000	2,377	(88.12)	12,000	404.84
Uniforms				2,000	3,029	1,010	4,039	101.95	2,500	(38.10)
Utilities				170,000	120,427	40,142	160,569	(5.55)	170,000	5.87
<b>TOTAL OPERATING SERVICES</b>				<b>198,400</b>	<b>125,087</b>	<b>43,287</b>	<b>168,374</b>	<b>(15.13)</b>	<b>188,900</b>	<b>12.19</b>
<b>COMMUNICATIONS</b>										
Postage & Box Rent				5,000	3,336	1,112	4,448	(11.04)	5,000	12.41
Telephone				40,000	28,700	9,567	38,267	(4.33)	40,000	4.53
On-line Services				70,000	51,795	18,205	70,000	-	70,000	-
<b>TOTAL COMMUNICATIONS</b>				<b>115,000</b>	<b>83,831</b>	<b>28,884</b>	<b>112,715</b>	<b>(1.99)</b>	<b>115,000</b>	<b>2.03</b>
<b>RENTALS</b>										
Other				3,000	4,605	1,535	6,140	104.67	3,000	(51.14)
<b>TOTAL RENTALS</b>				<b>3,000</b>	<b>4,605</b>	<b>1,535</b>	<b>6,140</b>	<b>104.67</b>	<b>3,000</b>	<b>(51.14)</b>
<b>MAINTENANCE</b>										
Grounds				12,000	7,696	2,565	10,261	(14.49)	15,000	46.18
Buildings				80,000	110,267	8,100	118,367	47.96	115,000	(2.84)
Motor Vehicles				6,000	4,783	1,594	6,377	6.28	6,000	(5.91)
Equipment				11,000	11,756	3,919	15,675	42.50	15,000	(4.31)
<b>TOTAL MAINTENANCE</b>				<b>109,000</b>	<b>134,502</b>	<b>16,178</b>	<b>150,680</b>	<b>38.24</b>	<b>151,000</b>	<b>0.21</b>

				2022	2022	2022	Projected	% change	2023	% change
				Final and	Actual	Estimated	Results	Final budget	Proposed	Projected
				Original	Year to Date	Remaining	at	vs Projected	Budget	12/31/2022
				Budget	9/30/2022	for year	12/31/2022	at 12/31/22		vs 12/31/2023
<b>PROFESSIONAL SERVICES</b>										
Accounting				56,990	46,836	10,154	56,990	-	59,000	3.53
Presenters				30,000	29,560	1,050	30,610	2.03	40,000	30.68
Interior Decorator				7,500	6,920	580	7,500	-	-	-
IT Services				22,800	20,900	-	20,900	(8.33)	22,800	9.09
Marketing Services				50,000	64,379	7,100	71,479	42.96	60,000	(16.06)
Security				35,000	10,400	-	10,400	(70.29)	-	(100.00)
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>202,290</b>	<b>178,995</b>	<b>18,884</b>	<b>197,879</b>	<b>(2.18)</b>	<b>181,800</b>	<b>(8.13)</b>
<b>INSURANCE</b>										
				115,000	111,130	-	111,130	(3.37)	125,000	12.48
<b>MATERIALS &amp; SUPPLIES</b>										
Materials & Supplies				55,000	22,577	7,526	30,103	(45.27)	55,000	82.71
Branch Programming Supplies				15,000	11,899	3,966	15,865	5.77	17,000	7.15
Marketing Supplies				15,000	1,676	559	2,235	(85.10)	10,000	347.43
Computer Department Supplies				10,000	3,329	1,110	4,439	(55.61)	10,000	125.28
Building Maintenance Dept. Supplies				-	-	-	-	#DIV/0!	-	#DIV/0!
<b>TOTAL MATERIALS &amp; SUPPLIES</b>				<b>95,000</b>	<b>39,481</b>	<b>13,161</b>	<b>52,642</b>	<b>(44.59)</b>	<b>92,000</b>	<b>74.77</b>
<b>Furniture &amp; Equipment &lt; \$500</b>										
				8,000	3,053	1,018	4,071	(49.11)	8,000	96.51
<b>TRAVEL &amp; Mileage</b>										
				12,000	11,218	900	12,118	0.98	20,000	65.04
<b>CAPITAL OUTLAY</b>										
Office Machinery & Equipment				35,000	46,758	5,000	51,758	47.88	50,000	(3.40)
Furniture & Fixtures				276,000	80,429	110,000	190,429	(31.00)	20,000	(89.50)
Major Repairs				30,000	-	-	-	(100.00)	30,000	#DIV/0!
Books				150,000	104,364	45,636	150,000	-	150,000	-
E-Books				40,000	32,242	7,758	40,000	-	50,000	25.00
Periodicals				8,000	7,087	900	7,987	(0.16)	6,500	(18.62)
On-line Subscription Services				70,000	41,624	28,376	70,000	-	70,000	-
Audio Visual Materials				15,000	4,547	10,453	15,000	-	15,000	-
Software				3,000	5,879	-	5,879	95.97	3,000	(48.97)
<b>TOTAL CAPITAL OUTLAY</b>				<b>627,000</b>	<b>322,930</b>	<b>208,123</b>	<b>531,053</b>	<b>(15.30)</b>	<b>394,500</b>	<b>(25.71)</b>

				2022	2022	2022	Projected	% change	2023	% change	
				Final and	Actual	Estimated	Results	Final budget	Proposed	Projected	
				Original	Year to Date	Remaining	at	vs Projected	Budget	12/31/2022	
				Budget	9/30/2022	for year	12/31/2022	at 12/31/22		vs 12/31/2023	
<b>INTERGOVERNMENTAL EXP</b>											
Statutory Payments To Assessor				130,000	-	130,000	130,000	-	130,000	-	
<b>TOTAL INTERGOVERNMENTAL EXP</b>				<b>130,000</b>	<b>-</b>	<b>130,000</b>	<b>130,000</b>	<b>-</b>	<b>130,000</b>	<b>-</b>	
Cooperative Endeavor-Loranger				1,000,000	674,220	260,000	934,220	(6.58)	95,000	(89.83)	
<b>TOTAL OTHER SOURCES/ &lt;USES&gt;</b>				<b>1,000,000</b>	<b>674,220</b>	<b>260,000</b>	<b>934,220</b>	<b>(6.58)</b>	<b>95,000</b>	<b>(89.83)</b>	



**T.P. Ordinance No. 22-81**

AN ORDINANCE TO GRANT A VARIANCE TO SECTION 36-112 –  
SPECIAL CLASSIFICATION PROPERTY DEVELOPMENT STANDARDS,  
(A) – MOBILE/MANUFACTURED HOMES PLACEMENT STANDARDS  
FOR PLACEMENT ON A SINGLE LOT FOR CHARLOTTE MATTHEWS,  
ASSESSMENT #201307 IN DISTRICT 1

**WHEREAS**, Charlotte Matthews is requesting a variance to allow a manufactured home at 21335 Schenk Lane, Kentwood, LA, Assessment #201307, to replace the primary residential structure that was engulfed in a fire on a 2 acre parcel that occupies 2 other residential dwellings; and

**WHEREAS**, Tangipahoa Parish Code of Ordinances Chapter 36 Planning and Development, Article V Standards for Development of Property, Section 36-112 Special classification property development standards (A) Mobile/Manufactured Homes Placement Standards for placement on a single lot reads no more than 2 single family dwelling units shall be placed on any one parcel of record. These 2 single family residential dwelling units will only allow for one manufactured home and a one single family residential dwelling. Each unit will require one-half acre per unit; and

**WHEREAS**, due to the primary residence of Charlotte Matthews being destroyed in a fire, Charlotte Matthews has no place to live; and

**WHEREAS**, the hardship ensued on Charlotte Matthews from losing her residence and the immediate need to replace her residence, this variance will not be heard by the Planning Commission; and

**THEREFORE BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that a variance to the section of the Tangipahoa Parish Code of Ordinances, Parish of Tangipahoa, State of Louisiana, be granted to Charlotte Matthews to place a manufactured home on Assessment #201307, once all other requirements have been satisfied;

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council.

On motion by\_\_and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 28<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigitte Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: November 14, 2022

PUBLISHED: November 22, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 28, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-83**

**AN ORDINANCE AMENDING AND ENACTING CHAPTER 8 –  
AMUSEMENTS – SPECIAL EVENTS**

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, State of Louisiana, acting as the Governing Authority thereof revises and amends the Tangipahoa Parish Code of Ordinance as follows:

**CHAPTER 8 AMUSEMENTS**

**ARTICLE I. IN GENERAL**

**Secs. 8-1. Definition**

*A Special event means an event confined to or designed for a definite field of action, purpose, or occasion where 150 or more people are in attendance.*

**Secs. 8-3. Application.**

*Any person desiring to hold a Special Event shall file a written application with the Sheriff's Department for event approval.*

**Secs. 8-3—8-18. Reserved.**

**ARTICLE II. CHARITABLE RAFFLES, BINGO AND KENO<sup>1</sup>**

**DIVISION 1. GENERALLY**

**Sec. 8-19. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Bingo or keno* means those games of chance played for prizes with cards bearing numbers or other designations, five or more in one line, the holder thereof covering the numbers or other designations as objects similarly numbered or designated are drawn from a receptacle and the game being won by the person who first covers a previously designated arrangement of numbers or other designations on such card.

*Bingo or keno session* means a period of time not to exceed six hours.

*Charitable organization* means a nonprofit board, association, corporation, or other organization domiciled in the state and qualified with the United States Internal Revenue Service for an exemption from federal income tax under section 501(c)(3)—(8), (10), or (19) of the Internal Revenue Code.

*Facility* means any building, structure, hall, house, apartment, church or other place where people may gather.

*Raffle* means a game of chance played by drawing for prizes or the allotment of prizes by chance, by the selling of shares or tickets or rights to participate in such game by conducting the game accordingly. (Code 1993, § 6-26; Ord. No. 9-87, § 1, 2-9-1987)

<sup>1</sup>State law reference(s)—Authority to regulate, R.S. 4:706.

**Secs. 8-20—8-41. Reserved.**

**DIVISION 2. PERMIT**

**Sec. 8-42. Required.**

Any charitable organization desiring to hold, operate and/or conduct a raffle, bingo, or keno game shall, prior to holding such raffle or game, submit a permit application to the parish council.

(Code 1993, § 6-36; Ord. No. 9-87, § 1(30:2A), 2-9-1987)

**Sec. 8-43. Application requirements.**

Before the parish council issues a permit to any charitable organization to hold, operate and/or conduct a raffle, bingo, or keno game, the organization seeking the permit shall submit the following information in writing to the parish council:

- (1) A statement that the entire net proceeds of the raffle, bingo, or keno games are to be devoted to educational, charitable, patriotic, religious or public-spirited uses.
- (2) A statement that the holding, operating and/or conducting of the raffle, bingo, or keno games shall be performed exclusively by the organization's active members.
- (3) The name and address of the applicant organization together with sufficient facts relating to its incorporation and/or organization to enable the parish council to determine whether the organization is a bona fide charitable organization.
- (4) The names and addresses of the organization's officers.
- (5) The specific kind of game of chance intended to be held, operated and/or conducted by the organization.
- (6) The place where, and the date and the time when such raffle, bingo, or keno games are intended to be conducted by the applicant.
- (7) The items of expenses intended to be incurred or paid in connection with the holding, operating and/or conducting of such game of chance, the amount of such expense, the names and addresses of the persons to whom and the purposes for which the expenses are to be paid.

- (8) The specific purposes to which the entire new proceeds of such game of chance are to be devoted and the manner in which they will be devoted.
- (9) A sworn statement that no commission, salary, compensation, reward or recompenses will be paid to any person for holding, operating and/or conducting the raffle, bingo, or keno games.
- (10) A description of all prizes to be offered and given in such games or raffle.
- (11) A designation of one or more active members of the organization applying for the permit under whom the raffle, bingo, or keno games are to be held, operated and/or conducted. Attached to the application shall be a statement executed by the applicant and by the member so designated that they will be responsible for the holding, operation and/or conduct of the raffle, bingo, or keno games in accordance with the terms of the permit and the rules and regulations of the parish council.

(Code 1993, § 6-37; Ord. No. 9-87, § 1(30:2B), 2-9-1987)

**Sec. 8-44. Residency.**

No permit shall be issued under this division to any organization that is domiciled outside the parish. (Code 1993, § 6-38; Ord. No. 9-87, § 1(30:2C), 2-9-1987)

**Sec. 8-45. Fee; term.**

- (a) If satisfied from its investigation that the applicant for a permit under this division is qualified to conduct charitable games of chance, the parish council shall issue a permit for the conduct of bingo, keno and raffles upon payment of a permit fee which shall be established from time to time by the council, a schedule of which shall be on file in the office of the parish clerk. Such license shall be good for one year.
- (b) Notwithstanding subsection (a) of this section, there shall be no permit fee due for a nonprofit organization. A nonprofit organization is defined as an organization or nonprofit corporation which has qualified for a tax-exempt status from the United States Internal Revenue Service.

(Code 1993, § 6-39; Ord. No. 9-87, § 1(30:2D), 2-9-1987; Ord. No. 95-15, 6-12-1995)

**Sec. 8-46. Investigation, determination, issuance or denial.**

- (a) Upon receipt by the parish council of an application for a permit under this division, the parish president, or such person as he may designate, shall make an investigation of the qualifications of each applicant and of the merits of the application with a view towards determining:
  - (1) Whether the applicant is duly qualified to hold, operate and/or conduct a raffle, bingo, or keno games under the rules and regulations of the parish council.
  - (2) That the member of the organization designated in the application to hold, operate and/or conduct the raffle, bingo, or keno games applied to be held are bona fide active members of the organization and are persons of good moral character who have never been convicted of a felony.
  - (3) That the raffle, bingo, or keno game will be held, operated and/or conducted in accordance with the provisions of state law and with the rules and regulations of the parish council.
- (b) The parish president, or such person as he may have designated to make the investigation referred to in subsection (a) of this section, shall make the determination within 30 days after receipt of the permit application and the permit fee. Consideration of the permit application shall be placed on the agenda for the first regularly scheduled meeting of the parish council after the expiration of the 30-day investigation period, and a public hearing on the application shall be set during that same meeting or during the half hour immediately preceding that meeting. During that meeting and/or public hearing, the parish president, or such person as he may have designated to make the investigation, shall report his findings and state his opinion as to whether the permit should be issued or denied.
- (c) The parish council shall make a determination of whether to issue or deny the permit by majority vote upon a motion duly made and seconded. Neither an ordinance nor a resolution shall be required for such a determination, and voting on the motion may be by a simple voice vote rather than by roll call vote. The only record of such determination that shall be required is a simple minute entry.
- (d) If the parish council, in accordance with the procedure of subsection (c) of this section, determines that the permit should be issued, then the parish president shall issue the permit.

(Code 1993, § 6-40; Ord. No. 9-87, § 1(30:3A)—(30:3D), 2-9-1987)

**Sec. 8-47. Form, contents.**

Any permit issued under this division shall contain a description of the raffle, bingo, or keno games authorized to be held, operated and/or conducted; a statement of the name and address of the permittee; a statement of the names and addresses of the members of the organization who will be holding, operating and/or conducting the raffle or games; a statement of the number of times and the hours during which such raffle, bingo, or keno games are authorized to be conducted and the place where and the date and time when such raffle, bingo, or keno games will be conducted; and a statement of the specific purposes to which the entire net proceeds of such raffle, bingo, or keno games will be devoted.

(Code 1993, § 6-41; Ord. No. 9-87, § 1(30:3E), 2-9-1987)

**Sec. 8-48. Suspension, revocation, termination, amendment.**

- (a) At any time after a permit has been issued under this division, if the parish president finds any irregularities in the conduct of the raffle, bingo, or keno game so permitted, he shall temporarily amend or suspend the permit until the next regular meeting of the parish council. Consideration of whether to amend, suspend, revoke or terminate the permit shall be placed on the agenda for the next regular meeting of the parish council after the permit is temporarily amended or suspended by

the president, and a public hearing shall be set during that same meeting or during the half hour immediately preceding that meeting. At that meeting, the parish council shall amend, suspend, revoke or terminate the permit if it determines that the subject matter of the proposed amendment could lawfully and properly have been included in the original permit or that any provision of the original permit has been violated. This decision by the parish council shall require neither an ordinance nor a resolution, and voting may be by a simple voice vote rather than by roll call vote. If the parish council amends, suspends, revokes or terminates the permit, the parish president shall effect same.

- (b) The parish council's power to amend, suspend, revoke or terminate a permit issued in accordance with this division shall be considered a routine administrative matter within the meaning of section 2-07.D of the Charter, and in taking such action the parish council shall be considered as acting in an administrative capacity rather than a legislative capacity.

(Code 1993, § 6-42; Ord. No. 9-87, § 1(30:3F), 2-9-1987)

**Sec. 8-49. Display.**

Each permit issued under this division shall be conspicuously displayed at the place where any raffle, bingo, or keno games are conducted at all times during the conduct thereof.

(Code 1993, § 6-43; Ord. No. 9-87, § 1(30:3G), 2-9-1987)

**Sec. 8-50. Public record.**

All applications for permits under this division and the disposition thereof shall be a matter of public record.

(Code 1993, § 6-44; Ord. No. 9-87, § 1(30:3H), 2-9-1987)

**Sec. 8-51. Limitations.**

Each permit issued under this division shall be subject to the laws of the state, the provisions of this article and the rules and regulations of the parish council, including, but not limited to, the following requirements:

- (1) The parish council, its agents, officers, employees or assigns shall have the authority to control and supervise every raffle, bingo, or keno game held, operated and/or conducted under this article with a view towards ensuring that the raffle, bingo, or keno games are fairly held, operated and/or conducted in accordance with the provisions of the permit and the rules and regulations of the parish council.
- (2) The parish council, its agents, officers, employees or assigns shall have the right of entry at all times onto any premises where any such raffle, bingo, or keno game shall be held, operated and/or conducted for the purpose of inspecting any equipment used or intended to be used in the conduct thereof and for the purpose of ensuring that the raffle, bingo, or keno games are fairly held, operated and/or conducted.
- (3) No organization shall be permitted to hold, operate and/or conduct raffle, bingo, or keno games on more than six days in any calendar month.
- (4) No facility shall be used to hold, operate and/or conduct bingo or keno games more than two sessions during any calendar week.

(Code 1993, § 6-45; Ord. No. 9-87, § 1(30:4), 2-9-1987)

**Sec. 8-52. Duration.**

No permit for the holding, operation or conducting of any raffle, bingo, or keno game under this article shall be effective for a period of more than one year.

(Code 1993, § 6-46; Ord. No. 9-87, § 1(30:4), 2-9-1987)

**Sec. 8-53. Equipment, expenses, commissions or salaries.**

- (a) No raffles, bingo, or keno games shall be held, operated and/or conducted with any equipment unless such equipment is owned absolutely by the organization or used without payment of any compensation therefor by the organization.
- (b) No item of expense shall be incurred or paid in connection with the holding, operating and/or conducting of any game of chance held, operated and/or conducted pursuant to any permit issued under this division except such expenses as are bona fide items of reasonable amounts of goods, wares and merchandise furnished or services rendered, which are reasonably necessary to be purchased or furnished for the holding, operating and/or conducting thereof, under any circumstances whatsoever.
- (c) No commission, salary, compensation, reward or recompense whatsoever shall be paid or given, directly or indirectly, to any person holding, operating and/or conducting, or assisting in the holding, operation and/or conducting of any raffle, bingo, or keno games permitted hereunder.

(Code 1993, § 6-47; Ord. No. 84-12A, § 30:5, 12-11-1984)

**Sec. 8-54. Statement of receipts; expenditures; books and records.**

- (a) Every organization holding, operating and/or conducting any raffle, bingo, or keno game shall furnish to the parish council on a quarterly basis a verified statement showing the amount of all receipts derived from each such raffle, bingo, or keno game, including receipts from the sale of shares, tickets or rights in any manner connected with the participation in the game or the right to participate therein; each item of expense incurred or paid and each item of expenditure made or to be made; the name and address of each person to whom each amount has been or is to be paid with a detailed description of the merchandise purchased or the services rendered therefor the net profit derived from each such raffle, bingo, or keno game; and the use to which such profit has been or is to be applied and a list of prizes offered or given, with the respective values thereof.
- (b) Each permittee shall maintain and keep such books and records as may be necessary to substantiate the reports and information required hereunder.

- (c) The parish council, its agents, officers, employees or assigns shall have the right, power and authority to examine or to cause to be examined the books and records of any charitable organization to which a permit is issued hereunder, insofar as they may relate to any transactions connected with the holding, operating and/or conducting of any raffle, bingo, or keno game; and the parish council, its agents, officers, employees or assigns shall have the power, right and authority to examine any manager, officer, director, agent, member or employee of any such organization under oath in relation to the holding, operation and/or conducting of any such raffle, bingo, or keno games under the permit. Any information so received shall not be publicly disclosed except insofar as may be necessary for the purposes of carrying out the provisions of this article.  
(Code 1993, § 6-48; Ord. No. 9-87, § 1(30:6), 2-9-1987)

**Sec. 8-55. Penalty.**

Any organization violating the provisions of this division, including the falsification of any books or records relating to the requirements hereunder, shall be punished as provided by section 1-13 and shall forfeit any permit issued to it under this division and shall be ineligible to apply for a permit under this division for one year thereafter.  
(Code 1993, § 6-49; Ord. No. 84-12A, § 30:7, 12-11-1984)

**Sec. 8-56--8-83. Reserved**

**ARTICLE III. PUBLIC AMUSEMENT**

**DIVISION 1. GENERALLY**

**Sec. 8-84. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Place of public amusement* includes the following:

*Amusement park* means any place commonly known as an amusement park, amusement ground or amusement center where swimming, dancing, games, exhibits or shows are carried on, conducted or allowed whether an admission fee is charged or not; provided that beer, wine or liquor is not sold, kept, provided or given away in connection with such amusement park.

*Circus show* means all sideshows, circuses, traveling shows, animal shows, traveling carnivals, traveling or moving tent shows, exhibitions, temporary theaters or itinerant playhouses, except, however, motion picture theaters, playhouses being operated in a permanent structure, or the annual parish fair.

*Dance hall* means any place wherein dances are given, operated, conducted or permitted as a business enterprise, occupation or amusement whether or not music is provided by paid or amateur performers or by prerecorded means. Excluded from the definition of the term "dance hall" are dances conducted by any nonprofit or charitable organization; provided that the net profit from any dance does not accrue to the private profit of any person.

*Music festival* means any outdoor festival, carnival, dance or like musical activity, whether or not music is provided by paid or amateur performers or by prerecorded means, which is of a periodic nature and to which members of the public are admitted for a charge, whether or not the charge is directly or indirectly made.

*Public swimming pool* means a swimming pool to which members of the public are admitted for a charge, whether or not the charge is made directly or indirectly. Excluded from the definition of the term "public swimming pool" shall be those swimming pools constructed on the business premises of motels, which pools serve exclusively the registered guests of the motel.

~~*Special event* means an event confined to or designed for a definite field of action, purpose, or occasion where 150 or more people are in attendance.~~

(Code 1975, § 3:2; Code 1993, § 6-71; Ord. No. 03-26, 7-28-2003)

**Sec. 8-85. Penalty.**

Any person who shall violate any of the provisions of this article shall, upon conviction thereof, be punished as provided by section 1-13.

(Code 1975, § 3:13; Code 1993, § 6-93)

**Sec. 8-86. Prohibited conduct.**

It shall be unlawful for any person, partnership, corporation or unincorporated association, acting alone or in concert with any of the foregoing, to do any of the following:

- (1) Operate a public amusement without first procuring a license to do so.
- (2) Advertise or otherwise publicly announce that a public amusement will be held in the parish without a license first having been received for the conduct thereof.
- (3) Provide entertainment at a public amusement, whether or not compensation is paid for the performance of the entertainment, with the knowledge that a license has not been obtained.
- (4) Operate, conduct or carry on any public amusement in such a manner as to create a public or private nuisance.
- (5) Exhibit, show or conduct within the place of public amusement any obscene, indecent, vulgar or lewd exhibition, show, play, entertainment or exhibit, no matter by what name designated.
- (6) Blocking or parking on any public or private right of way and/or access to event.

(Code 1975, § 3:13; Code 1993, § 6-92)

**BE IT FURTHER ORDAINED** that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

The above and foregoing ordinance having been duly submitted to the Tangipahoa Parish Council in writing; introduced at a public meeting of the Tangipahoa Parish Council; discussed at the said public hearing; after motion and second was submitted to the official vote of the Tangipahoa Parish Council.

On motion by\_\_and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 28<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: November 14, 2022

PUBLISHED: November 22, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 28, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-84**

**AN ORDINANCE TO DECLARE SURPLUS 2012 FORD EXPEDITION ASSET #23544, 2012 CHEVROLET SILVERADO ASSET #21550 AND AUTHORIZE THE DONATION OF SAID SURPLUSSED ASSETS TO THE TOWN OF KENTWOOD**

**WHEREAS**, the Tangipahoa Parish Council-President Government has assets that are no longer needed for public purposes by the Tangipahoa Parish Council-President Government; and

**WHEREAS**, the Town of Kentwood has requested these assets;

**THEREFORE, BE IT ORDAINED**, by the Tangipahoa Parish Council-President Government that the following assets be donated to the Tangipahoa Parish Coroner’s Office and that the Tangipahoa Parish President be authorized to sign all documents required in the donation.

- 1) Asset #23544 2012 Ford Expedition VIN: 1FMJU1F56CEF57208
- 2) Asset #21550 2012 Chevrolet Silverado VIN: 1GCNCPEAXCZ297768

**BE IT FURTHER ORDAINED** that this ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council shall take effect immediately upon the signature of the Tangipahoa Parish President.

On motion by\_ and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 28<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigitte Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: November 14, 2022

PUBLISHED: November 22, 2022 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: November 28, 2022

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_

**T.P. Ordinance No. 22-85**

AN ORDINANCE TO DECLARE SURPLUS 2017 DODGE 1500 ASSET #24180, 2015 DODGE 1500 ASSET #21301, 2015 DODGE 1500 ASSET #21525 AND AUTHORIZE THE DONATION OF SAID SURPLUSSED ASSETS TO THE TOWN OF AMITE CITY POLICE DEPARTMENT

**WHEREAS**, the Tangipahoa Parish Council-President Government has assets that are no longer needed for public purposes by the Tangipahoa Parish Council-President Government; and

**WHEREAS**, the Town of Kentwood has requested these assets;

**THEREFORE, BE IT ORDAINED**, by the Tangipahoa Parish Council-President Government that the following assets be donated to the Tangipahoa Parish Coroner’s Office and that the Tangipahoa Parish President be authorized to sign all documents required in the donation.

- 1) Asset #24180 2017 Dodge 1500 VIN: 1C6RR6FG5HS649773
- 2) Asset #21301 2015 Dodge 1500 VIN: 3C6RR6KT8FG602308
- 3) Asset #21525 2015 Dodge 1500 VIN: 1C6RR6ST7FS570301

**BE IT FURTHER ORDAINED** that this ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council shall take effect immediately upon the signature of the Tangipahoa Parish President.

On motion by\_ and seconded by \_\_, the foregoing ordinance was hereby declared adopted on this 28<sup>th</sup> day of November, 2022 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde  
Chairwoman  
Tangipahoa Parish Council

INTRODUCED: November 14, 2022

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APPROVED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of November, 2022 at \_\_\_\_\_



**T. P. RESOLUTION NO. R22-31**

**A RESOLUTION APPROVING THE UPDATED LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT SPONSORED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN FOR TANGIPAHOA PARISH AND ESTABLISHING SAFETY PERFORMANCE TARGETS FOR THE PARISH'S PUBLIC TRANSIT SYSTEM**

WHEREAS, Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery, as the Federal Transit Administration (FTA) has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation in the United States; and

WHEREAS, On July 19, 2018 the FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673, which took effect July 19, 2019 requiring all FTA Section 5307 recipient transit agencies to, within one calendar year after July 19, 2019, establish a PTASP that meets the requirements of Part 673; and

WHEREAS, The PTASP, and subsequent updates, must be signed by the Parish's Accountable Executive (CAO) and approved by the Parish Council (as Board of Directors); and

WHEREAS, PTASP must document the processes and activities related to Safety Management System (SMS) implementation and include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan, with those targets being shared with the Regional Planning Commission (RPC) the Louisiana Department of Transportation and Development (LADOTD); and

WHEREAS, TPPTS is dedicated to ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan (NSP), as the Safety Management System (SMS) helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks; and

WHEREAS, TPPTS is considered a part of the Tangipahoa Parish Government, the main governing body is the Tangipahoa Parish Council; and

NOW THEREFORE, BE IT RESOLVED, that the Tangipahoa Parish Council hereby approves this updated PTASP Safety Plan and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A); and as Safety has always been a primary function at TPPTS, this PTASP lays out a process to fully implement and review an SMS on a yearly and ongoing basis in order to continue compliance with the PTASP final rule.

On motion by \_\_ and seconded by \_\_, the foregoing resolution was hereby declared adopted on this the 14<sup>th</sup> day of November 2022 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

---

Jill DeSouge, Clerk of Council  
Tangipahoa Parish Council

---

Brigette Hyde, Chairman  
Tangipahoa Parish Council

---

Robby Miller, President  
Tangipahoa Parish



## **Tangipahoa Parish Council**

**dba**

# **Tangipahoa Parish Public Transit System**

## **Public Transportation Agency Safety Plan**

Version 1- Revised 10/2022

Adopted November \_\_, 2022

In compliance with 49 CFR Part 673

Developed in conjunction with the  
Louisiana Department of Transportation and Development



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## 1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America’s Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At the Tangipahoa Parish Public Transportation System (TPPTS), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Louisiana and comply with FTA requirements, the Louisiana Department of Transportation and Development (LADOTD) has developed this Agency Safety Plan (ASP) in collaboration with the Tangipahoa Parish Council, dba TPPTS.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, the Tangipahoa Parish Council adopts this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).<sup>1</sup> While safety has always been a primary function at TPPTS, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

### A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Joe Thomas, Chief Administrative Officer

11/ / 2022

ACCOUNTABLE EXECUTIVE SIGNATURE

DATE

Since Tangipahoa Parish Public Transportation System is considered a part of the Tangipahoa Parish Government, the main governing body is the Tangipahoa Parish Council. Approval of this plan by the

<sup>1</sup> Federal Register, Vol. 81, No. 24





Tangipahoa Parish Council occurred on 12-13-2021 and is documented in R20-10 from the Parish Council Meeting.

### **B. Certification of Compliance – 673.13(a)(b)**

LADOTD certifies on July 17,2020 that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by TPPTS as evidenced by the plan adoption signature and necessary Tangipahoa Parish Council approvals under Section 1.A of this plan.



## 2. TRANSIT AGENCY INFORMATION – 673.23(D)

The Tangipahoa Parish Council, dba Tangipahoa Parish Public Transportation System, is the public transportation provider for Tangipahoa Parish, Louisiana. The Tangipahoa Parish Council contracts with the Tangipahoa Voluntary Council on Aging (TVCOA) to manage and operate TPPTS. The TPPTS address is P.O. Box 215, Amite, LA; and the TVCOA main office is located at 106 N Bay St, Amite, LA 70422.

TPPTS provides Demand-Response, first-come-first-served, curb-to-curb, non-emergency public transportation service, which is available to everyone in Tangipahoa Parish, regardless of age, along with deviated fixed route services in the cities of Hammond and Ponchatoula. The deviated fixed routes services generally operate from 8:00 am through 4:00 pm Monday through Friday, except in dangerous weather conditions and standard holidays.

TPPTS is managed by the Chief Administrative Officer and the management team consisting of the Tangipahoa Parish Chief Safety/Internal Affairs Officer, Tangipahoa Parish Grants Manager, Tangipahoa Parish Purchasing Director, Tangipahoa Parish Accounting Director, Tangipahoa Parish Human Resources Director, TVCOA Executive Director, and TVCOA Transit Manager.

No additional transit service is provided by TPPTS on behalf of another transit agency or entity at the time of the development of this plan.

Figure 1.

Table 1 contains agency information, while an organizational chart for TPPTS is provided in Figure 1.

Table 1: Agency Information

Information Type	Information
Full Transit Agency Name	Tangipahoa Parish Council, dba Tangipahoa Parish Public Transportation System (TPPTS)
Transit Agency Address	TPPTS: P. O. Box 215, Amite, LA TPCOA: 106 N Bay St, Amite, LA 70422
Name and Title of Accountable Executive 673.23(d)(1)	Joe Thomas, Chief Administrative Officer
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Chris Chappell, Director of Internal Compliance/ TPPTS Chief Safety Officer
Key Staff	Mary Dowling, TVCOA Transit Manager
Mode(s) of Service Covered by This Plan 673.11(b)	Deviated Fixed Route Bus and Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5311
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Deviated Fixed Route Bus and Demand Response
Number of Vehicles Operated	11-Cutaways; 2-Passenger Transit Vans; 2-Minivans

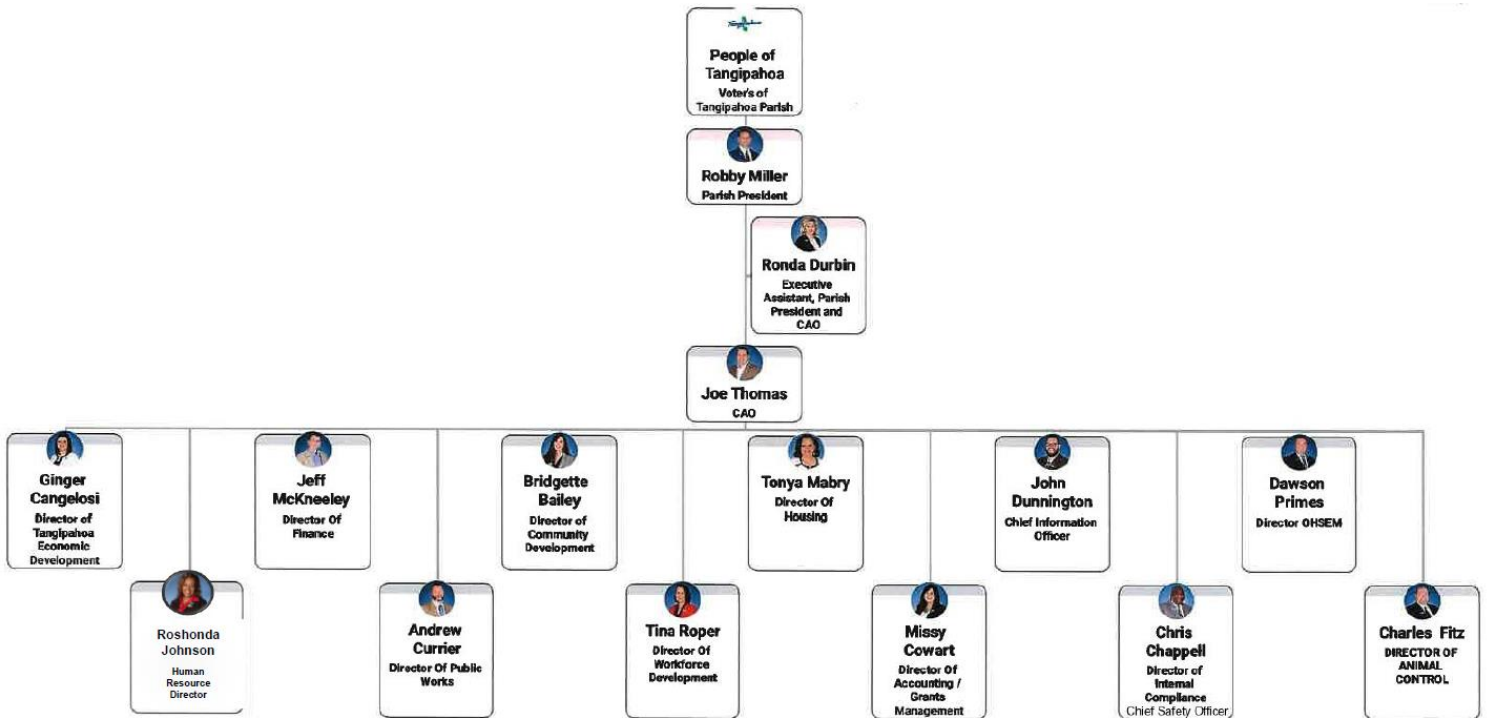


# Tangipahoa Parish Public Transit System

## AGENCY SAFETY PLAN



Figure 1: TPPTS Organizational Chart







## A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), TPPTS is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP in accordance with 49 U.S.C. 5329(d)), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has the authority and responsibility to address substandard performance in the TPPTS SMS, per 673.23(d)(1).

**Agency leadership and executive management** include members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the TPPTS SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

**Key staff** are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

**Front line employees** perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

Over the next year, TPPTS will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.



### 3. SAFETY POLICIES AND PROCEDURES

#### A. Policy Statement – 673.23(a)

Safety is TPPTS’ first priority. TPPTS is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and always acknowledges that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risks associated with transit service to as low as reasonably practicable and will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. TPPTS also will work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

TPPTS has established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

#### I. *Employee Safety Reporting Program – 673.23(b)*

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

TPPTS follows established reporting processes for safety reporting and grievance procedures set in place in Sections 605:1 and 608:1, respectively, of Tangipahoa Parish Government’s *Employee Handbook* (Appendix A, Table 8 shows the document name, files name and date of adoption). These policies are currently applicable to internal and external complainants and are supported by a call line where complainants can remain anonymous, as well as the Tangipahoa Parish Title VI Complaint Form provided to employees in the *Transit Title VI Program* document (Appendix A). The internal procedures require that when complaints are submitted, the complaints are first routed to the supervisor who will do an initial investigation. If the complaint relates to an accident, then the CSO is notified and the Parish will initiate the Crash Review Committee. Over the next year, TPPTS will review and modify, if necessary, our current reporting procedures to develop the procedures into a full ESRP to ensure that the procedures comply with 49 CFR Part 673.

In general, the TPPTS ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management as stated in Section 605:1 of the Tangipahoa Parish Government’s *Employee Handbook*. The policy will include any contract employees. As stated in the section called “Internal Control Information and Communication” of the *Internal Control Policy* (Appendix A), employees know and are comfortable that reprisals will not occur for reporting negative information or information concerning violation of Parish policy, procedure, or internal control. The ESRP policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.



To bolster the information received from frontline employees, TPPTS will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, TPPTS will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

## ***II. Communicating the Policy Throughout the Agency – 673.23(c)***

TPPTS is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agencywide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agencywide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency’s regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

## **B. PTASP Development – 673.11(d)**

This PTASP has been developed with the support of the LADOTD, on behalf of the Regional Planning Commission (RPC) for Jefferson, Orleans, St. Bernard, St. Charles, St. John the Baptist, St. Tammany, and Tangipahoa Parishes (the Metropolitan Planning Commission (MPO) for the region) and the Tangipahoa Parish Council, dba Tangipahoa Parish Public Transportation System, in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. LADOTD mailed a formal call for participation in a State sponsored PTASP development process to all Louisiana Section 5307 small bus transit agencies on December 17, 2018 and followed that call with a series of phone calls and additional correspondence. TPPTS provided an email to LADOTD opting into participation on January 25, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The TPPTS and TVCOA documentation used in the development of this plan is presented in Table 8, in Appendix A.

In support of tracking performance on our SA and SP processes, TPPTS conducts a yearly safety culture survey. The survey is intended to help TPPTS assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by TPPTS’ administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees’ roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with TPPTS to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit TPPTS’ size, operational characteristics, and capabilities.

The original draft ASP was delivered to TPPTS in March 2020 for review and comment, and has been further updated by the Tangipahoa Parish in October, 2022. Once review was completed and any adjustments made, the final was delivered to TPPTS for review and adoption.

## **C. PTASP Annual Review – 673.11(a)(5)**

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of TPPTS’ ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, TPPTS management will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is



fully compliant with 49 CFR Part 673 and accurately reflects the agency’s current implementation status. Certification will be accomplished through TPPTS’ annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at TPPTS. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the Tangipahoa Parish Council whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, TPPTS will track those changes for use in the annual review.

**Table 2: ASP Annual Update Timeline**

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <ul style="list-style-type: none"> <li>• Safety Policy;</li> <li>• Risk Management;</li> <li>• Safety Assurance; and</li> <li>• Safety Promotion.</li> </ul>		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), LADOTD, RPC					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

**Table 3: ASP Record of Changes**

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

**D. PTASP Maintenance – 673.11(a)(2)(c)**

TPPTS will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as TPPTS continues to develop and refine our SMS implementation.

**E. PTASP Documentation and Recordkeeping – 673.31**

At all times, as supported by the Tangipahoa Parish Government’s *Record Retention Schedule* (Appendix A), which is based on the Louisiana Secretary of State policies for retention, TPPTS will maintain documents that set forth our ASP, including those documents related to the implementation of TPPTS’



SMS and those documents related to the results from SMS processes and activities. TPPTS will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or LADOTD. TPPTS will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as part of the annual ASP review and updated.

**F. Safety Performance Measures – 673.11(a)(3)**

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

**Table 4: NSP Safety Performance Measures**

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents baseline numbers for each of the performance measures. TPPTS collected the past five (5) years of reported data to develop the rolling averages listed in the table.

**Table 5: Baseline 2019 Safety Performance Measures**

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Deviated Fixed Route (Bus)	0	0	0	0	0.4	0.0000015	271,704 mi.
Demand Response	0	0	0	0	1	0.0000045	222,336

\*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the TPPTS operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6 and Table 7 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported five-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.



Table 6: Deviated Fixed Route (Bus) Safety Performance Targets

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	0	0
Rate of Injuries*	0	0
Safety Events	2	0.4
Rate of Safety Events*	0.0000073	0.0000015
Mean Distance Between Major Mechanical Failure	271,704 mi.	271,704 mi.

\*rate = total number for the year/total revenue vehicle miles traveled

Table 7: Demand Response Safety Performance Targets

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	0	0
Rate of Injuries*	0	0
Safety Events	1	1
Rate of Safety Events*	0.0000045	0.0000045
Mean Distance Between Major Mechanical Failure	222,336	222,336

\*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, TPPTS will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, TPPTS may begin developing safety performance indicators to help inform management on safety related investments.

### G. Safety Performance Target Coordination – 673.15(a)(b)

TPPTS will make our SPTs available to LADOTD and the RPC to aid in those agencies’ respective regional and long-range planning processes. As stated in the *MPO District Agreement By and Between the RPC* (Appendix A), and Tangipahoa Parish, to the maximum extent practicable, TPPTS will coordinate with LADOTD and the RPC in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, TPPTS will transmit any updates to our SPTs to both the RPC and LADOTD (unless those agencies specify another time in writing).



## 4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As noted previously, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, TPPTS is adopting SMS as the basis for directing and managing safety and risk at our agency. TPPTS has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

Figure 2: Safety Management Systems



Implementing SMS at TPPTS will be a major focus over the next several years. This ASP is the first step to further developing a systematic approach to managing the agency’s risk in such a way as to comply with 49 CFR Part 673. TPPTS has already taken several steps to implement SMS, such as having an established risk assessment process, implementing a Crash Review Committee, and now developing this initial ASP and designating a CSO. During the first year of implementation, TPPTS will identify SMS roles and responsibilities and key stakeholder groups, identify key staff to support implementation, and ensure the identified staff receive SMS training. TPPTS will also develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress toward implementation with the Parish Council and our agency’s planning partners.

### A. Safety Risk Management – 673.25

By adopting this ASP, TPPTS is furthering the development of the SRM process presented in Figure 3. This SRM is established for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the TPPTS SMS.



Figure 3: Safety Risk Management Process



The continuation of the current SRM component of the SMS will be carried out over the course of the next year. The SRM components will be further implemented through a program of improvement during which the SRM processes will be reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into TPPTS’ SOPs.

The SRM is focused on implementing and improving actionable strategies that TPPTS has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

Figure 4: Draft Risk Register

Hazard	Type	Likelihood	Consequence	Resolution

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps TPPTS is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

**I. Safety Hazard Identification – 673.25(b)**

TPPTS uses the Tangipahoa Parish Government’s *Internal Control Policy* to identify risks and apply internal control processes for each of the following:

1. Policies
2. Procedures
3. Sequences or combination of procedures
4. Assignments of duties, responsibilities, and authorities
5. Physical arrangements or processes
6. Combinations of the above





Control policies and procedures are established and executed to help ensure that actions necessary to achieve objectives are effectively carried out. These activities include an integrated system of policies, procedures, internal controls, and evaluation tools. In addition to the risk assessment processes identified in the Control Policy, TPPTS' *Driver Handbook* (Appendix A) further identifies known hazards based on asset and operational risks as well as emergency driving procedures.

Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, TPPTS is working to implement the following expanded SRM process.

The TPPTS SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or, damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. TPPTS uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, TPPTS ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that TPPTS has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting checklists (e.g. *Pre-and Post-Trip Inspection Checklists* found in the *Driver Handbook* to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The *Driver Handbook* also contains procedures for flagging and reporting hazards as a part of day-to-day operations.
  - Moving forward, the established risk assessment checklists will be further developed into forms for use in trend and reporting analysis.
- Front Line employees are responsible for performing and documenting regular vehicle maintenance and safety assessments, which will include reporting.
- Management personnel are also responsible for performing and documenting regular safety assessments with the support of the Crash Review Committee and recommending methods to reduce identified hazards.
- TPPTS uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous call line.
- To increase the safety knowledge of our agency, the CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development





activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.

- Other sources for hazard identification include:
  - ESRP
  - Inspections of personnel job performance, vehicles, facilities and other data
  - Investigations of safety events
  - Safety trend analysis on data currently collected
  - Training and evaluation records
  - Internal safety audits
  - External sources of hazard information could include:
    - FTA and other federal or state authorities
    - Reports from the public
    - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

## ***II. Safety Risk Assessment – 673.25(c)***

TPPTS currently uses a Crash Review Committee as a management tool to examine accidents and make determinations on causal factors, in order to assign accountability and identify where management accident prevention controls can be improved. This framework is detailed in the *Crash Review Committee* document (Appendix A) and is also intended to be used to introduce and/or strengthen SOPs and identify training needs and improve the safety culture within Tangipahoa Parish Government and TPPTS.

As part of the new SRM process, TPPTS has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a safety risk, TPPTS may need to perform an investigation. TPPTS is currently involved in a collaborative effort with the TVCOA to investigate any accidents or crashes but will need to develop a full investigative procedure to inform the SRM process. The investigation procedure will start with the framework of the Safety Review Committee but will concede rendering judgement until the TVCOA has finished conducting its initial assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.





Figure 5: Safety Risk Assessment Steps in Populating the Risk Register

Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO and their risk management team through the Crash Review Committee in coordination with the Parish Risk assessment office and supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

Figure 6: Safety Risk Assessment Matrix

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that TPPTS will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard’s likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

**III. Safety Risk Mitigation – 673.25(d)**

As part of regular joint operations for all-hazards emergency preparedness, TPPTS currently has a risk mitigation processes established, found in Section III of the *Tangipahoa Parish Office of Homeland*



Security and Emergency Preparedness, Emergency Support Function 1 (ESF 1) (Appendix A). The ESF 1 identifies the roles of the Emergency Operations Center (EOC) transportation coordinator and the duties of transportation in the event of a declared emergency, the framework of coordination and risk assessment and mitigation strategies established in these processes provides the basis for a fully developed Safety Risk Mitigation process for day to day operations. TPPTS will review our current documentation and fully develop a non-emergency process to list the specific vulnerability according to the Vulnerability Index and identify Current Risk Reduction Strategies and Additional Mitigation Actions Planned for each.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

Figure 7: Risk Register Mitigation Component

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution’s documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel’s specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

### B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the TPPTS SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) TPPTS meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting TPPTS’ critical safety objectives and contribute towards SPTs.



## ***I. Safety Performance Monitoring and Measuring – 673.27 (b)***

As the first step in the TPPTS SA program, TPPTS collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. TPPTS currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, TPPTS will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

### ***Monitoring Compliance and Sufficiency of Procedures – 673.27 (b)(1)***

TPPTS monitors our system for personnel compliance with operations and maintenance procedures and also monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with TPPTS SOPs through direct observation and review of information from internal reporting systems such as the call line (Section 3.A.I) for both employees and customers.

TPPTS addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

### ***Monitoring Operations – 673.27(b)(2)***

The TPPTS management safety team is required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

## ***II. Safety Event Investigation – 673.27(B)(3)***

TPPTS currently conducts investigations of safety events. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that TPPTS can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

TPPTS uses the *Driver Handbook* to identify safety and operational risks based on individual assets and operational characteristics. The procedures outlined in the *Driver Handbook* were based on Industry standards for defensive driving training and situational awareness.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. TPPTS gathers a variety of



information for identifying and documenting root causes of accidents and incidents, including but not limited to:

1. Obtain from the Supervisor the following information:
  - a. Accident or Incident Report number
  - b. The location of the incident and what direction they were traveling (inbound or outbound); if in station, indicate the situation.
  - c. Date, time, and conditions of the accident
  - d. Result of the accident, e.g. was there a fatality? Disabling damage to persons or properties? Were persons transported from the scene for medical attention?
  - e. Drug or Alcohol Testing required? (In compliance with 49 CFR § 655.44 Post-accident testing, if the safety event meets the definition of accident in 49 CFR § 655.4)
  - f. Justification report if Drug or Alcohol Testing not administered
2. The CSO, working with subject matter experts, evaluates the incident report and other available information to determine the root cause of the accident/event. Follow up with driver or other cognizant parties may be necessary to elicit additional information.
3. The CSO identifies any hazards noted in the incident report and refers those hazards to the SRM process.

#### ***Monitoring Internal Safety Reporting Programs – 673.27(b)(4)***

As a primary part of the internal safety reporting program, our agency monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

#### ***Other Safety Assurance Initiatives***

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, TPPTS is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

### **C. Safety Promotion – 673.29**

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that TPPTS will implement and how safety related information will be communicated.

#### ***I. Safety Competencies and Training – 673.29(a)***

TPPT provides comprehensive training to all employees regarding each employee’s job duties and general responsibilities. This training includes safety responsibilities related to the employee’s position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency’s safety processes.

As part of SMS implementation, TPPTS will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (TPPTS is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).



- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

An initial assessment of the above will be initiated during the first year of implementation of this plan and then on a recurring basis for PTASP review and compliance certification.

## ***II. Safety Communication – 673.29(b)***

TPPTS regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to transit employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.I) or other means.

TPPTS reports any safety related information to the Tangipahoa Parish Council at their regular meetings and will begin including safety performance information. In addition, TPPTS holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. TPPTS also posts safety related and other pertinent information in a common room for all employees.

TPPTS will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting transit safety and performance information to all Parish staff associated with the TPPTS as well as contractor staff. To determine what information should be reported, how the information should be reported and to whom, TPPTS will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, TPPTS will review our current communications strategies and determine whether others are needed. As part of this effort, TPPTS has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas TPPTS should be addressing to fully implement a safety culture at our agency.



## 5. APPENDIX A

Table 8: PTASP Supporting Documents

File Name	Revision Date	Document Name	Document Owner
Governing Board Description.pdf	2022	Governing Board Description-Tangipahoa Parish Council	Tangipahoa Parish Govt.
Hammond & Ponchatoula Bus.pdf	7/15/2022	Hammond and Ponchatoula Bus Stops, Routes, and Schedules	Tangipahoa Parish Transit
MPO District.pdf	11/27/2018	Agree by and between the Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany, and Tangipahoa Parishes	Regional Planning Commission
Organizational Chart.pdf	6/2022	Tangipahoa Parish Government Administration and Council	Tangipahoa Parish Government Administration and Council
Parish Funding Sources.pdf	2021	Agency Funding Sources-Tangipahoa Parish, LA	Tangipahoa Parish Transit
IT Policy.pdf	1/10/2019	Tangipahoa Parish Information Technology Policy	Tangipahoa Parish Government
TAM Asset Inventory 2018.xlsx	2022	TAM Asset Inventory 2022 Revised 10/1/2022	Tangipahoa Parish Transit
TAM Plan Narrative-Tangi Parish 2021.pdf	10/1/2022	Tangipahoa Parish Government Transit Asset Management (TAM) Plan 2018-2022. Revised 10/1/2022	Tangipahoa Parish Government
Tangipahoa Parish Basic Plan .pdf	6/1/2022	All Hazards Emergency Operation Plan: Emergency Support Functions	Tangipahoa Parish Government
Tangipahoa Parish ESF-1 Transportation.pdf	6/13/2019	Tangipahoa Parish Office of Homeland Security and Emergency Preparedness: Emergency Support Function 1 Transportation	Tangipahoa Parish Government
Tangipahoa Parish ESF-5 Management.pdf	6/13/2019	Tangipahoa Parish Office of Homeland Security and Emergency Preparedness: Emergency Support Function 5 Emergency Management	Tangipahoa Parish Government
Tangipahoa Parish ESF-13 Public Safety and Security.pdf	6/13/2019	Tangipahoa Parish Office of Homeland Security and Emergency Preparedness: Emergency Support Function 13 Public Safety and Security	Tangipahoa Parish Government
Internal Control Information and Communications.pdf	2021	Cell Phone Policy	Tangipahoa Parish Transit
TVCOA Communication.pdf	2020	Internal Control Information and Communications	TVCOA
Complaint Procedure.pdf	2021	TVCOA Communication	TVCOA
TVCOA Customer Rights.pdf	2021	Attachment B - Tangipahoa Parish Government Discrimination Complaint Procedure	Tangipahoa Parish Government
Drug and Alcohol Policy.pdf	2021	Transportation Customer Rights	TVCOA



# AGENCY SAFETY PLAN

File Name	Revision Date	Document Name	Document Owner
TVCOA Drug and Alcohol Policy.pdf	2021	Drug and Alcohol-Free Workplace Policy	Tangipahoa Parish Government
Grievance Procedure.pdf	4/11/2018	Substance Abuse Management Policy	TVCOA
TVCOA Employee Concern Reporting.pdf	2021	Grievance Procedure Policy	Tangipahoa Parish Government
2022-2024 Title VI Civil Rights Plan.pdf	2022	Title VI Program 2022-2024	Tangipahoa Parish Govt.
FTA Title VI Program.pdf	12/31/21	Tangipahoa Parish, La. Transit Title VI Program 2019-2021	Tangipahoa Parish Government
Personnel Manual.pdf	4/20,2021	FTA Title VI Program: Tangipahoa Voluntary Council on Aging	TVCOA
Qualification.pdf	12/10/2019	Tangipahoa Parish Government Personnel Manual/Employee Handbook	Tangipahoa Parish Government
Record Retention.pdf	1/10/2019	Record Retention Policy	Tangipahoa Parish Government
Tangipahoa Parish-Hiring	1/10/2019	Tangipahoa Parish Government Record Retention Schedule	Tangipahoa Parish Government
TVCOA Record Retention.pdf	1/10/2019	Hiring and Promotion	TVCOA
Grant Policies and Procedures TP 6-2019.docx	1/10/2019	Record Retention	Tangipahoa Parish Govt.
Tangipahoa Parish Internal control policy 1.10.19.pdf	1/10/19	Tangipahoa Parish Government Grant Administration, Financial, Compliance, Monitoring, Operations Policies and Procedures	Tangipahoa Parish Government
MAINTENANCE SCHEDULE REV 2019.pdf	2022	Tangipahoa Parish Government Internal Control Manual	Tangipahoa Parish Government
MAINTENANCE SCHEDULE REV 2019.pdf	11/1/21	REVENUE UNIT BUS MAINTENANCE SCHEDULE	Tangipahoa Parish Govt. & TVCOA
TVCOA Maintenance.pdf	10/1/2022	Tangipahoa Voluntary Council on Aging Tangipahoa Public Transportation Facility Maintenance Program	TVCOA
TVCOA Animal.pdf	12/13/2016	VEHICLE FLEET MAINTENANCE PLAN	TVCOA
TVCOA General Standards.pdf		Animals in the Senior Center	TVCOA
Job Descriptions.pdf	2022	General Standards of Conduct	TVCOA
Training.pdf	1/10/19	Accounting Procedures Tangipahoa Parish Government	Tangipahoa Parish Government
TVCOA Job Description.pdf	2022	Training	Tangipahoa Parish Government
TVCOA Training.pdf	2022	Job Description and Salary Administration	TVCOA

# AGENCY SAFETY PLAN

File Name	Revision Date	Document Name	Document Owner
Crash Review Committee.pdf		Training and updates	TVCOA & Tangipahoa Parish Govt.
Driver Handbook.pdf	2021	Crash Review Committee--TVCOA	TVCOA
Emergency Policy.pdf	2021	Tangipahoa Parish Transportation Driver Handbook	TVCOA
Employee Safety and Health Policy.pdf	12/10/19	Emergency Policy	Tangipahoa Parish Government
Personnel Manual.pdf	12/10/2019	Employee Safety and Health Policy	Tangipahoa Parish Government
Procurement Policy Revised FTA.pdf	12/13/21	Tangipahoa Parish Government Personnel Manual	Tangipahoa Parish Government
TVCOA Policies and Procedures.pdf	2021	Procurement Policy and Procedures for Use of Federal Funds in Tangipahoa Parish Administration	Tangipahoa Parish Government
TVCOA PPE.pdf	4/11/2018	Policies and Procedures 2018-19	TVCOA
TVCOA Safety and Emergency.pdf	12/18/2018	Bloodborne Pathogens Exposure Plan	TVCOA
2022 Federal Awards and Expenditures.pdf	2022	Disaster/Emergency and Office Safety Plan (Continuity of Operations Plan-COOP)	TVCOA
2022 Federal Awards and Expenditures.pdf	2022	Statement of Net Position	Tangipahoa Parish Government
2022 Federal Awards and Expenditures.pdf	12/31/2017	Statement of Net Position	Tangipahoa Parish Government
FTA Triennial Review 2019.pdf	8/28-8/29, 2019	2019 Triennial Review (in Binder)	Tangipahoa Parish Government
FTA Triennial Review Response.pdf	12/23/2019	FY 2019 Triennial Review of Tangipahoa Parish	Tangipahoa Parish Transit
FTA 2020 Audit Findings and Response.pdf	12/23/2019	Triennial Review response to FTA	Tangipahoa Parish Government
FTA 2020 Audit Findings and Response.pdf	6/25/2021	Independent Auditor's Report on Internal Control Over Financial Reporting	FTA/Tangipahoa Parish Government
Governing Board Description.pdf	2022	Independent Auditor's Report on Internal Control Over Financial Reporting	FTA/Tangipahoa Parish Government

## A. Glossary of Terms

**Accident:** means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

**Accountable Executive (typically the highest executive in the agency):** means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the



agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

**Agency Leadership and Executive Management:** means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

**Chief Safety Officer (CSO):** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Corrective Maintenance:** Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

**Equivalent Authority:** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

**Event:** means an accident, incident, or occurrence.

**Federal Transit Administration (FTA):** means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard:** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**Incident:** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation:** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

**Key staff:** means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

**Major Mechanical Failures:** means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

**National Public Transportation Safety Plan (NSP):** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence:** means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator of a Public Transportation System:** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Passenger:** means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

**Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance Target:** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.



**Preventative Maintenance:** means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

**Public Transportation Agency Safety Plan (PTASP):** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Risk:** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk Mitigation:** means a method or methods to eliminate or reduce the effects of hazards.

**Road Calls:** means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

**Safety Assurance (SA):** means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy (SMP):** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

**Safety Management System (SMS):** means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety Management System (SMS) Executive:** means a CSO or an equivalent.

**Safety Objective:** means a general goal or desired outcome related to safety.

**Safety Performance:** means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

**Safety Performance Indicator:** means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

**Safety Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Safety Performance Monitoring:** means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

**Safety Performance Target (SPT):** means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

**Safety Promotion (SP):** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety Risk:** means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

**Safety Risk Assessment:** means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.



**Safety Risk Management (SRM):** means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

**Safety Risk Mitigation:** means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

**Safety Risk Probability:** means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

**Safety Risk Severity:** means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

**Serious Injury:** means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Small Public Transportation Provider:** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

**State:** means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**State of Good Repair:** means the condition in which a capital asset is able to operate at a full level of performance.

**State Safety Oversight Agency:** means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

**Transit Agency:** means an operator of a public transportation system.

**Transit Asset Management (TAM) Plan:** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

**Vehicle Revenue Miles (VRM):** means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

## B. Additional Acronyms Used

**ASP:** Agency Safety Plan

**dba:** doing business as

**EOC:** Emergency Operations Center

**ESF:** Emergency Support Function

**ESRP:** Employee Safety Reporting Program





# Tangipahoa Parish Public Transit System

## AGENCY SAFETY PLAN



**FAST Act:** Fixing America's Surface Transportation Act

**LADOTD:** Louisiana Department of Transportation and Development

**MAP-21:** Moving Ahead for Progress in the 21<sup>st</sup> Century Act

**MOU:** Memorandum of Understanding

**MPO:** Metropolitan Planning Organization

**NTD:** National Transit Database

**RPC:** Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist; St. Tammany and Tangipahoa Parishes

**SOP:** Standard Operating Procedure

**TPPTS:** Tangipahoa Parish Public Transit System

**TVCOA:** Tangipahoa Voluntary Council on Aging



## 6. APPENDIX B

### A. Council Minutes or Resolution

Place here

**T. P. RESOLUTION NO. R22-32**

**A RESOLUTION OF THE TANGIPAHOA PARISH COUNCIL-PRESIDENT  
GOVERNMENT FOR AMITE SOLAR, LLC TO PROCEED WITH THE  
PERMITTING PROCESS FOR A RENEWABLE ENERGY POWER PLANT**

WHEREAS, Amite Solar, LLC has submitted an application for the development of a renewable energy power plant in Tangipahoa Parish; and

WHEREAS, the renewable energy power plant is to be located at Assessment #'s #00499218, #05148804, #00541907, #00502618, #02556308, #2850907 in Districts 3; and

WHEREAS, the Technical Review Committee has reviewed and approved the site plan for Amite Solar, LLC; and

NOW, THEREFORE BE IT RESOLVED, that the Tangipahoa Parish Council acting as the governing authority does hereby find that Amite Solar, LLC's application is complete and complies with the requirements of the Tangipahoa Parish Code of Ordinances and does hereby authorize the Technical Review Committee to proceed with the permitting process and issue such approvals as necessary for the construction and operation of the renewable energy power plant proposed by Amite Solar, LLC.

On motion by \_ and seconded by \_, the foregoing resolution was hereby declared adopted on this the 14<sup>th</sup> day of November 2022 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

\_\_\_\_\_  
Jill DeSouge, Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
Brigette Hyde, Chairman  
Tangipahoa Parish Council

\_\_\_\_\_  
Robby Miller, President  
Tangipahoa Parish