

# Union Parish Police Jury

P.O. BOX 723 303 EAST WATER STREET FARMERVILLE, LA 71241  
PHONE 318-368-3296 FAX 318-368-8342

Date: September 30<sup>th</sup>, 2024

TO ALL POLICE JURY MEMBERS:

**OFFICERS:**

**PRESIDENT**  
GLENN HUTTO

**VICE-PRESIDENT**  
MICHAEL G. HOLLEY

PAULA H. STRICKLAND  
**SEC-TREASURER**

**MEMBERS:**

**DISTRICT 1**  
CURTIS MOSES

**DISTRICT 2**  
NATHAN PILGREEN

**DISTRICT 3**  
MICHAEL G. HOLLEY

**DISTRICT 4**  
GLENN HUTTO

**DISTRICT 5**  
BEN BRIDGES

**DISTRICT 6**  
RUSSELL WADE

**DISTRICT 7**  
JEREMY HOBBS

**DISTRICT 8**  
BRENDA ABERCROMBIE

**DISTRICT 9**  
ANDREW FORD, JR.

The Chairman of the **Road Committee** has called a meeting for **4:45 P.M., Tuesday, October 1<sup>st</sup>, 2024** to be held in the Police Jury Conference Room, Union Parish Courthouse Annex, Farmerville, Louisiana to take up the following business:

1. Call to order, prayer and roll call.
2. Public Comment on agenda items.
3. Approve agenda with any additions, deletions or changes.
4. Adopt minutes of the August 6<sup>th</sup>, 2024 meeting.
5. Discuss and make recommendations, if necessary, regarding revising the Union Parish Police Jury Subdivision Ordinance.
6. Discuss and make recommendations, if necessary, approving change orders on the Alabama Landing Road Project up to the Federal Funds Limit.
7. Discuss and make recommendations, if necessary, approving substantial completion of Alabama Landing Road Project upon completion.
8. Discuss and make recommendations, if necessary, regarding three (3) year road program.
9. Discuss and make recommendations, if necessary, regarding calculation of miles of roads in each district.
10. Adjourn.

Mike Holley, Chairman  
Paula Strickland, Secretary-Treasurer

Mike Holley (c)  
Jeremy Hobbs  
Russell Wade  
Nathan Pilgreen

*Public Comments – Union Parish Police Jury Ordinance 549 states that public comment period shall not exceed fifteen (15) minutes. The time period for each individual wishing to make public comment to the Union Parish Police Jury shall not exceed three (3) minutes unless that period is specifically extended for good cause by the presiding officer of the Police Jury.*

*Union Parish Police Jury reserves the right to enter into Executive Session, if needed, in accordance with R.S. 42:17.*

**ROAD COMMITTEE  
MINUTES OF MEETING  
August 6<sup>th</sup>, 2024  
5:00 P.M.**

Present: Mike Holley, Russell Wade, Jeremy Hobbs and Nathan Pilgreen. Absent: None.  
Also present: Curtis Moses, Ben Bridges, Glenn Hutto, Brenda Abercrombie, Paul Riley and Chris Strickland.

Mr. Holley called the meeting to order. Mr. Pilgreen led the group in prayer.

**Motion Mr. Pilgreen, seconded by Mr. Wade and declared adopted by unanimous vote of the Committee to approve the agenda as written.**

**Motion Mr. Pilgreen, seconded by Mr. Wade to approve the minutes of the July 2<sup>nd</sup>, 2024 meeting. Motion carried unanimously.**

A brief discussion was held regarding the bids received for the Alabama Landing FLAP project. Mr. Riley stated that bids were opened on July 10<sup>th</sup>, 2024. Mr. Riley has been working with the FLAP program administrators to release the construction funds, but at this time the funds have not been released. Once those funds have been released, the construction phase can begin. **Motion Mr. Pilgreen, seconded by Mr. Wade to recommend to the full jury to accept the lowest base bid from D&J Construction in the amount of \$2,638,365.00 contingent upon FLAP releasing the construction funds. Motion carried unanimously.**

**Motion Mr. Wade, seconded by Mr. Hobbs to recommend to the full jury to assist the Town of Bernice in repairing potholes with the Town of Bernice paying for the cost of the materials. Work will be performed as time allows. Motion carried unanimously.**

**Motion Mr. Wade, seconded by Mr. Pilgreen to recommend to the full jury to authorize the Secretary/Treasurer to advertise for the closure of a portion of Pampas Grass Road (from the end of the road 120 feet south to the intersection of Cypress Loop Road). Motion carried unanimously.**

A discussion was held regarding Clear Branch Landing. Mr. Holley has spoken with Brad Jones (Weyerhaeuser) regarding Clear Branch Landing. The jury is trying to purchase several acres from Weyerhaeuser for dumpster sites. **Motion Mr. Hobbs, seconded by Mr. Pilgreen to recommend to the full jury to authorize the Secretary/Treasurer to contact Weyerhaeuser regarding the Clear Branch Landing purchase and offer up to \$3,000 an acre. Motion carried unanimously.**

**Motion Mr. Pilgreen, seconded by Mr. Hobbs to recommend to the full jury to enact a 30 MPH speed limit on Hicks Frazier Road in its entirety.**

**There being no more business to come before the committee, Mr. Holley declared the meeting adjourned upon motion by Mr. Pilgreen and duly seconded by Mr. Hobbs on this the 6<sup>th</sup> day of August, 2024.**

Mike Holley, Chairman  
Paula Strickland, Secretary/Treasurer

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the following Ordinance:

Ordinance No. \_\_\_\_\_  
As Amended \_\_\_\_\_

**AN ORDINANCE REGULATING THE DEVELOPMENT OF SUBDIVISIONS AND MOBILE HOME PARKS WITHIN UNION PARISH AND PROVIDING FOR MATTERS RELATED THERETO.**

BE IT ORDAINED by the Police Jury of Union Parish, in regular session, duly convened at which a quorum was present and voting, that the following ordinance be adopted, to-wit:

**ARTICLE I. IN GENERAL**

**Section 1. Jurisdiction, compliance and approval required.**

- (a) This ordinance shall govern all subdivision of land within the jurisdiction of the Union Parish Police Jury.
- (b) Any owner of land within the limits of Union Parish wishing to subdivide land shall submit to the Union Parish Police Jury, hereinafter sometimes referred to as the police jury, or its authorized representative, a preliminary plat of the subdivision in duplicate which shall conform to the minimum requirements set forth in Article II of this ordinance.
- (c) Before land and/or site improvements shall be started, complete construction plans and specifications prepared by a civil engineer currently licensed in the state of Louisiana shall be approved by the police jury through its Parish Administrator or their designee.
- (d) After the fulfillment of either section (b) or section (c) of Article I, Section 1 of this ordinance the owner may submit a final plat (see Article III, Division 3) to the police jury for approval. The final plat must be approved before the sale or exchange of any lots.
- (e) After the fulfillment of either section 13-54(a) or section 13-54(b) of this Code, the owner may submit a final plat (see Article III, Division 3) to the police jury for approval. Final plat must be approved before the sale or exchange of any lots
- (f) No plat of a subdivision lying within the territory, or part thereof, covered by this ordinance shall be filed or recorded in the office of the clerk and recorder of the parish, and no developer or subdivider may proceed with improvement or sale of lots in a subdivision until the final subdivision plat shall have been approved by the police jury and such approval entered in writing on the plat by the authorized representative of the police jury.

**Section 2. Definition.**

- (a) The term "subdivision," as used in this article, shall mean the division of any parcel of land shown as a unit or as contiguous units on the last preceding tax roll into three (3) or more parcels, sites, or lots, any one of which is less than five (5) acres, for the purpose, whether immediate or future, of transfer of ownership. Such term also includes the re-subdivision or rearrangement of one or more lots, plots, parcels, or building sites.
- (b) The term "subdivision" shall not include:
  - (1) The division or partition of land into parcels of more than five (5) acres, not involving any new public or private streets or easements of access.

- (2) The sale or exchange of parcels between adjoining lot owners, where such sale or exchange of parcels does not create additional building sites.
  - (3) The sale or transfer of parcels of land to immediate family members, not involving any new public or private streets or easements of access. (Immediate family members include: -spouse, parents, spouse's parents, brothers and sisters, and direct descendants such as children, grandchildren, great grandchildren).
- (c) All tracts, parcels, sites, or lots that front on a publicly maintained road or easement dedicated to the public shall have a minimum right of way of sixty (60) feet for the full distance of the tract, parcel, site, or lot adjoining said right of way line, or otherwise as recommended by the Parish Administrator or their designee. Where parcels, sites, tracts, or lots are created such that they front on only one side of a publicly maintained road, the property being developed shall provide for the creation of a minimum of one-half (1/2) of the right-of-way recommended by the Parish Administrator or their designee, as measured from the centerline of the existing road right-of-way. If all tracts, parcels, sites, or lots parallel an existing parish road and five (5) lots or less are created the Parish Administrator or their designee may approve the subdivision administratively.

### **Section 3. Compliance required.**

No subdivision road nor street will be accepted into the Union Parish road system until and unless this ordinance is complied with.

### **Section 4. Effective date.**

This ordinance shall take effect and be in force thirty (30) days after its adoption.

### **Section 5. Act of dedication.**

The owner and developer or subdivider shall prepare an act of dedication to the effect that the streets and rights-of-way are dedicated solely for the construction and maintenance of a public road, street, and/or easement; is a conveyance of servitude across lands described and not a conveyance of the fee title thereto; the grantors do not transfer any right to oil, gas and other minerals lying beneath the area subjected to said servitude for the right-of-way purposes and for use of the public; and that all areas shown as servitudes are granted to the public for use of utilities, drainage or other proper purposes for the general interest of the public.

### **Section 6. Development or construction of mobile home parks and multi-family dwellings.**

- (a) No mobile home park, trailer park, or multi-family dwelling may be developed or constructed in Union Parish, Louisiana until the mobile home park, trailer park, or multi-family dwelling owner or developer secures approval from the local health authority of the method of sewage treatment and disposal and the public water supply servicing said mobile home park or multi-family dwelling.
- (b) Mobile home parks and trailer parks shall be constructed in accordance with the following minimum standards:
  - (1) Individual mobile home or trailer sites may be leased or rented but not subdivided for sale. Any mobile home park or trailer park in which lots or parcels are to be sold are considered to be subdivisions and must comply with those provisions of this ordinance relating to subdivisions.
  - (2) Maximum density shall be six (6) mobile home sites per acre.
  - (3) Minimum lot size shall be seventy foot front by one hundred foot depth.
  - (4) Each mobile home or trailer park site shall be provided with a sanitary sewer connection and each

mobile home park shall be provided with a collection and treatment system and public water supply in compliance with the standards, rules and regulations of the state health department.

- (5) Each mobile home park or trailer park developer or owner shall provide a refuse container site all in accordance with the refuse container agreement as provided by the Union Parish Police Jury. The parish Solid Waste Superintendent shall determine the size and number of rural refuse containers to be placed at each mobile home park or trailer park.
- (c) Multi-family dwellings, including, but not limited to apartments, duplexes and group homes shall be provided with a collection and treatment system and public water supply in compliance with the standards, rules and regulations of the State Health Department.
- (d) In the event the parish Solid Waste Superintendent deems it necessary and appropriate, a multi-family dwelling developer or owner shall also provide a refuse container site in accordance with the refuse container agreement as provided by the Union Parish Police Jury. The size and number of such rural refuse containers shall be determined by the parish Solid Waste Superintendent.

## **ARTICLE II. GENERAL REQUIREMENTS AND MINIMUM DESIGN STANDARDS**

### **Section 7. Roads**

- a) The objective of this section is to establish the criteria whereby the builder or owner of a new road may have the new road accepted into the Union Parish road system. All public roads must meet the minimum design standards required in this ordinance.
- b) For the purpose of this ordinance, from henceforth a new public road shall mean any road dedicated to the public, for usage by the general public, which has been accepted for maintenance by the Union Parish Police Jury and made a part of the Union Parish road system. The Police Jury shall not have authority to perform public maintenance on any road, outside of municipal corporate boundaries, without acceptance of the road into the Union Parish road system.
- c) No public road will be accepted until and unless all provisions of this ordinance are complied with.
- d) Right-of-Way Widths: The minimum right-of-way for proposed roads shall not be less than sixty (60) feet, measured from lot line to lot line or from right-of-way line to right-of-way line. The Police Jury may require additional right-of-way if, in the opinion of the Parish Administrator or their designee, said additional right-of-way is necessary to comply with other sections of this ordinance.
- e) Relationship to Road Existing System: Proposed new roads shall extend existing roads or their projections at the same or greater width, but in no case less than the minimum required width, unless variations are deemed necessary by the Police Jury for reasons of topography, design and/or where, in the opinion of the Parish Administrator or their designee, it is necessary to provide road access to adjoining property.
- f) Road Names: Names of proposed roads shall comply with the provisions of paragraph k) (2) of this section. .
- g) Dead-End Roads: Roads designed to have one end permanently closed (cul-de-sac road) shall have, at the closed end a turn around with a minimum right-of-way radius of fifty (50) feet and a minimum driving surface radius of thirty-five (35) feet.
- h) Road Intersections: Road intersections shall be constructed to intersect as nearly as possible at right angles (90 degrees). No road shall intersect another road at an acute angle of less than seventy-five (75°) degrees unless prior approval is granted by the Police Jury. The conditions for such prior approval may involve a requirement that property lines be rounded or set back to permit the construction of desirable radii. Submissions of a grading plan showing existing and proposed contours at one foot intervals and a detailed design for the intersection may be required by the Police Jury. Intersections of more than two (2) roads

shall not be allowed (four-way intersections). Roads shall remain in the angle of intersection for at least one fifty (50') feet beyond the point of intersection.

i) Street Improvements: All roads shall conform to the following:

- (1) Subgrade: The subgrade shall be free of sod, vegetation, other organic matter or objectionable materials. The subgrade shall be properly shaped and compacted to 95% minimum density in accordance with AASHO Test Designation T-99.
- (2) Base Course: The base course shall be a minimum of eight (8") inches, and shall be Class II base course which can be cement stabilized or stone based per LADOTD "Standard Specifications for Roads and Bridges", latest edition. All base courses shall be a minimum of six (6") inches wider, each side, than the surface course.
- (3) Surface Course: Acceptable surface courses, which include asphaltic surface treatment, asphaltic concrete mixtures, and portland cement concrete pavement, shall conform with specifications as given in the LADOTD "Louisiana Standard Specifications for Roads and Bridges", latest edition. Roads with surfaces other than the acceptable surface courses given above will not be accepted.

Bituminous plant mix surfaces shall have a minimum thickness of two (2") inches. Portland cement concrete shall have a minimum thickness of seven (7") inches. Asphaltic surface treatment shall be the three-shot application.

For open ditch construction, the surface course shall be a minimum of twenty (20') feet wide. For curb and gutter roads, the width shall be not less than twenty-four (24') feet measured from back-of-curb to back-of-curb. Both barrier and mountable curbs shall be allowed with their dimensions and specifications requiring prior approval of the Parish Administrator or their designee.

All surface courses shall be crowned in a "roof-top" fashion except in any horizontal curve that requires super elevation. Surface course cross-slopes shall be 0.025 feet per foot of width. Shoulders shall be at least four (4') feet wide and shall continue the cross-slope at 0.05 feet per foot of width.

- (4) Vertical Alignment: Vertical grades shall in general conform to the terrain. For open ditch construction, the minimum grade shall be 0.00% and the maximum grade shall be ten (10%) percent. For curb and gutter construction, the minimum grade shall be 0.40% and the maximum grade shall be ten (10%) percent.

Vertical alignment shall be no more than three (3) percent within one hundred and fifty (150) feet of a road intersection.

- (5) Horizontal Alignment: The minimum radius of centerline curvature shall be three hundred (300) feet. The minimum radius of intersection road surface returns shall be thirty-five (35) feet.
- (6) Clearing and Grubbing: The entire public use and service areas shall be cleared and grubbed as specified in Part 2, Section 201 of the LADOTD "Standard Specifications for Roads and Bridges", latest edition, or as may be amended.

j) Drainage: The design and construction of all drainage facilities shall be under the supervision of a licensed civil engineer and shall be based upon local rainfall records with a minimum rainfall return of ten (10) years.

- (1) Open ditch Construction: Roadside ditches shall have at least 4:1 fore slopes (side slopes on road side having at least four (4) feet of horizontal distance for not more than one (1) foot vertical drop). Roadside ditches shall have at least 3:1 back slopes (property side). Distance between

ditch lines on all roads shall be not less than thirty-four (34) feet. A minimum grade along the bottom of the roadside ditch shall be 0.125 percent.

- (2) Cross pipes under roads and driveways shall be reinforced concrete, asphalt-coated corrugated metal, or corrugated polyethylene culvert pipe (double wall) (CPECP) conforming to AASHTO M294 type S. Pipes shall meet the specifications as found in the latest edition of LADOTD "Louisiana Standard Specifications for Roads and Bridges". No pipe diameter of less than fifteen (15") inches may be installed within any right-of-way without prior approval of the Parish Administrator or their designee.
- (3) All bridges shall be a minimum of twenty-eight (28) feet wide, measured guard rail to guard rail, and shall meet the specifications of LADOTD "Louisiana Standard Specifications for Roads and Bridges", latest edition, for concrete decking with pre-cast concrete piling.

k) Road or Street Names: The following conditions and guidelines shall be adhered to in naming roads or streets in the parish:

- (1) All parish street or road names are the responsibility of the police jury in the parish.
- (2) Names of proposed roads shall not duplicate existing road names irrespective of the suffix used. Road names shall be assigned by the Union Parish E-911 Office prior to final acceptance. It is the responsibility of the builder of the new road to obtain E-911 approval of the road name.
- (3) After adoption of a street/road name it may not be changed.
- (4) Complete street/road names shall be no greater than fifteen (15) spaces to accommodate placement on street/road signs.
- (5) Private drives that are at least one-quarter mile long or longer or have more than one residence facing the street/road shall be named.
- (6) State and federal highways shall, in all areas outside of municipalities, use their numbers in lieu of names.
- (7) Private street/roads that are named shall have a street/road sign conforming to the specifications of the police jury.
- (8) The naming of private streets/roads shall in no way be construed to be an acceptance of private streets/roads into the parish road system. The maintenance and general upkeep of private streets/roads is the responsibility of the owners of such roads. The naming of a private street/road does not guarantee nor suggest that emergency vehicles will be able to negotiate these streets/roads. The police jury assumes no liability for these private streets/roads.

l) Posting Designated Street or Road Addresses: The owner or occupant or person in charge of any house or building to which a number has been assigned will be notified in writing by the parish communications district as to their assigned property number. Property numbers shall be displayed within sixty (60) days of written notification of passage of this section. It shall be the duty of such owner or occupant or person in charge thereof upon affixing a new number to remove any different number which might be mistaken for or confused with, the number assigned to such street/road. Each resident of Union Parish shall, upon notification, display structure numbers in the following manner:

- (1) House numbers shall be at least four (4) inches in height.
- (2) House numbers shall be set on a background of contrasting color.

- (3) When a house is such a distance from the road that house numbers cannot be seen or read, or when view of the house is blocked by trees or shrubs, the house numbers shall be on a sign attached to a post, tree, fence or gate beside the driveway readable from both directions.
  - (4) On a corner lot, the house number shall be on the mailbox as well as on the house.
  - (5) In rural areas the house number shall be on the mailbox as well as on the house.
  - (6) House numbers shall be illuminated or made of a reflective material that is easily visible at night.
  - (7) House numbers shall be in plain block number rather than script.
  - (8) Apartment owners/managers and mobile home park owners/managers of single or complex units shall display lot or apartment numbers in the same manner as listed above. It shall be the responsibility of these owners/managers to notify their tenants of their correct addresses.
  - (9) Commercial store fronts having glass walls shall adhere to the size and reflective characteristics set out in this section but may have numbers painted on them.
- m) Official Addresses: It shall be unlawful for any public utility providing electric, gas, water or telephone service to any property or structure located in Union Parish, Louisiana, to introduce or provide such utility service to any such location or structure unless the owner, builder, developer, or occupant thereof provides said public utility with satisfactory proof that he or she has obtained an official address from the director of the Union Parish E-911 office. Before the director of the Union Parish E-911 office can provide an owner, builder, developer or occupant of property or structure located in Union Parish, Louisiana with an official address, said owner, builder, developer, or occupant of said property must demonstrate to the satisfaction of the director of the Union Parish E-911 office that he or she has complied with the rules and regulations of the Federal Emergency Management Agency National Flood Insurance Program.

#### **Section 8. Public use and service areas.**

- a) Easements For Utilities: Except where utility service alleys are provided with a minimum width of fifteen (15') feet for this purpose, the police jury will require street rights-of-way widths sufficient to include installation, operation and maintenance of poles, wires, conduits, storm and sanitary sewers, gas, water, or other utility lines on each side of any existing or proposed public street or road right-of-way.
- b) Dedication to Public Use: There shall be no reserve strips except those which are conveyed to the government having jurisdiction.
- c) Easements For Locating And Servicing Of Rural Refuse Containers: In all subdivisions accepted by the parish police jury subsequent to the effective date of this ordinance and in the event of any additional development in existing subdivisions, if determined necessary by the collection and solid waste superintendent and Parish Administrator or their designee, the developer shall provide an easement to the police jury, its successors or assigns, for the locating and servicing of rural refuse containers, which easement shall be convenient, accessible and available to the public and shall contain sufficient area as determined by the collection and solid waste superintendent and Parish Administrator or their designee so as to serve the needs of the subdivision and the servicing of said containers by the parish police jury, its agents and/or employees.

#### **Section 9. Mailboxes.**

- (a) No mailbox or newspaper delivery box will be allowed to exist on parish right of way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.
- (b) Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route except on one way streets where they may be placed on the left-hand side.



- (c) The bottom of the box shall be set at an elevation established by the U. S. Postal Service, usually between three (3) feet six (6) inches and four (4) feet above the roadway surface.
- (d) On rural roads, the roadside face of the mailbox shall be offset from the edge of the traveled way a minimum distance of four (4) feet. On curb and gutter streets, the roadside face of the mailbox shall be set back from the face of the curb a distance between six (6) inches and twelve (12) inches.
- (e) Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon notification by the police jury. At the discretion of the police jury, based on an assessment of hazard to the public, the patron will be granted thirty (30) days to remove an unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox will be removed by the parish at the postal patron's expense and replaced by the postal patron to the acceptable standards set forth by the American Association of State Highway and Transportation Officials as may be amended from time to time.
- (f) Any newly constructed mailboxes shall comply with the standards for erection of mailboxes set by the American Association of State Highway and Transportation officials as may be amended from time to time.
- (g) This section strictly forbids the construction of any obstruction (brick mailboxes, brick columns, concrete abutments, etc.) on parish road rights of way.

### **ARTICLE III. PROCEDURE AND STANDARDS FOR PLAT APPROVAL**

#### **DIVISION 1. GENERALLY**

##### **Section 10. Preliminary plat approval.**

- (a) To prevent undue hardship on the subdivider through possible required plat revisions, a preliminary plat shall first be submitted to the police jury through its Parish Administrator or their designee in duplicate and shall give the following information, where applicable:
  - (1) The plat shall show the proposed subdivision and any other adjacent land owned by the subdivider that may affect the design of the subdivision.
  - (2) The subdivision name, the names and addresses of the owners and of the designers of the plat, who shall be a registered land surveyor in the State of Louisiana.
  - (3) Date, declination of north point, and scale (not less than one [1] inch equals [200] feet).
  - (4) The location of existing and platted property lines, streets, buildings, watercourses, railroads, sewers, bridges, culverts, drainpipes, water mains, and any public utility or other easements, both on the land subdivided and on the adjoining land; the names of adjacent subdivisions and the names and addresses of record owners of adjoining parcels of unsubdivided land as they appear on the current tax records.
  - (5) The street layout for the entire area shown on the preliminary plat. The names, location, widths, and other dimensions of proposed streets, alleys, easements, rural refuse container easements, parks, and other open spaces, reservations, lot lines and building lines for the proposed subdivision.
  - (6) Statement of proposed street improvements, including contour map where terrain might affect the location of streets; and profiles of all streets showing natural and finished grades drawn to a scale of not less than one (1) inch equals one hundred (100) feet horizontal and one (1) inch equals twenty (20) feet vertical when required by the police jury.
  - (7) Preliminary sketch plans or proposed utility layouts (sewer, water, gas and electricity), showing

feasible connections where possible, to existing and proposed utility systems.

- (8) All drainage structures in the subdivision. They shall be designed considering all the area shown on the preliminary plat and any other areas that have natural drainage into the subdivision, and shall be approved by the police jury or its representative.
  - (9) All lots shall be numbered consecutively in a new subdivision. On re-subdivision of an existing subdivision, all lots shall be lettered. All lot lines shall show accurate dimensions in feet and hundredths, and with angles related to street and cross walkway lines. All corner lots at street intersections shall have a twenty-five (25') foot sight line distance extending in each direction from the P.I. of the projected lot lines of the subdivision.
  - (10) The developer must comply with the local flood plan ordinance.
- (b) Upon receipt of this preliminary plat, the police jury or its authorized representative shall, if deemed necessary, transmit said plat to any interested parish or state department or agency for review and recommendations in relation to specific service problems. The approval of the preliminary plat shall not be deemed final acceptance but rather an expression of approval of the layout as submitted on the preliminary plat; such approval shall not be noted on the preliminary plat. One (1) copy of the preliminary plat shall be retained in the files of the police jury.

## **DIVISION 2. IMPROVEMENTS**

### **Section 11. Required.**

The improvements listed hereinafter in this division shall be designed and constructed under the supervision of a competent, licensed civil engineer, currently registered in the State of Louisiana, and shall be installed prior to approval of the final plans which shall be submitted on eleven inch by seventeen inch sheets and marked clearly as "FINAL, 'AS BUILT' PLANS", and the same shall bear a certification signed by the design/construction engineer stating that the said improvements have been designed and constructed in accordance with this ordinance and other referenced requirements and standards. Two (2) full sets of said plan shall be furnished to the Clerk of Court of the Parish of Union, Louisiana and two (2) full sets shall be furnished for the files of the police jury. It is further provided that, in lieu of the completed installation of these improvements a bond may be accepted as provided in section 19(b)(2) of this ordinance.

### **Section 12. Street improvements.**

Street improvements shall comply with the requirements set forth in Article II, Section 7 of this ordinance.

### **Section 13. Sewers.**

- (a) If the subdivision is located where a public sanitary sewer is accessible, the subdivider shall connect with such sanitary sewer and provide adequate sewer lines accessible to each lot. Sewer connections and subdivision sewer systems shall comply with the regulations of the state board of health, and shall be constructed under the supervision of and approved by the parish health officer and the authorized representative of the parish. No sewer or effluent from any treatment facility will be discharged onto road right-of-way.
- (b) If no sanitary sewer is accessible, sewage disposal facilities shall be approved by and constructed under the supervision of the parish health unit. The plat shall carry the notation that such means of sewage disposal shall be constructed according to the specifications of, and under the supervision of the parish health unit.
- (c) If mechanical sewer plants are used, the discharge from such plants will not be allowed on road right-of-way.
- (d) Under no circumstances should sewer discharge lines of any type or field lines be allowed on road right of

way or be allowed to discharge onto road right of way or any ditch located on any such road right-of-way.

- (e) The Plat of Subdivision shall carry the notation that the subdivision is in compliance with all provisions of this section.

**Section 14. Water Supply.**

If the subdivision is located where a public water supply is accessible, the subdivider shall connect with water supply approved by the parish health unit and the authorized representative of the parish and make it available for each lot within the subdivided area.

**Section 15. Drainage.**

Drainage improvements shall comply with the requirements set forth in Article II, Section 7 of this ordinance.

**Section 16. Traffic signs.**

Traffic signs are to be furnished and installed by the developer before the subdivision is approved by the police jury or Parish Administrator or their designee, or opened to the public. All acceptable and required devices shall conform to the LADOTD "Standard Specifications for Roads and Bridges", latest edition, and in accordance with the Louisiana Manual on Uniform Traffic Control Devices, or as may be amended and in accordance with latest AASHTO Standards.

**Section 17. Infrastructure.**

All utility improvements such as poles, wires, conduits, storm and sanitary sewers, gas, water or other utility lines must be placed in the space allocated within street right-of ways or utility easements.

**DIVISION 3. FINAL PLAT**

**Section 18. Generally.**

The final plat shall be submitted to the police jury on twenty-four inch by thirty-six inch paper, and two (2) eleven inch by seventeen inch copies to be submitted to the clerk of court for filing and unless this is done within one year of the police jury approval of the preliminary plat, such approval shall lapse. The Parish Administrator or their designee of the police jury shall check the plats for compliance with the approved preliminary plat and requirements of this ordinance and shall report his findings and recommendations to the police jury.

**Section 19. Prerequisites for approval.**

- (a) It is the intent of this ordinance that the sale of building lots should be contingent upon at least a minimum of public improvements being made with the dedicated streets of the plat, as follows:
  - (1) Where new roads are to be accepted into the Union Parish road system as public roads, improvements shall be installed in compliance with all applicable provisions of this ordinance;
  - (2) Where new roads are to remain private and therefore not eligible for acceptance into the Union Parish road system, installation of an all-weather driving surface capable of conveying traffic during all weather conditions is required (minimum 6" gravel). Private roads must be a minimum of sixteen (16') feet in width, and lie within a sixty (60') foot dedicated right-of-way. Where access to more than two lots is created by the private road the full width of all right-of-ways and servitudes must be cleared, and utilities must be installed. For subdivisions where roads are to remain private and therefore not accepted for maintenance by the Union Parish Police Jury a statement to that effect shall be listed on the final plat.
  - (3) Sufficient storm drains and storm drainage features to adequately drain the roads; and

- (4) Water and sanitary sewer mains when these facilities are required or practicable. Where no water, sewer or other public utilities are planned or required a statement to that effect shall be listed on the final plat.
- (b) The above should be installed to the size and quality acceptable to the police jury. With the foregoing in mind, the police jury will consider approval of the final plat only after receipt of:
- (1) Certification by the Parish Administrator or their designee that all improvements have been installed in accordance with these regulations, or
  - (2) Certification by the Parish Administrator or their designee that a bond has been posted available to the parish in sufficient amount to assure the completion of the required improvements.

**Section 20. Contents.**

The final plat shall show the following:

- (1) Township, range and section in which the subdivision is located. If section corner, township, line or range line falls within the subdivision, it shall be shown;
- (2) Primary control points, or descriptions and "ties" to such control points to which all dimensions, angles, bearings and similar data on the plat shall be referred;
- (3) Tract boundary lines, right of way lines of streets, easements and other right of way and property lines, dimensions, bearings or deflection angles, and radii, arcs, and central angles of all curves;
- (4) Names and right of way width of each street or other right of way;
- (5) Location, dimension, and purpose of any easement;
- (6) Number to identify each lot or site;
- (7) Addresses assigned by E-911 Office or Union Parish Communications District;
- (8) Purpose for which sites, other than residential lots are dedicated or reserved;
- (9) Minimum building setback line on all lots and other sites;
- (10) Any areas which have been subject to flood within a period of ten (10) years prior to date of final plat or any areas shown to be in a flood plain according to the latest Union Parish flood hazard boundary maps.
- (11) Location and description of monuments;
- (12) Names of record owners of adjoining unplatted land;
- (13) Reference to recorded subdivision plats of adjoining platted land by record name, date and number;
- (14) Certification by Louisiana registered land surveyor certifying to accuracy of survey and plat;
- (15) Certification of compliance by local health authority;
- (16) Statement by owner dedicating streets, right of way, utility easements and any sites for public uses;

- (17) Statement by owner listing all restrictions and other limiting statements required in this ordinance;
- (18) Statement by owner if new roads are to remain private and therefore not eligible for acceptance into the Union Parish road system.
- (19) Title, scale, declination of north and date; and
- (20) Certificate of approval by the police jury.

**Section 21. Distribution of copies after approval.**

Upon approval of the plat the original drawings shall be returned to the subdivider; and one copy retained in the files of the clerk of court and two (2) copies retained in the files of the police jury.

**ARTICLE IV. MOBILE HOME PARKS AND MULTI-FAMILY DWELLINGS**

**Section 22.**

No mobile home park, trailer park, or multi-family dwelling may be developed or constructed in Union Parish, Louisiana until the mobile home park, trailer park, or multi-family dwelling owner or developer secures approval from the local health authority of the method of sewage treatment and disposal and the public water supply servicing said mobile home park or multi-family dwelling.

Mobile home parks and trailer parks shall be constructed in accordance with the following minimum standards:

- (1) Individual mobile home or trailer sites may be leased or rented but not subdivided for sale. Any mobile home park or trailer park in which lots or parcels are to be sold are considered to be subdivisions and must comply with those provisions of this ordinance relating to subdivisions.
- (2) Maximum density shall be six (6) mobile home sites per acre.
- (3) Minimum lot size shall be seventy (70) foot front by one hundred (100) foot depth.
- (4) Each mobile home or trailer park site shall be provided with a sanitary sewer connection and each mobile home park shall be provided with a collection and treatment system and public water supply in compliance with the standards, rules, and regulations of the State Health Department.
- (5) Each mobile home park or trailer park developer or owner shall provide a refuse container site all in accordance with the Refuse Container Agreement as provided by the Union Parish Police Jury. The Union Parish Solid Waste Superintendent shall determine the size and number of rural refuse containers to be placed at each mobile home park or trailer park.

Multi-family dwellings; including, but not limited to apartments, duplexes and group homes shall be provided with a collection and treatment system and public water supply in compliance with the standards, rules and regulations of the State Health Department.

In the event the Union Parish Solid Waste Superintendent deems it necessary and appropriate, a multi-family dwelling developer or owner shall also provide a refuse container site in accordance with the Refuse Container Agreement as provided by the Union Parish Police Jury. The size and number of such rural refuse containers shall be determined by the Union Parish Solid Waste Superintendent.

**ARTICLE V. ENFORCEMENT**

**Section 23. Penalties and remedies for violation of this ordinance.**

- (a) Penalty: Any individual, partnership, firm or corporation that violates the terms and conditions of this ordinance, other than Sections 6, 13 and 14 shall, upon conviction by a court of competent jurisdiction, be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than thirty (30) days, or both, at the discretion of the court, and each violation shall be considered a separate offense. The violation of any provisions of Section 6, Section 13 or Section 14 of this ordinance relating to sewage collection, treatment and disposal and/or public water supplies shall be punishable by a fine of one hundred dollars (\$100.00), provided that each day a violation exists shall constitute a separate offense.
- (b) Penalties For Transferring Lots In Unapproved Subdivisions: Whoever, being the owner or agent of the owner of any land located within the subdivision, transfers or sells or agrees to sell any land by reference to or exhibition of or by other use of plat of a subdivision before such plat has been approved by the police jury and filed in the office of the clerk of court shall pay a penalty of five hundred dollars (\$500.00) for each lot or parcel so transferred or sold or agreed or negotiated to be sold, and the description of such lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties or from the remedies herein provided. The police jury may enjoin such transferal or sale or agreement by suit or injunction brought in any court of competent jurisdiction or may recover the penalty by civil action in any court of competent jurisdiction.

#### ARTICLE VI: SEVERANCE CLAUSE

Should any portion, items, applications or sections of this ordinance be held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions, items, applications or sections of this ordinance which can be given effect without the invalid provisions, items, applications or sections and to this end the provisions of this ordinance are hereby declared severable.

The above ordinance was read and as read, considered section by section and finally adopted as a whole by the following vote:

YEAS:

NAYS:

ABSENT:

WHEREUPON said ordinance was declared adopted on this \_\_\_\_ day of \_\_\_\_\_, 2024 at Farmerville, Union Parish, Louisiana.

ATTEST:

\_\_\_\_\_  
POLICE JURY PRESIDENT

\_\_\_\_\_  
POLICE JURY SECRETARY

CERTIFICATE

I, \_\_\_\_\_, the undersigned Secretary of the Union Parish Police Jury declare that the above and foregoing is a true and correct copy of an ordinance adopted by the Jury at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2024 at which a quorum was present and voting.

Farmerville, Union Parish, Louisiana, on this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
\_\_\_\_\_, SECRETARY