



Staff Report
Amendment to the UDC
Appeals

Attachments: Appeals

Work Session: No Work Session
Public Hearing: Thursday, January 8, 2026
City Council Introduction: Tuesday, January 27, 2026
City Council Public Hearing: Tuesday, February 10, 2026

Request:

Update to the Unified Development Code (UDC) by the City Planner regarding Appeals.

City Planner Recommendation:

Staff recommends approval.

Public Hearing:

For: 5
Against: 0

Commission Recommendation:

Motion:

Recommend approval for an amendment to the UDC regarding Appeals.

For: Ron Matthews, Monica Perez, Kylan Douglas, Trey Tycer, Judah Richardson
Against: None
Abstain: None
Absent: None

Ordinance to Read:

WHEREAS, on January 8, 2026 the Hammond Zoning Commission held a public hearing and recommended approval for an amendment to the UDC regarding Appeals.

NOW THEREFOR BE IT ORDAINED, the Hammond City Council held a public hearing on February 10, 2026 and approved the amendment to the UDC regarding Appeals.



CITY OF HAMMOND ORDINANCE

No. _____ C. .S.

An Ordinance to Amend the Unified Development Code Regarding Deadlines for Appeals

WHEREAS, the Hammond City Council desires to amend the Unified Development Code to provide for specified deadlines for appeals;

THEREFORE, BE IT ORDAINED by the Hammond City Council that the Hammond Unified Development Code is amended as follows:

A. 1.14 is amended as follows:

1.14 Annexed Land

...

G. Any property owner in the newly annexed area or any adjacent property owner to the newly annexed territory may make one appeal of the zoning recommendations, or any part thereof, to the City Council. The appeal must be in writing setting forth the basis for the appeal and filed within five (5) business days from the date of the zoning decision by delivering the appeal to the clerk of the City Council.

B. 2.1.2 is amended as follows:

2.1.2 Planning and Zoning Commission

...

F. Additional Authority

(3) Role of Planning and Zoning Commission as the Board of Adjustments:

The role of the ~~Planning and Zoning Commission~~ **Board of Adjustments** shall be to hear appeals ~~on matters of interpretation of the Unified Development Code that have first been presented to the Building Official.~~ **where it is alleged there is error in any order, requirement, decision, or determination made by an administrative officer in the enforcement of R.S. 33:4721 through R.S. 33:4729 or of any ordinance adopted thereto** and variances on matters of interpretation of the Unified Development Code that have first been presented to the Building Official. ~~Any business or citizen may appeal a decision by the Building Official to the Planning and Zoning Commission.~~ **Appeals to the Board of Adjustments may be taken by any person aggrieved by any officer, department, board or bureau of the municipality affected by any decision of the administrative officer. The Board may, in conformity with R.S. 33:4721 Through R.S. 33:4729, reverse or affirm, wholly or partially, or may modify the order, requirement, decision, or determination appealed from and may make such, order, requirement, decision, or determination as ought to be made. The concurring vote of a majority of the members of the Board present and voting shall be necessary to reverse an order, requirement, decision, or determination of any administrative officer.** The Building Official may also request interpretation and/or clarification of any zoning and sign regulation or district boundary by presenting the issue to the ~~Planning and Zoning Commission~~ **Board of Adjustments**. Any appeal of a decision by the ~~Planning and Zoning Commission~~ **Board of Adjustments** shall be to the courts as provided by law.

...

(5) Appeals to the Commission:

All appeals or variances to the Commission shall be stated in writing on a form designated by the Building Official, and submitted to the Commission within five (5) business days from the date of the decision at least seven (7) days prior to the Board meeting. The appeal shall include the name(s) and address(es) of the affected parties, conclusive proof of property ownership, and the nature of the appeal. The Building Official shall be notified of any appeal and shall attend the Commission meeting at which the appeal is scheduled. The appeal shall be considered ~~may be decided~~ by the Commission ~~at the same time or~~ within a forty-five (45) day time period following receipt of the appeal or variance the meeting. There shall be only one appeal on the same matter to the Commission.

C. 2.3.4 is amended as follows:

2.3.4 Subdivision

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H. Appeal

(1) A final decision by the City Planner on a minor subdivision may be appealed to the Planning Commission as provided in Section 2.1.2 (5). The Planning Commission shall review the subdivision as a major subdivision.

(2) A final decision by the Planning Commission on a major subdivision may be appealed to the City Council. The appeal must be in writing setting forth the basis for the appeal and filed within five (5) business days from the date of the decision of the Planning Commission by delivering the appeal to the clerk of the City Council.

D. 2.3.5 is amended as follows:

2.3.5 Site Plan Review

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J. Appeal

(1) A final decision by the City Planner on a minor site plan may be appealed to the Board of Adjustment as provided in Section 2.1.2 (5).

(2) A final decision by the Planning Commission on a major site plan may be appealed to the City Council. The appeal must be in writing setting forth the basis for the appeal and filed within five (5) business days from the date of the decision of the Planning Commission by delivering the appeal to the clerk of the City Council.

E. 2.3.9 is amended as follows:

2.3.9 Variances

...

F. Appeal

A final decision by the Commission on a variance may be appealed to District Court within fifteen (15) business days from the date of the final decision.

F. 3.4.3 is amended as follows:

3.4.3 METAL BUILDING FACADES

...

D. If the planning/building department, the DDD, or an applicant for a building permit, disagree with the requirements necessary to approve a building permit for building construction, addition, or renovation, an appeal may be made to the Hammond Planning and Zoning Commission within five (5) business days from the date of the decision for final administrative approval as provided in Section 2.1.2 (5).

G. 4.1.8 is amended as follows:

Appeals 4.1.8 FENCES, SHRUBS AND BUFFER ZONES

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B. Solid, non-opaque fences at least 6 to 8 feet high (depending upon the case involved) may be required by the Building Official as a shield between residential and commercial or industrial uses, or between commercial and commercial uses, that cause an obvious nuisance to a residential or commercial use. Said fence shall be placed at the expense of the party creating the nuisance, as determined by the Building Official. In cases of disagreement between the party(s) involved and the Building Official, an appeal may be filed to the ~~Hammond~~ Board of Adjustments within five (5) business days from the date of the decision.

I. 9.1.9 is amended as follows:

...

9.1.9 Enforcement and Appeals

A. The City Building Official shall enforce the requirements set forth in this Chapter and also shall be responsible for performing necessary inspections to determine if the required landscaping has been installed according to the approved Landscape Plan.

B. The City shall review each Landscape Plan and within twenty (20) business working days from receipt of such plan either approve it or issue to the applicant a written denial.

C. Any applicant whose Landscape Plan is rejected in whole or in part by the City may appeal to the Board of Adjustments within fifteen (15) ~~thirty (30)~~ business days of written notice of rejection. The appeal must be in writing and fully state the reason or reasons for appeal. A copy of the Landscape Plan, as submitted to the City, must also accompany the written appeal.

D. ~~The Planning and Zoning Commission~~ Board of Adjustments shall consider the appeal within forty-five (45) days from receipt of the appeal. A decision of the ~~Planning and Zoning Commission~~ Board of Adjustments to modify or reverse a decision of the Building Official or City Arborist shall be in writing and shall set forth the reasons therefore. The decision shall also specify the conditions upon which the modification is made.

E. An adverse decision of the ~~Planning and Zoning Commission~~ Board of Adjustments may be appealed within five (5) business days from the date of the decision to the City Council. The appeal must be in writing setting forth the basis for the appeal and delivered to the clerk of the City Council.

J. 11.5.6 is amended as follows:

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F) Wireless Facilities in the ROW; Maximum Height; Other Requirements;

(2) Appeals

(a) An Applicant may appeal any decision by the Review Committee to the Planning and Zoning Commission. The appeal must be filed within seven (7) business days from the date of notice by the Applicant of the decision of the Review Committee.

(b) The Planning and Zoning Commission shall consider the appeal at its next regularly scheduled meeting or any special meeting called for the purpose of considering the appeal, unless the appeal is timely filed within ten (10) business days of the next scheduled Planning and Zoning

Commission meeting, in which case the appeal shall be considered at the following meeting of the Planning and Zoning Commission.

K. 13.2.3 is amended to read as follows:

13.2.3 Appeals/board of adjustments.

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A. Any city official or private organization or person may appeal a decision of the building official if such appeal is based upon the building official's proper administration and/or interpretation of this article.

B. Such appeal shall first be directed to the building official for reconsideration within three (3) business days from the date of the decision. Further appeals may be brought to the board of adjustments within five (5) business days from the date of the final decision, which may amend, modify or override, by majority vote, an improper decision or interpretation of the building official.

L. Appendix D is amended to read as follow:

APPENDIX D.

**PHASE II APPLICATION FOR PRELIMINARY REVIEW AND PRELIMINARY HEARING BY THE PLANNING AND ZONING BOARD
STEP #3**

(Final Approval by the Planning Commission and Council under Procedure "B" [without bond]) Planning Commission, after final review, either grants or denies approval. If approved, this shall be noted on the plat as the official submittal date. The Chairman of the Planning Commission shall sign the plat sheet in the certification block for his signature.

A letter of Planning Commission approval or denial is sent to the council. If council approves the Council President signs the certification block on the plat accepting the plats and construction plans and specifications only as approved by the Planning and Zoning Commission.

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NOTES:

(1) A person may appeal the decision of the Planning Commission to the council within ten (10) business days of the decision by delivering the appeal to the clerk of the council ~~denial has fifteen (15) days to appeal.~~

...

M. Appendix A- Definitions is amended to add the following definition:

Business Day- any day of the week other than Saturdays, Sundays and City holidays, from the hours of 9 am to 4 pm.

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed in whole or in part, to the extent said ordinance or ordinances conflict(s) with the contents of this ordinance as enacted herein.

The above and foregoing ordinance having being duly submitted to the Hammond City Council in writing; introduced at a public meeting on _____, 2025 of the Hammond City Council and discussed at a public meeting held on _____, 2025.

On a motion by _____ and second by _____ the foregoing ordinance was hereby declared adopted on _____ by the following roll call vote:

VOTE: Kip Andrews (), Carlee White Gonzales (), Sam DiVittorio (), Steve Leon () Devon Wells (), Motion Approved ____.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this _____ day of _____, 2025 at Hammond, Tangipahoa Parish, Louisiana.

**Kip Andrews President,
Hammond City Council**

Honorable Pete Panepinto, Mayor

Lisa Cockerham, Clerk Hammond City Council