



**Staff Report
Amendments
Signage and Notices**

Attachments: Signages and Notices

Work Session: Thursday, April 2, 2026
Public Hearing: Thursday, April 9, 2026
City Council Introduction: Tuesday, April 28 2026
City Council Public Hearing: Tuesday, May 12, 2026

Request:

Update to the Unified Development Code (UDC) by the City Planner regarding Signage and Notices.

City Planner Recommendation:

Staff recommends approval.

Public Hearing:

For: 3
Against: 0

Commission Recommendation:

Motion:

Recommend approval for an amendment to the UDC regarding Signage and Notices.

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

Ordinance to Read:

WHEREAS, on April 9, 2026 the Hammond Zoning Commission held a public hearing and recommended approval for an amendment to the UDC regarding Signage and Notices.

NOW THEREFOR BE IT ORDAINED, the Hammond City Council held a public hearing on May 12, 2026 and approved the amendment to the UDC regarding Signage and Notices..

PLANNING AND ZONING RECOMMENDATION
COMPARED TO INTRODUCED



CITY OF HAMMOND ORDINANCE

No. _____ C. .S.

**An Ordinance to Amend the Unified Development Code
Regarding Required Signage and Notices**

WHEREAS, the Hammond City Council desires to amend the Unified Development Code to provide for required signage and notices for rezonings and subdivision approvals;

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

A. 2.3.1 is amended as follows:

2.3.1 Common Review Procedures

...

C. Public Hearings and Notification

...

(3) Posted Notice (Sign)

When an application for a rezoning amendment or subdivision approval is filed, the City Building Official or his representative shall post one sign in a conspicuous place on the property to be rezoned or subdivided. The sign shall be posted before the public hearing of the Planning and Zoning Commission and the Hammond City Council and shall stay posted until the date of that meeting. The sign shall have printed on it, in bold type, the following: "A request to [subdivide/rezone] this property [from [current zoning] to [proposed zoning]] has been made. A public hearing has been set for [date] at City Hall on [date] at [time]." The sign shall be not less than three feet wide by three feet in length and shall be made to resist discoloration and bending from wetness or weather. Though the sign is provided by the City, it is the responsibility of the applicant to ensure that the sign stays posted for the time required as above. The Commission or Council may decline to hear an application upon finding that the sign has been removed. When an area or block application for rezoning or subdivision approval has been filed, two (2) signs shall be posted on the right-of-ways (in the proposed areas) of two different streets (if there are two streets) that pass through the proposed area to be rezoned or subdivided, or on one street if there is only one.

(4) Mailed Notice

(a) **ZONING:** At least ten days prior to a public hearing regarding amendments to zoning districts conducted by the Zoning Commission or the City Council, a good faith attempt to notify the owner or owners of record of all adjacent property and property directly across the street from the proposed rezoning shall be made by sending an official notice by certified and regular U.S. mail of the time, place and subject matter of the hearing as their names and addresses appear on the Parish assessment rolls. When more than ten (10) parcels are to be zoned or rezoned by enactment of a zoning ordinance, the advertisement in the official journal or a paper of general circulation as required by Paragraph 2.3.1C (2) of this Section shall be considered adequate notice

to the property owners.

(b) SUBDIVISION: The Planning Commission shall mail notice of the time and place of the public hearing to the applicant by certified and regular U. S. mail not less than ten days before the date of the hearing. At least ten days prior to a public hearing regarding a subdivision application conducted by the Planning Commission or the City Council, a good faith attempt to notify the owner or owners of record of all adjacent property and record owners of property directly across the street shall be made by sending an official notice by certified and regular U.S. mail of the time, place and subject matter of the public hearing as their names and addresses appear on the Parish assessment rolls.

B. 2.3.1 is amended as follows:

3.2.1 Subdivision Review and Procedures

...

C. Public Hearing

(1) At least one public hearing must be called for each proposed subdivision. At least ten days before the date set for this hearing, notice of said hearing shall be published at least once in the local newspaper of general circulation. Notice of the hearing shall be sent to the applicant by certified and regular U.S. mail not less than ten days before the hearing date. At least ten days prior to a public hearing conducted by the Planning Commission or the City Council, a good faith attempt to notify the owner or owners of record of all adjacent property and record owners of property directly across the street shall be made by sending an official notice by certified and regular U.S. mail of the time, place and subject matter of the public hearing as their names and addresses appear on the Parish assessment rolls.

The above and foregoing ordinance having being duly submitted to the Hammond City Council in writing; introduced at a public meeting on _____, 2026 of the Hammond City Council and discussed at a public meeting held on _____, 2026.

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 _____, 2026 at Hammond, Tangipahoa Parish, Louisiana.

**Kip Andrews President,
Hammond City Council**

Honorable Pete Panepinto, Mayor

Lisa Cockerham, Clerk Hammond City Council

INTRODUCED
REDLINE FROM EXISTING TEXT



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considered adequate notice to the property owners.

(b) SUBDIVISION: The Planning Commission shall mail notice of the time and place of the public hearing to the applicant by certified and regular U. S. mail not less than five days before the date of the hearing. At least ten days prior to a public hearing regarding a subdivision application conducted by the Planning Commission or the City Council, a good faith attempt to notify the owner or owners of record of all adjacent property shall be made by sending an official notice by certified and regular U.S. mail of the time, place and subject matter of the public hearing as their names and addresses appear on the Parish assessment rolls.

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The above and foregoing ordinance having being duly submitted to the Hammond City Council in writing; introduced at a public meeting on _____, 2026 of the Hammond City Council and discussed at a public meeting held on _____, 2026.

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 _____, 2026 at Hammond, Tangipahoa Parish, Louisiana.

**Kip Andrews President,
Hammond City Council**

Honorable Pete Panepinto, Mayor

Lisa Cockerham, Clerk Hammond City Council