



# *St. Bernard Parish Council*

8201 West Judge Perez Drive    Chalmette, Louisiana, 70043  
(504) 278-4228    Fax (504) 278-4209  
[www.sbpbg.net](http://www.sbpbg.net)

**#17**

**Kerri Callais**  
*Councilmember  
at Large*

**Richard "Richie" Lewis**  
*Councilmember  
at Large*

**Gillis McCloskey**  
*Councilmember  
District A*

**Joshua "Josh" Moran**  
*Councilmember  
District B*

**Howard Luna**  
*Councilmember  
District C*

**Wanda Alcon**  
*Councilmember  
District D*

**Fred Everhardt, Jr.**  
*Councilmember  
District E*

**Roxanne Adams**  
*Clerk of Council*

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, SEPTEMBER 20, 2022 AT THREE O'CLOCK P.M.

On motion of Mr. McCloskey, seconded by Mrs. Alcon, it was moved to adopt the following resolution:

## **RESOLUTION SBPC #2262-09-22**

A RESOLUTION REQUESTING ADMINISTRATION TO HIRE VILLIVASO AND ASSOCIATES TO EXECUTE ZONING AND COMMUNITY PLANNING TRAINING ON BEHALF OF THE ST BERNARD PARISH COUNCIL.

**WHEREAS**, St. Bernard Parish Council by Charter the Governing Authority and Legislative Branch of St Bernard Parish Government; and,

**WHEREAS**, One of the primary functions of the St Bernard Parish Council is to rule on zoning and community planning; and,

**WHEREAS**, Transitional and recurring training is a critical component to sustained competence in all endeavors. It is important that we grow the skill set of not only incoming elected legislators, but reinforce that learning year over year through training; and,

**WHEREAS**, attached as Exhibit A is a draft proposal from Villivaso and Associates to execute training to the St Bernard Parish Council on the topic of Zoning and Community Planning.

**NOW THEREFORE, BE IT RESOLVED**, that the St. Bernard Parish Council, the governing authority, does hereby request that the Administration enter into contract with Villivaso and Associates through The Department of Community Development to provide aforementioned training.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

**YEAS:**            McCloskey, Moran, Luna, Alcon, Everhardt, Lewis

**NAYS:**            None

**ABSENT:**        None



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Extract #17 continued  
September 20, 2022

**Kerri Callais**  
*Councilmember  
at Large*

**Richard "Richie" Lewis**  
*Councilmember  
at Large*

**Gillis McCloskey**  
*Councilmember  
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*Clerk of Council*


The Council Chair, Ms. Callais, cast her vote as **YEA**.

And the motion was declared **adopted** on the 20<sup>th</sup> day of September, 2022.

## CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, September 20, 2022.

Witness my hand and the seal  
of the Parish of St. Bernard on  
this 20<sup>th</sup> day of September, 2022.

  
\_\_\_\_\_  
ROXANNE ADAMS  
CLERK OF COUNCIL



**Villavaso & Associates, LLC**  
6304 Beauregard Avenue  
New Orleans, Louisiana 70124

Phone 504.343.9096  
E-mail: [svillavasol@cox.net](mailto:svillavasol@cox.net)  
URL: [www.villavasoplanning.com](http://www.villavasoplanning.com)

ENVIRONMENTAL ISSUES\*ZONING  
LAND USE LAW\* PLANNING

September 26, 2022

Gillis McCloskey  
Council District A  
St Bernard Parish

Re: **Letter of Agreement:** Professional technical planning assistance and training for St. Bernard Parish public officials and staff in matters regarding land use planning and zoning/land use regulations, in accordance with Attachment A of September 25, 2022

Dear Councilman McCloskey:

This **letter of agreement** will serve as the terms and conditions of our continuing responsibilities assisting St. Bernard, Louisiana in the above referenced matter. Villavaso & Associates (V&A) will provide St. Bernard Parish professional technical planning assistance and consulting services in the areas of land use, planning, and zoning/land use regulations, specifically in the area of training and course development in accordance with Attachment A of this letter. Stephen D. Villavaso will serve as the Principal Planner for this project, along with the staff of V&A.

Compensation to V&A will be based on a fixed fee basis/monthly invoice basis (total fixed fee of \$12,500.00), including tasks as outlined in Attachment A of September 25, 2022. Out of pocket expenses (such as printing and approved travel) will be billed monthly at cost and approved in advance in writing by St. Bernard.

Please acknowledge your acceptance of these terms by you or representative signature below.

Thank you for the opportunity to serve St. Bernard, Louisiana.

Sincerely,

*Stephen D. Villavaso*

Stephen D. Villavaso, FAICP

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

# **Attachment A**

## **St. Bernard Parish: Planning Policies, Procedures, and Regulations Training Program**

### **Villavaso & Associates**

Scope of Training and Objectives: Establish a comprehensive training module for elected officials, appointed officials and government employees regarding planning, land use, and zoning policies, regulations, procedures and laws in the State of Louisiana.

Potential Scope of Tasks:

#### **I. SCOPE OF SERVICES**

Provide professional training services as needed to assist with:

1. Training Design: working with local officials and appropriate education institutions develop a curriculum of training that includes both facts, theories and applications regarding the above reference subject matter.
2. Planning Officials (et al.) Training – provide four two-hour training sessions for Planning Commissioners and others in accordance with Louisiana Act 859 of 2004 which requires that newly appointed members of planning commissions, zoning boards of adjustments and similar boards receive at least four hours of training in the duties and responsibilities of planning commissioner; the training will include history, practice, procedures and legislative standards.
3. Training Partnerships: work with local education groups as assigned by St. Bernard Parish officials.
4. Training Session Coordination – the local agency requesting the training will host the event. The CONSULTANT will coordinate with the local agency regarding the time, place and other needs for the training;
5. Follow up Training: Applications: also two “two hour” session will be included as “hand-on” training in the field, including a mock meeting session to demonstrate the actual application and operation of these concepts.

#### **II. COMPENSATION**

Compensation to be on a basis of fixed fee of \$12,500.00 (hourly time sheets will be maintained for record keeping purposes).