



AGENDA  
REGULAR MEETING  
MONDAY, MAY 16, 2022 6:00 PM  
CARENCRO CITY HALL  
210 E. ST. PETER ST.  
CARENCRO, LOUISIANA

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT PRAYER.**
- C. ANNOUNCEMENTS:**
- D. GUESTS:**
- E. PROCLAMATION :**
  - 1. A PROCLAMATION PROCLAIMING MAY 15, 2022 AS PEACE OFFICERS MEMORIAL DAY AND THE WEEK OF MAY 15-21, 2022 AS NATIONAL POLICE WEEK.
- F. APPROVAL OF MINUTES OF PREVIOUS MEETINGS & FINANCIAL REPORTS:**
  - 1. APRIL 18, 2022- REGULAR MEETING MINUTES
  - 2. FINANCIAL REPORTS
- G. RECOGNIZE DEPARTMENT HEADS/CONSULTANTS FOR PRESENTATION OF MONTHLY REPORTS**
- H. UPDATES:**
  - 1. FIRE STATION ON GLORIA SWITCH RD-LYNN GUIDRY
  - 2. POLICE STATION- LYNN GUIDRY
  - 3. STREET OVERLAY PROJECTS AND STRIPING
  - 4. ARCENEAUX RD- DRAINAGE IMPROVEMENTS
  - 5. 2021 DRAINAGE IMPROVEMENTS
  - 6. HECTOR CONNOLY & VETERANS DR. IMPROVEMENTS
  - 7. CAST IRON WATER LINE REPLACEMENT

**I/J RESOLUTIONS:**

1. RESOLUTION 2022-008: A RESOLUTION OF THE CARENCRO CITY COUNCIL COMMITTING THE REQUIRED 41% MATCH FUNDS AS STATED IN THE APPLICATION FOR THE LOUISIANA WATER SECTOR PROGRAM.
2. RESOLUTION 2022-009: A RESOLUTION OF THE CARENCRO CITY COUNCIL AUTHORIZING MAYOR GLENN L. BRASSEAUX TO SUBMIT A LOAN APPLICATION FORM 100A THROUGH THE DRINKING WATER REVOLVING LOAN FUND PROGRAM FOR IMPROVEMENTS TO THE CITY OF CARENCRO WATER SYSTEM.

**K. INTRODUCTORY ORDINANCES:**

1. ORDINANCE NO. 2022-005: AN ORDINANCE OF THE CARENCRO CITY COUNCIL AMENDING THE CARENCRO CODE OF ORDINANCES REGARDING THE RETAIL SALE OF FIREWORKS.

**PUBLIC HEARING:**

**L. ORDINANCES FOR FINAL ADOPTION:**

1. ORDINANCE NO. 2022-003: AN ORDINANCE OF THE CARENCRO CITY COUNCIL PROVIDING FOR THE ANNEXATION OF PROPERTY OWNED BY JAXSON SOUND, LLC INTO THE CITY OF CARENCRO, LOUISIANA.
2. ORDINANCE NO. 2022-004: AN ORDINANCE OF THE CARENCRO CITY COUNCIL AUTHORIZING AND REGULATING THE OPERATION OF FOOD TRUCKS WITHIN THE CITY OF CARENCRO, LOUISIANA.

**M. PUBLIC HEARINGS:**

**N. DISCUSSIONS:**

1. APPROVE THE CITY OF CARENCRO'S 2020/2021 AUDIT REPORT AS PRESENTED BY THE AUDITORS, MR. BURTON AND BRAD KOLDER.
2. APPROVE THE PARK AND RECREATION COMMISSION OF CARENCRO, INC. 2020/2021 AUDIT REPORT AS PRESENTED BY THE AUDITORS, MR. BURTON AND BRAD KOLDER.
3. REAPPOINT THE DAILY ADVERTISER AS THE OFFICIAL MUNICIPAL JOURNAL FOR THE CITY OF CARENCRO FROM JUNE 2022 THRU JUNE 2023.

O. PUBLIC COMMENTS:

P. ADJOURN:

**PLEASE NOTE:** THE MEETING CAN BE VIEWED VIA OUR CITY OF CARENCRO WEBSITE: [www.carencro.org](http://www.carencro.org) CLICK THE LINK TAB “LIVESTREAM” AT THE TOP OF THE PAGE.

**“REASONABLE ACCOMMODATIONS WILL BE MADE FOR THE HEARING OR VISUALLY IMPAIRED WISHING TO ATTEND AND PARTICIPATE IN CITY COUNCIL MEETINGS UPON GIVING AT LEAST THREE (3) DAYS PRIOR NOTICE BY CALLING (337) 896-8481.**

**Posted at City Hall 5/13/22 AT 0900 HOURS**

**ORDINANCE NO. 2022-003**

**AN ORDINANCE OF THE CARENCRO CITY COUNCIL PROVIDING FOR THE ANNEXATION OF PROPERTY OWNED BY JAXSON SOUND, LLC INTO THE CITY OF CARENCRO, LOUISIANA.**

**BE IT ORDAINED THAT** by the City Council of the City of Carencro:

**SECTION 1:** Upon showing that under the provisions of LSA 33:171, et seq., the requisite Petitions for Annexation, together with requisite Certificates of the Assessor and the Registrar of Voters, have been filed with the Mayor and City Council of the City of Carencro, and that the necessary public notices have been published according to the law, all of the territory situated within the limits/boundaries described herein below are hereby incorporated into the corporate limits of the City of Carencro, Louisiana.

**JAXSON SOUND SUBDIVISION**

That certain tract of land situated in Sections 98 and 99, Township 8 South, Range 4 East, Parish of Lafayette, Louisiana, containing 21.43 and being more fully described as follows:

COMMENCING AT THE INTERSECTION OF THE EASTERLY R/W LINE OF CALVIN ABADIE LN (50' R/W) AND THE SOUTHERLY R/W OF SONNIER RD (50' R/W); SAID POINT BEING KNOWN AS THE POINT OF COMMENCEMENT (POC) AND THE POINT OF BEGINNING (POB).

THENCE PROCEED SOUTH 80°17'31" EAST A DISTANCE OF 48.97 FEET;  
THENCE PROCEED SOUTH 79°52'31" EAST A DISTANCE OF 100.51 FEET;  
THENCE PROCEED SOUTH 79°34'33" EAST A DISTANCE OF 98.28 FEET;  
THENCE PROCEED SOUTH 80°56'31" EAST A DISTANCE OF 67.51 FEET;  
THENCE PROCEED SOUTH 8°08'23" WEST A DISTANCE OF 15.50 FEET;  
THENCE PROCEED SOUTH 8°08'23" WEST A DISTANCE OF 150.18 FEET;  
THENCE PROCEED SOUTH 79°31'25" EAST A DISTANCE OF 714.25 FEET;  
THENCE PROCEED NORTH 10°15'03" EAST A DISTANCE OF 150.09 FEET;  
THENCE PROCEED NORTH 10°15'03" EAST A DISTANCE OF 15.09 FEET;  
THENCE PROCEED SOUTH 80°36'18" EAST A DISTANCE OF 81.96 FEET;  
THENCE PROCEED SOUTH 82°29'28" EAST A DISTANCE OF 61.54 FEET;  
THENCE PROCEED SOUTH 85°56'27" EAST A DISTANCE OF 65.97 FEET;  
THENCE PROCEED SOUTH 87°27'53" EAST A DISTANCE OF 86.79 FEET;  
THENCE PROCEED SOUTH 87°08'42" EAST A DISTANCE OF 74.45 FEET;  
THENCE PROCEED NORTH 87°10'02" EAST A DISTANCE OF 26.11 FEET;  
THENCE PROCEED SOUTH 8°57'42" WEST A DISTANCE OF 18.94 FEET;  
THENCE PROCEED SOUTH 8°57'42" WEST A DISTANCE OF 21.95 FEET;  
THENCE PROCEED SOUTH 8°45'17" WEST A DISTANCE OF 349.15 FEET;  
THENCE PROCEED SOUTH 8°50'17" WEST A DISTANCE OF 371.81 FEET;  
THENCE PROCEED NORTH 80°30'22" WEST A DISTANCE OF 592.59 FEET;  
THENCE PROCEED NORTH 80°24'47" WEST A DISTANCE OF 413.06 FEET;  
THENCE PROCEED NORTH 80°24'46" WEST A DISTANCE OF 417.96 FEET;  
THENCE PROCEED NORTH 8°16'34" EAST A DISTANCE OF 726.55 FEET;

THENCE PROCEED NORTH 8°16'34" EAST A DISTANCE OF 15.94 FEET TO THE POINT OF BEGINNING (POB).

**SECTION 2: EFFECTIVE DATE**

This ordinance shall become effective upon the lapse of thirty (30) days after the publication or posting of same, pursuant to Louisiana Revised Statute 33:173, et seq.

**SECTION 3: REPEALER**

Any City of Carencro ordinance or parts thereof in conflict herewith are hereby repealed.

**ORDINANCE NUMBER: 2022-004**

**AN ORDINANCE OF THE CARENCRO CITY**  
**COUNCIL AUTHORIZING AND REGULATING**  
**THE OPERATION OF FOOD TRUCKS WITHIN**  
**THE CITY OF CARENCRO, LOUISIANA**

BE IT ORDAINED by the Carencro City Council that:

SECTION 1: GENERAL.

In order to make available to the citizens of the City of Carencro, safe and sanitary prepared food products served by mobile food vendors, and to further provide for the certification and regulation of same, the Carencro City Council does hereby amend the Carencro Code of Ordinances, Chapter 18 - Business, Article III. - Peddlers, Solicitors and Door-To-Door Vendors, by renaming Division 2.- Mobile Vendors to Article IV. - Mobile Vendors which shall hereafter read as follows:

ARTICLE IV. – MOBILE VENDORS

DIVISION 1. - GENERALLY

Sec. 18-83. No vested rights in the permit.

The City of Carencro reserves the right to amend or repeal this Article at any time, and no Operator or Permittee shall have any vested rights to operate hereunder, retain a permit, or have a permit renewed.

Sec. 18-84. Non-Transferability ; Non-Exclusivity.

Permits issued pursuant to this Article shall not be sold, transferred, assigned, leased, or subleased to any other Operator, Permittee, person, or entity. Any such sale, transfer, assignment, lease, or sublease renders the permit null and void. Nothing contained herein shall be construed to give an Operator or Permittee the exclusive right to operate within the

City of Carencro.

Sec. 18-85. Limitation of liability.

The City of Carencro shall not be liable to any Permittee, or Permittee's customers, or other third parties for any loss, damage, or injury to Permittee, its Mobile Food Establishment, customers, or any other property or third persons as a result of the operation and/or use of a Mobile Food Establishment.

Operators, Permittees, and their customers acknowledge and agree that the City of Carencro is not responsible for providing security at any location where Mobile Food Establishments are parked, operated, or located.

Sec. 18-86. 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:

Administrator refers to the Personnel assigned by the Mayor to administer this Article.

Base of Operations/Commissary means a catering establishment, restaurant, or any other properly equipped place in which food, containers, or supplies are kept, handled, prepared, packaged or stored.

Food Establishment means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. The term includes restaurants, cafeterias, caterers, delicatessens, bars, lounges, or any other facility that prepares food for individual service or for a group of people, whether consumption is on or off the premises and regardless if there is a charge for the food. The term does not include:

- a. private homes food is prepared in a kitchen that is not subject to regulation and inspection by the regulatory authority;
- b. a kitchen in a private home, such as a bed-and-breakfast operation that prepares and

offers food to guests if the consumer is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration area that the food is prepared in a kitchen that is not regulated by the Louisiana Department of Health.

Governing authority refers to the governing authority of the City of Carencro.

Mobile Food Establishment means a vehicle-mounted Food Establishment designed to be readily movable, which includes a motorized or towed self-contained food service operation truck or towed self-contained trailer unit designed to be readily movable. A Mobile Food Establishment shall not mean a stand, booth, or cart.

Operator means a person, firm, or corporation, including its agents and employees, which operates a Mobile Food Establishment in the City of Carencro.

Permittee means an Operator that holds a current and valid permit issued pursuant to this Article.

#### Sec. 18-87. Safety regulations.

An Operator/Permittee of a Mobile Food Establishment shall be subject to all federal, state, and local health, safety, and traffic laws and regulations.

Without limiting the generality of the foregoing, an Operator/Permittee shall be subject to and shall comply with all applicable regulations of Title 51 "Public Health - Sanitary Code" of the Louisiana Administrative Code, and all applicable regulations of the Louisiana Department of Health including amendments thereto. Said regulations are adopted and incorporated herein by reference.

#### Sec. 18-88. Duty to cooperate.

Operators/Permittees shall cooperate and meet with the Administrator upon request. Failure to comply with the provisions of this Article, as well as all federal, state, and local health, safety, and traffic laws and regulations, including but not limited to applicable regulations of



Title 51 "Public Health - Sanitary Code" of the Louisiana Administrative Code and the Louisiana Department of Health may subject a Permittee to denial, suspension, or revocation of a Mobile Food Establishment permit or renewal thereof.

## DIVISION 2.- PERMIT REQUIREMENTS

Sec. 18-89. Permit required.

(a) A Mobile Food Establishment permit issued by the City of Carencro shall be required to lawfully operate a Mobile Food Establishment within the City of Carencro. (b) The number of permits issued under this division shall at no time exceed ten (10) for the entire city.

(c) Permits issued under this division are not valid:

- (1) During Mardi Gras, Christmas, or other special events at the locations and the times during which parades are scheduled;
- (2) During the time and at the location of any special event scheduled by the city for which public notice has been provided at least 48 hours prior to said event.

Sec. 18-90. Permit application.

(a) Operators who desire to operate a Mobile Food Establishment in the City of Carencro shall complete and submit the application for a permit to the Administrator. (b)

In addition, the Operator shall submit:

- (1) Payment of a \$300.00 non-refundable, non-transferable permit fee;
- (2) The address of the Base of Operations/Commissary or other fixed Food Establishment to be used by the Operator during the permit year;
- (3) Bi-annual documentary evidence, submitted with the annual application and again by July 31, of the regular payment of all imposed sales taxes by the Lafayette Parish School System Sales Tax Division. In addition to a zero-balance for, fees, fines, assessments, charges, penalties, levies, owed by the Operator, as well as any ad valorem taxes on the Base of Operations/Commissary or other fixed Food Establishment to be used by the Operator, or any other outstanding amounts whatsoever owed by the Operator to the City of Carencro;
- (4) A copy of the organizational documents establishing the Operator's business entity and evidencing the nature of same (e.g., LLC, Corporation, Partnership, etc.), as well as

any amendments or bylaws associated therewith;

(5) The name and contact information (including mailing address, telephone number and email address) of a person or persons designated by the Operator to receive any notices sent by the Administrator during the permit year;

(6) At the time of application for, and prior to the issuance of, any permit pursuant to this division, each and every applicant shall provide written proof of commercial general liability insurance coverage. At the time of application for, and throughout the period of validity of, any permit issued to the applicant, the policy or policies must be in full force and effect and must be underwritten by a carrier licensed to do business in the State of Louisiana. Such insurance coverage shall provide liability coverage of not less than \$500,000.00 for any and all claims against the applicant and/or the city arising out of or in any way connected to or associated with the vendor or any of its operations, including but not limited to bodily injuries, personal injuries, and injuries to property, and shall name the city as an additional insured.;

(7) Signed indemnification and hold harmless agreement in the form included in the permit application;

(8) Operator shall provide a copy of the Mobile Food Establishment's valid registration with the Louisiana Department of Motor Vehicles, or equivalent from any other state, and every applicant shall provide written proof of commercial vehicle insurance coverage in compliance with state law.

(9) Operator shall provide a copy of a valid permit issued by the Louisiana Department of Health for the Base of Operations/Commissary or other fixed Food Establishment, as well as the Mobile Food Establishment.

(10) For any property not owned by Operator where its/their Mobile Food Establishment operates, Operator shall, prior to commencing operations thereon, secure a written agreement from the person(s) having legal custody over said property authorizing Operator to operate thereon. A copy of the said written agreement(s) shall be kept in the Mobile Food Establishment at all times and shall be made available to the Administrator or a designee upon request.

(c) Abandonment of permit application. An application for a new or renewal permit shall be deemed abandoned if:

(1) The Administrator has sent written notice to the Operator or Permittee that said application is incomplete or requires supplementation ("Deficiencies"); and (2) More than 45 calendar days have elapsed from the date of the notice of the Deficiencies by the Administrator explaining the Deficiencies, and the Operator or Permittee has failed to correct the Deficiencies and re-submit a revised permit application to the Administrator. Any abandonment of a permit application will require the Operator or Permittee to submit a new application pursuant to this Section. The application fee of the abandoned application shall not be transferred to a new application.

(d) During the permit year, any changes to the information provided by a Permittee in its permit application must be reported to the Administrator, in writing, within ten days of the change.

Sec. 18-91. Duration of permit; permit renewal.

(a) Permits and renewals issued pursuant to this Article shall be valid from the date of issuance until December 31 of the calendar year in which the permit has been issued, unless sooner suspended or revoked by the Administrator.

(b) Application for annual renewal of a permit shall be made by the Permittee no later than 60 days before permit expiration. Application for permit renewal shall require:

- (1) Payment of a \$300.00 non-refundable, non-transferable application fee;
- (2) Supplementation of the Permittee's original permit application and supporting documentation to the extent the information contained therein has changed and/or requires renewal or update, including but not limited to updates to those items listed in Section 18-90(b), or a notarized statement by Permittee's authorized representative attesting that no information has changed, and if changed, has been updated since the original permit application.

(c) If through no fault of the Permittee, a renewal permit is not issued before December 1, of the permit year, the Administrator may extend the Permittee's permit until Permittee's application for a renewal permit is granted or denied and may prorate the renewal permit fee.

(d) Permittee is not entitled to and has no automatic right to renewal of its permit. Renewal permits may be withheld or denied at the discretion of the Administrator, which decision may be based on the information in the renewal application, as well as any recommendation,

records, and/or operational history available to the Administrator.

### DIVISION 3.- MOBILE FOOD ESTABLISHMENT OPERATIONS

Sec. 18-92. Generally.

(a) Whether operating on private property or public property, a Mobile Food Establishment Permittee shall comply with the requirements of the Carencro Development Code, as well as all other applicable ordinances, statutes, rules, and regulations of the City of Carencro and the State of Louisiana.

(b) Each Mobile Food Establishment must report to its designated Base of Operations/Commissary or other fixed Food Establishment at least once a day for food, supplies, cleaning, and servicing. Mobile Food Establishments shall completely retain their mobility at all times.

(c) A Mobile Food Establishment shall be constructed of high-quality materials, shall be kept clean, and in good repair.

(d) A Mobile Food Establishment Permittee shall display its/their permit issued pursuant to this Article on the Mobile Food Establishment at all times in a conspicuous place where it is readily visible by the general public.

Sec. 18-93. Prohibitions.

(a) Unless otherwise permitted, a Mobile Food Establishment Permittee shall not sell goods, wares, or other items of merchandise other than food or drink.

(b) Connection to municipal utilities shall not be permitted unless approved by the utility provider. Any unauthorized connection to the Carencro Water System in conjunction with the operation of a Mobile Food Establishment is strictly prohibited and is unlawful. (c) Under no circumstances can liquid waste or grease be released or disposed of in tree pits, storm drains, or onto the sidewalks, streets, or other public spaces. Violation of this subparagraph (c) shall result in the immediate revocation of the Permittee's Mobile Food Establishment permit.

(d) The Mobile Food Establishment Permittee and/or its employees is/are responsible for the proper disposal of waste and trash associated with the operation of the Mobile Food Establishment. All Mobile Food Establishments shall be equipped with a portable trash

receptacle, and while in operation, such shall be placed near the unit and in a manner that does not impede pedestrian or vehicular traffic. Public trash receptacles are not to be used for this purpose. Permittees and/or its employees shall remove all waste and trash related to and/or resulting from the operation of their Mobile Food Establishment prior to leaving a location, and, during operation as needed to maintain the health and safety of the public. Permittee's and/or its employee's failure to comply with this subsection shall subject the permittee and/or its employees to Sec. 22-33. - Littering prohibited; civil penalties, disbursement of costs of the Code of Ordinances, in addition to any other available enforcement actions provided for under this Article.

(e) A drive-through is not permitted in conjunction with the operation of any Mobile Food Establishment.

(f) No Mobile Food Establishment may be operated, parked, or stored in such a manner as to create a dangerous or unsafe condition.

(g) Except for localized lighting that is used for menu illumination, no external lighting is permitted.

(h) Outdoor seating is strictly prohibited.

(i) No Mobile Food Establishment may be used for living, sleeping, or housekeeping purposes.

(j) No signage shall be allowed other than signs permanently attached to the Mobile Food Establishment and one portable menu sign with a changeable face no more than six square feet in display area in or within proximity to the customer waiting area. (k) The sale of alcoholic beverages, either at retail or wholesale, any beverages of high alcoholic content, or any beverages of low alcoholic content, without a permit authorizing such sale issued by the City of Carencro in accordance with applicable state laws is prohibited.

Sec. 18-94. Location and operational restrictions.

(a) Mobile Food Establishments shall only be permitted to operate on private property. Such property shall be at least 300 linear feet from the property line of an existing Food Establishment.

(b) Mobile Food Establishments shall not operate in the public right-of-way. Only in conjunction with a permitted special event may a Mobile Food Establishment be located on public property for the duration of the special event.

(c) All Mobile Food Establishments shall operate on durable all-weather material, such as concrete, asphalt, limestone, or other aggregates, unless otherwise approved by the Administrator.

(d) A property owner may allow multiple Mobile Food Establishments to operate on a single lot at the same time. The maximum number of Mobile Food Establishments per lot is limited as follows:

Lot Size Maximum Number of Mobile Food Establishments\*

< 1/2 Acre = 2

> 1/2 Acre but < 1 Acre = 3

> 1 Acre but < 1 1/2 Acre = 4

> 1 Acre = 5 (unless otherwise approved by Administrator)

\*The maximum number of Mobile Food Establishments per lot shall not apply to an approved Mobile Food Establishment Park (which shall comply with the use requirements and restrictions for Mobile Food Establishment Parks), a fair, carnival, festival, or similar transitory gathering, all permitted separately.

(e) No Mobile Food Establishment shall occupy parking spaces that are required to maintain the minimum requirements of the principal property use. Likewise, no Mobile Food Establishment shall occupy parking spaces that are leased to other businesses and counted to fulfill the lessee's minimum parking requirements.

(f) No Mobile Food Establishment shall occupy or prevent access to any handicapped accessible parking.

(g) All Mobile Food Establishments shall be located at least 10 feet from the edge of any driveway or public sidewalk, handicapped ramp, building entrances and exits, emergency access/exit ways, or fire lanes and shall not operate in any area that impedes, endangers, or interferes with pedestrian or vehicular traffic.

(h) All Mobile Food Establishments shall comply with all applicable line of sight and/or sight triangle regulations.

(i) No Mobile Food Establishment Permittee shall use a hibachi, grill, open flame, or other similar devices for cooking, heating, or any other similar purpose within 10 feet of any building or building overhang.

(j) All Mobile Food Establishments shall be located at a minimum distance of 15 feet in all

directions of a fire hydrant and any fire department connection, utility box, or vault.

(k) Unless engaged in active operations per these regulations, no Mobile Food Establishment shall be parked or stored in such a manner that: (i) the Mobile Food Establishment is openly visible from a public right-of-way, excluding alleys; and (ii) encroaches upon any setback, public easement and/or servitude.

(l) No mobile vendor shall operate any horn, sound amplification system, or other sound producing device or music system which can be heard outside the mobile food truck when such mobile food truck is moving, stopped, standing, parked, or is being operated as allowed under this division.

(m) All mobile vendors shall immediately notify the Administrator if the Louisiana Department of Health revokes a vendor's ability to operate.

#### Sec. 18-95. Violations; Suspension and/or Revocation of Permit

(a) Authority of Administrator. Permits may be suspended or revoked by the Administrator due to any non-compliance with the regulations or requirements of this Article, or a failure to comply with any and all statutes, ordinances, regulations, or policies that are duly and lawfully adopted by the State of Louisiana or the City of Carencro.

(b) Informal hearing before Administrator. Before any permit is suspended or revoked pursuant to this Section, the Permittee shall be entitled to an informal hearing before the Administrator, as provided herein. The Administrator shall issue a written notice to the Permittee, at the address provided by Permittee in its/their permit application. Written notice may be sent either by the regular U.S. Mail or by e-mail to the electronic address provided by Permittee in its/their permit application and shall include the following:

- (1) The date, time, and place of the informal hearing;
- (2) The relevant provisions of the statutes, ordinances, regulations, and/or policies that was/were violated; and
- (3) A brief description of the alleged violation(s). Prior to holding an informal hearing pursuant to this Section, Permittee shall be notified at least fourteen (14) days (inclusive of legal holidays) in advance of the date that such a hearing is scheduled. The date of postmark or e-mail transmission shall be deemed to be the date of delivery.

Within fourteen (14) days after the informal hearing, the Administrator shall render a written decision. Notice of the Administrator's written decision shall be provided to the Permittee. The written decision of the Administrator shall be final after the expiration of the appeal delays established in this Section.

(c) No permit issued pursuant to this Article shall be suspended or revoked until after the decision of the Administrator has become final.

(d) Notwithstanding the foregoing or anything herein to the contrary, the lapse, suspension, or revocation of the following shall result in the immediate suspension of the Permittee's permit issued pursuant to this Article and shall continue to be suspended until the Permittee cures the deficiency.

(1) Registration of the Mobile Food Establishment with the Louisiana Department of Motor Vehicles; and

(2) Permit(s) issued by the Louisiana Department of Health and Hospitals for the Base of Operations/Commissary or other fixed Food Establishment, as well as the Mobile Food Establishment.

#### Sec. 18-96. Appeal.

(a) Within 21 calendar days from the date of the Administrator's final decision the applicant may appeal to the Carencro City Council any decision of the Administrator involving violations of the provisions of this Article. Any ruling by the Carencro City Council may be appealed to a court of competent jurisdiction within the time, and in the manner, prescribed by applicable law.

#### Sec. 18-97. Violations; penalty.

(a) Any person or entity violating any provisions of this Article shall, upon conviction, be punished by a fine not to exceed \$500.00 per violation or imprisonment, or both, at the discretion of the court. Each instance of any violation of any section of this article shall be considered a separate offense.

## SECTION 2: REPEALER

Any City of Carencro ordinance or parts thereof in conflict are hereby repealed to the extent of



said conflict.

### SECTION 3: EFFECTIVE DATE

This ordinance shall take effect upon return of the ordinance to the City Clerk, after execution by the Mayor, at midnight on the tenth (10th) day after receiving the ordinance without signature or veto, or upon an override of a veto, whichever occurs first.