

Houma-Terrebonne Regional Planning Commission

L. A. "Budd" Cloutier, O.D.....	Chairman
W. Alex Ostheimer.....	Vice-Chairman
Gloria Foret.....	Secretary/Treasurer
James A. Erny.....	Member
Kevin Ghirardi.....	Member
Jeremy Kelley.....	Member
Keith Kurtz.....	Member
Gerald Schouest.....	Member
Wayne Thibodeaux.....	Member

JANUARY 21, 2016, THURSDAY

6:00 P.M.

**TERREBONNE PARISH COUNCIL MEETING ROOM
Government Tower, 8026 Main Street, 2nd Floor**

A • G • E • N • D • A

I. CONVENE AS THE ZONING AND LAND USE COMMISSION

- A. INVOCATION & PLEDGE OF ALLEGIANCE**
- B. ROLL CALL**
- C. APPROVAL OF MINUTES:**
 - 1. Approval of Minutes of Zoning and Land Use Commission for the Regular Meeting of December 17, 2015
- D. COMMUNICATIONS**
- E. PUBLIC HEARINGS:**
 - 1. Rezone from OL (Open Land) & C-3 (Neighborhood Commercial) to C-2 (General Commercial) 6290 West Main Street; Westside Land, L.L.C. and Barker Holdings, L.L.C., applicants (*District 3/Bayou Cane Fire District*)
 - 2. Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential) 8958 Norman Street; David W. Henthorn, Norman Street, L.L.C, applicant (*District 1/City of Houma Fire District*)
- F. STAFF REPORT**
- G. COMMISSION COMMENTS:**
 - 1. Planning Commissioners' Comments
 - 2. Chairman's Comments
- H. PUBLIC COMMENTS**
- I. ADJOURN**

II. CONVENE AS THE REGIONAL PLANNING COMMISSION

- A. INVOCATION & PLEDGE OF ALLEGIANCE**
- B. ROLL CALL**
- C. ACCEPTANCE OF MINUTES:**
 - 1. Houma-Terrebonne Regional Planning Commission Minutes for the Regular Meeting of December 17, 2015
 - 2. Zoning & Land Use Commission Minutes for the Regular Meeting of December 17, 2015
- D. APPROVE EMITTENCE OF PAYMENT FOR THE JANUARY 21, 2016 INVOICES AND TREASURER'S REPORT OF DECEMBER 2015**
- E. COMMUNICATIONS**
- F. STAFF REPORT**
 - 1. Discussion and possible action with regard to a sponsorship for the American Planning Association, Louisiana Chapter which is being held in Houma

G. ADMINISTRATIVE APPROVALS:

1. Revised Lots 10 & 11 of a Redivision of Lots 10, 11, 12, & 14 of Block 1 of Matherne Subdivision, Sections 5, 101, & 102, T17S-R17E, Terrebonne Parish, LA
2. Lots 4A and 6A, A Redivision of Lots 4, 5, & 6 of Doris Subdivision, Property belonging to Robert J. Neil, Section 5, T17S-R18E, Terrebonne Parish, LA
3. Revised Lot 32 of Block 1, Phase 1 to Indian Ridge Plantation, A Redivision of Lots 32 & 33 of Block 1, Sections 38, 39, 40, 41, 44, & 45, T19S-R18E, Terrebonne Parish, LA

H. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee

I. COMMISSION COMMENTS:

1. Planning Commissioners' Comments
2. Chairman's Comments

J. PUBLIC COMMENTS

K. ADJOURN

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)
ZONING & LAND USE COMMISSION
MEETING OF DECEMBER 17, 2015

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., called the meeting of December 17, 2015 of the HTRPC, convening as the Zoning and Land Use Commission, to order at 6:00 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mr. James Erny.
- B. Upon Roll Call, present were: Dr. L.A. “Budd” Cloutier, Jr., Chairman; Mr. James Erny; Mrs. Gloria Foret, Secretary/Treasurer; Mr. Jeremy Kelley; Mr. Keith Kurtz; Mr. Alex Ostheimer, Vice-Chairman; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call was: Mr. Kevin Ghirardi and Mr. Gerald Schouest. Also present were Mr. Christopher Pulaski, Senior Planner/Zoning Administrator, Department of Planning & Zoning and Laddie Freeman, Legal Advisor.
- C. APPROVAL OF THE MINUTES:
1. Mr. Erny moved, seconded by Mr. Thibodeaux: “THAT the HTRPC, convening as the Zoning & Land Use Commission, accept the minutes, as written, for the Zoning and Land Use Commission for the regular meeting of November 19, 2015.”
- The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- D. COMMUNICATIONS: None.
- E. NEW BUSINESS:
1. Preliminary Hearings:
- a) Mr. Erny moved, seconded by Mr. Kelley: “THAT the HTRPC, convening as the Zoning & Land Use Commission, call a Public Hearing to Rezone from OL (Open Land) & C-3 (Neighborhood Commercial) to C-2 (General Commercial) 6290 West Main Street; Westside Land, LLC and Barker Holdings, LLC, applicants for Thursday, January 21, 2015 at 6:00 p.m.”
- The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- b) Mr. Erny moved, seconded by Mr. Kelley: “THAT the HTRPC, convening as the Zoning & Land Use Commission, call a Public Hearing to Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential) 8958 Norman Street; David W. Henthorn, Norman Street, LLC, applicant for Thursday, January 21, 2015 at 6:00 p.m.”
- The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. STAFF REPORT: None.
- G. COMMISSION COMMENTS:
1. Planning Commissioners’ Comments: None.
2. Chairman’s Comments: None.
- H. PUBLIC COMMENTS: None.
- I. Mr. Ostheimer moved, seconded by Mr. Thibodeaux: “THAT there being no further business to come before the HTRPC, convening as the Zoning and Land Use Commission, the meeting be adjourned at 6:04 p.m.”
- The Chairman called for a vote on the motion offered by Mr. Ostheimer. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

L.A. “Budd” Cloutier, O.D., Chairman
Zoning & Land Use Commission

Becky M. Becnel, Minute Clerk
Zoning & Land Use Commission

CERTIFICATION

**CERTIFIED TO BE A TRUE AND CORRECT COPY OF THE PROCEEDINGS OF THE
ZONING AND LAND USE COMMISSION MEETING OF DECEMBER 17, 2015.**

**CHRISTOPHER PULASKI
SENIOR PLANNER/ZONING ADMINISTRATOR
PLANNING & ZONING DEPARTMENT**

Dist. 3
Bayou Cane

*P.O. Box 1446
Houma, Louisiana 70361-1446
Bus (985) 873-6793 - Fax (985) 580-8141*

Please return the application and supporting plans to the office of the Zoning Administrator.

If Yes, Date of Last Application: _____

AMENDMENT POLICY – Parish Zoning Regulations Section 28-201

1. **REASONS FOR THIS AMENDMENT:**

It is recognized that casual change of the ordinance would be detrimental to the achievement of stable development. It is public policy, therefore, to amend this ordinance only when one or more of the following conditions prevail:

PLEASE CHECK ONE OR MORE:

_____ **ERROR.** There is a manifest error in the ordinance.

 x **CHANGE IN CONDITIONS.** Changed or changing conditions in a particular area or in the metropolitan area generally make a change in the ordinance necessary and desirable.

_____ **INCREASED NEED FOR SITES FOR BUSINESS OR INDUSTRY.** Increased or increasing needs for business or industrial sites, in addition to sites that are available, make it necessary and desirable to rezone an area or to extend the boundaries of an existing district.

_____ **SUBDIVISION OF LAND.** The subdivision or eminent subdivision of open land into urban building sites make reclassification necessary and desirable.

2. **LIMITATIONS ON PROPOSED AMENDMENTS:**

Demonstrate that the proposed amendment meets the minimum size requirements and need for new districts as described in Section 28-201(b).

EXHIBITS REQUIRED – Parish Zoning Regulations Section 28-202

1. **LEGAL PLAT OF PROPERTY TO BE REZONED:** This plat is to be prepared by a licensed land surveyor or civil engineer. On the required plat, please include:

- a. Land area to be affected including legal description;
- b. Present zoning classification of area to be affected and zoning classification of abutting districts;
- c. Public rights-of-way and easements bounding and intersecting the designated area and abutting districts;
- d. Locations of all existing and proposed structures with supporting open facilities;
- e. The specific ground area to be provided and continuously maintained for the proposed structure or structures.

2. **REASON FOR AMENDMENT:** Please state on a separate sheet why this proposal complies with either one or more of the above checked conditions for rezoning. In addition, the applicant may submit (optional) a site plan and/or development schedule of the proposal with this application. **FUTURE SITE FOR AUTO DEALERSHIP.**

3. **DEVELOPMENT SCHEDULE:** On a separate piece of paper, indicate a time schedule for the beginning and completion of development planned by the applicant. If the development is planned in stages, the time schedule shall indicate the successive stages and the development plan for each. **SITE WORK TO START IMMEDIATELY, ACTUAL**

4. **MARKET INFORMATION:** Applicable only if the following conditions are met: **CONSTRUCTION TO START IN 2016.**

- a. If the proposed amendment would require rezoning an area from an existing residential district to a freestanding commercial district;
- b. If the proposed amendment would require more than double the area of an existing commercial district entirely surrounded by residential districts;
- c. If the proposed amendment would enlarge an area of existing commercial district by more than eight (8) areas;

The market information shall include a written description of the market area to be served by the development, the population thereof, the effective demand for the proposed facilities and any other information describing the relationship of the proposed development to the needs of the applicable area.

5. PUBLIC NEED: Please state on a separate sheet the change in conditions in the area that make the proposed amendment necessary and desirable for the promotion of the public health, safety or general welfare. OWNERS ARE PROPOSING THE CONSTRUCTION OF A NEW
AUTO DEALERSHIP.
6. EFFECT OF AMENDMENT: Please include on a separate sheet of paper a report giving the nature, description and effect of the proposed zoning amendment; if a change is required in the zoning map, a description of the probable effect on surrounding land uses and properties. THERE SHOULD BE NO ADVERSE EFFECT AT THE SURROUNDING PROPERTIES
ARE MOSTLY ZONED C2.
7. ERROR: The error, if error is alleged, that would be corrected by the proposed amendment.

PUBLIC NOTICE REQUIRED – Parish Zoning Regulations Section 28-202(d)


1. The name, description of property owned and mailing address of each owner of property lying within a distance of three hundred (300) feet of the fronting corners of the property.
SEE ATTACHED SHEET.
2. Ten (10) days prior to the public hearing, the applicant shall submit proof of property posting in accordance with Section 28-202(d) of the Parish Zoning Ordinance.

SIGNATURES REQUIRED

1. Printed names and addresses along with interest of every person, firm, or corporation represented by the applicant (may use separate sheet of paper):

BARKER HOLDING COMPANY, L.L.C. - RICHARD H. BARKER, III, BRETT BARKER, ANN BARKER, LISA BARKER,
~~RICHARD BARKER, IV, MICHAEL BARKER, CHRISTOPHER BARKER, KEITH BARKER, KELLY BARKER & JOHN ROUSSEL~~
WESTSIDE LANDS, L.L.C. - BARKER HOLDING COMPANY, L.L.C.

2. The undersigned is/are owner(s) and/or represent(s) all owners of the entire land area and/or structures and/or encumbrances (including holders of mortgages, liens, servitudes, rights of way, usufructs, rights of habitation) included within the proposed district and, in signing, indicate concurrence with application:



3. Sufficient evidence to establish that the applicants are all the owners and encumbrance holders of the designated area and structures, and have both the means and ability to undertake and complete the proposed development (may attach separate sheet of paper):

APPLICATION FEE SCHEDULE

Terrebonne Parish Consolidated Government has adopted the following fee schedule:

1. Map Amendment: \$25.00 / first acre
\$ 3.50 / every acre thereafter, up to fifteen (15) acres

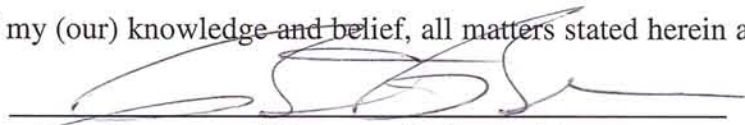
Minimum Charge - \$25.00;

Maximum Charge - \$100.00

I (We) own 21.7 acres. A sum of \$74.00 dollars is enclosed and made a part of this application.

DECLARATION

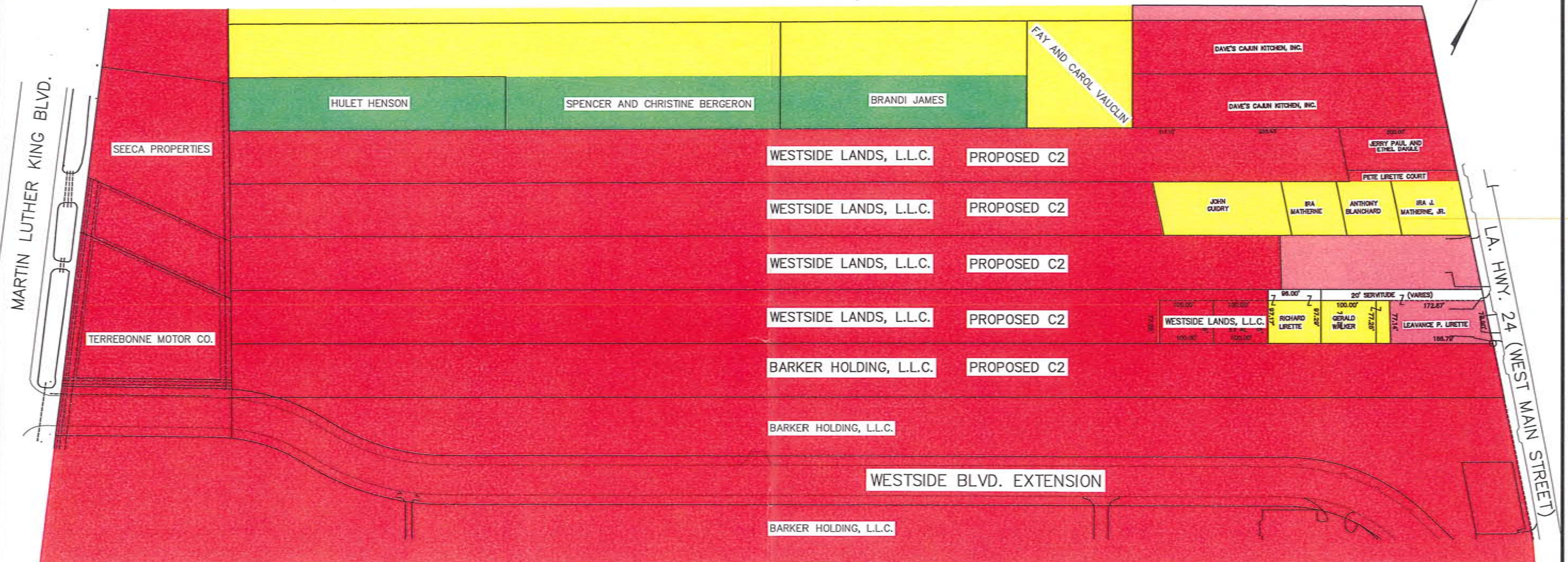
I (We) declare that, to be the best of my (our) knowledge and belief, all matters stated herein are true and correct.



 Signature of Owner or Authorized Agent

LEGEND

- OL
- R1
- C2
- C3



NOTE:
THIS IS NOT A BOUNDARY MAP, AND SHALL BE USED FOR
INFORMATIONAL PURPOSES ONLY.

PREPARED BY:

DAVID A. WAITZ
ENGINEERING AND SURVEYING, INC.

Civil Engineers & Professional Land Surveyors
Thibodaux, Louisiana

DATE: NOVEMBER 30, 2015

FILE: F:\DWGS\2012\12-055\ZONING MAPS.DWG

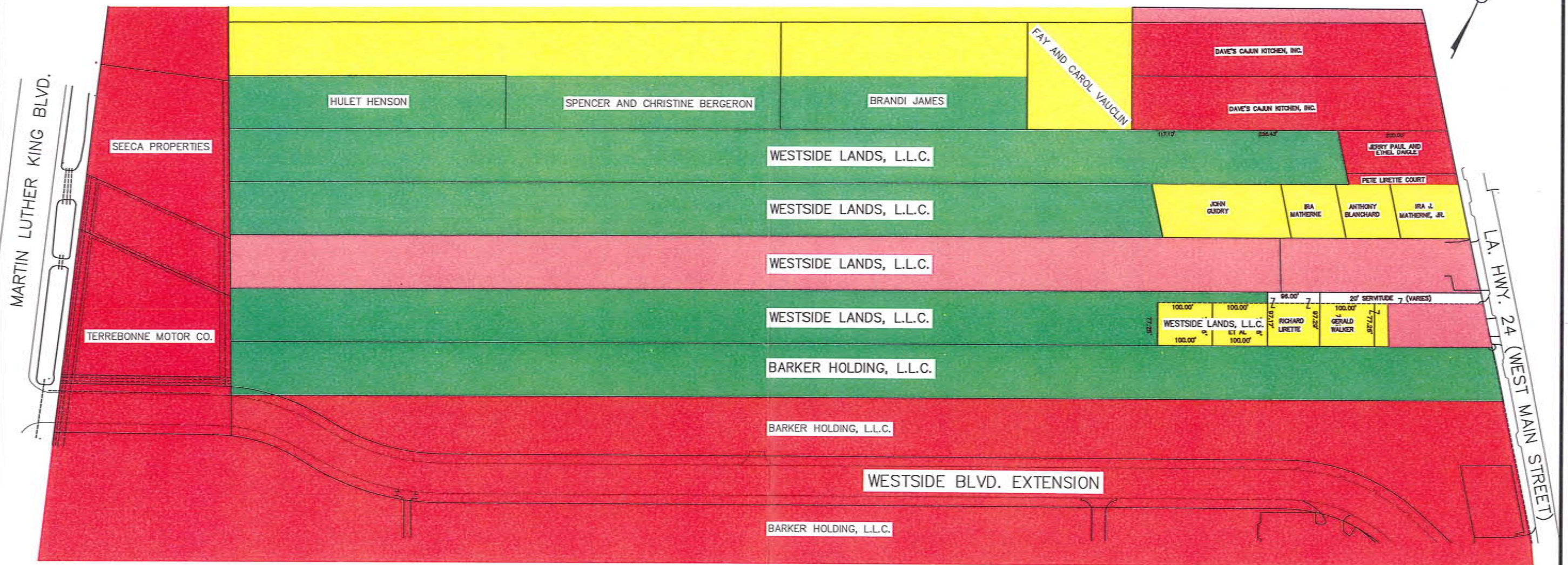
*EXHIBIT SHOWING PROPOSED ZONING
OF PROPERTY BELONGING TO BARKER HOLDING, L.L.C.
& WESTSIDE LANDS, L.L.C.
LOCATED IN SECTION 4, T17S-R17E
TERREBONNE PARISH, LOUISIANA*

N.T.S.

"EXHIBIT A"

LEGEND

	OL
	R1
	C2
	C3



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INFORMATIONAL PURPOSES ONLY.

PREPARED BY:

DAVID A. WAITZ
ENGINEERING AND SURVEYING, INC.

Civil Engineers & Professional Land Surveyors
Thibodaux, Louisiana

DATE: NOVEMBER 30, 2015

FILE: F:\DWGS\2012\12-055\ZONING MAPS.DWG

*EXHIBIT SHOWING EXISTING ZONING
OF PROPERTY BELONGING TO BARKER HOLDING, L.L.C.
& WESTSIDE LANDS, L.L.C.
LOCATED IN SECTION 4, T17S-R17E
TERREBONNE PARISH, LOUISIANA*

N.T.S.

"EXHIBIT A"

**Houma-Terrebonne Regional Planning
Commission
Zoning & Land Use Commission**

ZLU15/22
Dist. 1
COH Fire

*P.O. Box 1446
Houma, Louisiana 70361-1446
Bus (985) 873-6793 - Fax (985) 580-8141*

Upon receipt of an application for amendment, the office of the Zoning Administrator shall examine the application and shall make such investigation as is necessary. Within fifteen (15) days of receipt of an application, the office of the Zoning Administrator shall transmit the application, together with its report and recommendation, to the Zoning Commission. The Zoning Commission then shall hold a preliminary hearing on the application within thirty-five (35) days after receipt of such application for amendment and shall notify the applicant and the office of the Zoning Administrator of the time and place of such hearing. After holding a preliminary hearing, the Commission shall certify the application for public hearing, and shall notify the applicant of the time and place of such public hearing. The Commission shall fix a reasonable time of a public hearing and shall give public notice, as required by law, as well as notice to the applicant and to the office of the Zoning Administrator.

This ordinance, including the zoning map, is based on comprehensive studies, and is intended to carry out the objective of a sound, stable, and desirable development.

Please return the application and supporting plans to the office of the Zoning Administrator.

PLEASE COMPLETE THE FOLLOWING – NO APPLICATION ACCEPTED UNLESS COMPLETE

Date: 11/30/15

David W. Henthorn, Sole Owner of Norman Street, L.L.C.

Applicant's Name

1514 Savanne Road Houma, LA 70360

Address City State Zip

873-5000

Telephone Number (Home) (Work)

100%

Interest in Ownership (Owner, etc.)

8958 Norman Street

Address of Property to be Rezoned & Description (Lot, Block, Subdivision)

Revised Lot 5, Blk. 1, Catherine Subdivision

Zoning Classification Request:

From: R-1

To: R-3

Previous Zoning History: x No Yes

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PLEASE CHECK ONE OR MORE:

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- ☒ **CHANGE IN CONDITIONS.** Changed or changing conditions in a particular area or in the metropolitan area generally make a change in the ordinance necessary and desirable.
- _____ **INCREASED NEED FOR SITES FOR BUSINESS OR INDUSTRY.** Increased or increasing needs for business or industrial sites, in addition to sites that are available, make it necessary and desirable to rezone an area or to extend the boundaries of an existing district.
- _____ **SUBDIVISION OF LAND.** The subdivision or eminent subdivision of open land into urban building sites make reclassification necessary and desirable.

2. **LIMITATIONS ON PROPOSED AMENDMENTS:**

Demonstrate that the proposed amendment meets the minimum size requirements and need for new districts as described in Section 28-201(b).

EXHIBITS REQUIRED – Parish Zoning Regulations Section 28-202

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- Land area to be affected including legal description;
 - Present zoning classification of area to be affected and zoning classification of abutting districts;
 - Public rights-of-way and easements bounding and intersecting the designated area and abutting districts;
 - Locations of all existing and proposed structures with supporting open facilities;
 - The specific ground area to be provided and continuously maintained for the proposed structure or structures.
2. **REASON FOR AMENDMENT:** Please state on a separate sheet why this proposal complies with either one or more of the above checked conditions for rezoning. In addition, the applicant may submit (optional) a site plan and/or development schedule of the proposal with this application.
3. **DEVELOPMENT SCHEDULE:** On a separate piece of paper, indicate a time schedule for the beginning and completion of development planned by the applicant. If the development is planned in stages, the time schedule shall indicate the successive stages and the development plan for each.
4. **MARKET INFORMATION:** Applicable only if the following conditions are met:
- If the proposed amendment would require rezoning an area from an existing residential district to a freestanding commercial district;
 - If the proposed amendment would require more than double the area of an existing commercial district entirely surrounded by residential districts;
 - If the proposed amendment would enlarge an area of existing commercial district by more than eight (8) areas;

The market information shall include a written description of the market area to be served by the development, the population thereof, the effective demand for the proposed facilities and any other information describing the relationship of the proposed development to the needs of the applicable area.

5. **PUBLIC NEED:** Please state on a separate sheet the change in conditions in the area that make the proposed amendment necessary and desirable for the promotion of the public health, safety or general welfare.
6. **EFFECT OF AMENDMENT:** Please include on a separate sheet of paper a report giving the nature, description and effect of the proposed zoning amendment; if a change is required in the zoning map, a description of the probable effect on surrounding land uses and properties. **Many neighboring properties are re-zoned similarly.**
7. **ERROR:** The error, if error is alleged, that would be corrected by the proposed amendment.

PUBLIC NOTICE REQUIRED – Parish Zoning Regulations Section 28-202(d)

1. The name, description of property owned and mailing address of each owner of property lying within a distance of three hundred (300) feet of the fronting corners of the property.
2. Ten (10) days prior to the public hearing, the applicant shall submit proof of property posting in accordance with Section 28-202(d) of the Parish Zoning Ordinance.

SIGNATURES REQUIRED

1. Printed names and addresses along with interest of every person, firm, or corporation represented by the applicant (may use separate sheet of paper):

see separate sheet

2. The undersigned is/are owner(s) and/or represent(s) all owners of the entire land area and/or structures and/or encumbrances (including holders of mortgages, liens, servitudes, rights of way, usufructs, rights of habitation) included within the proposed district and, in signing, indicate concurrence with application:

100%

3. Sufficient evidence to establish that the applicants are all the owners and encumbrance holders of the designated area and structures, and have both the means and ability to undertake and complete the proposed development (may attach separate sheet of paper):

Yes

APPLICATION FEE SCHEDULE

Terrebonne Parish Consolidated Government has adopted the following fee schedule:

1. Map Amendment: \$25.00 / first acre
\$ 3.50 / every acre thereafter, up to fifteen (15) acres

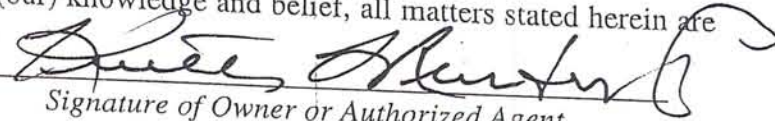
Minimum Charge - \$25.00;

Maximum Charge - \$100.00

I (We) own 0.21 acres. A sum of \$25.00 dollars is enclosed and made a part of this application.

DECLARATION

I (We) declare that, to be the best of my (our) knowledge and belief, all matters stated herein are true and correct.


Signature of Owner or Authorized Agent

November 30, 2015

Terrebonne Parish Consolidated Government
Mr. Christopher M. Pulaski
Senior Planner & Zoning Administrator

Dear Mr. Pulaski,

Enclosed please find additional information on my request for rezoning.

REASON FOR AMENDMENT

This property has two lots Zoned R-3 along its eastern side and six lots & a large tract across the street Zoned R-3. There is another one Zoned R-3 about 6 lots to the west of this one. The property to the rear of this lot is owned by Wal-Mart.

DEVELOPMENT SCHEDULE

If approved improvements would begin right away and be completed with a year.

PUBLIC NEED

There is a need for economic housing in the neighborhood.

EFFECT OF AMENDMENT

The change on zoning would not alter much the effects on the adjacent property use. There is multi-family use in three directions of this property.

Norman Street, L.L.C.
David W. Henthorn, Sole Owner

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)
MEETING OF DECEMBER 17, 2015

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., called to order the regular meeting of December 17, 2015 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:05 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mr. Alex Ostheimer.
- B. Upon Roll Call, present were: Dr. L.A. “Budd” Cloutier, Jr., Chairman; Mr. James Erny; Mrs. Gloria Foret, Secretary/Treasurer; Mr. Jeremy Kelley; Mr. Keith Kurtz; Mr. Alex Ostheimer, Vice Chairman; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call were: Mr. Ghirardi and Mr. Schouest. Also present were Mr. Christopher Pulaski, Senior Planner/Zoning Administrator, Department of Planning & Zoning, and Laddie Freeman, Legal Advisor.
- C. ACCEPTANCE OF MINUTES:
1. Mr. Erny moved, seconded by Mr. Kelley: “THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of November 19, 2015.”

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
 2. Mr. Erny moved, seconded by Mr. Kelley: “THAT the HTRPC accept the minutes, as written, for the Zoning & Land Use Commission for the regular meeting of November 19, 2015.”

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- D. Mrs. Foret moved, seconded by Mr. Kelley: “THAT the HTRPC emit payment for the December 17, 2015 invoices and approve the Treasurer’s Report of November 2015.”

The Chairman called for a vote on the motion offered by Mrs. Foret. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. Mr. Erny moved, seconded by Mr. Kelley: “THAT the HTRPC approve and accept the proposed 2016 Budget.”

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. ANNUAL ORGANIZATIONAL MEETING:
1. Mrs. Foret stated that three proposals were received to perform the 2015 audit.
 - a) Martin & Pellegrin, CPAs - \$2,900.00
Stagni & Company, LLC - \$2,500.00
T.S. Kearns & Co. - \$2,900
 - b) Discussion was held with regard to the proposals and Mr. Freeman stated the Commission didn’t have to go with the lowest quote because they were not “bids” but request for proposals.
 - c) Mr. Thibodeaux inquired about the process of acquiring the requests for proposals for which it should require more detail of what is desired as well as more detail from the Auditor as to services being provided.
 - d) Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC accept the proposal of \$2,500.00 from Stagni & Company, LLC to perform the 2015 audit.”

The Chairman called for a vote on the motion offered by Mr. Ostheimer. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

2. The Chairman stated the next item on the agenda was Election of Officers for 2016.
 - a) Mr. Erny nominated Dr. L.A. “Budd” Cloutier, Jr. to remain in the position of Chairman.
 - (1) Mr. Erny moved, seconded unanimously: “THAT the nominations for the position of Chairman be closed and Dr. L.A. “Budd” Cloutier, Jr. be elected as Chairman by acclamation.”

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
 - b) Mr. Erny nominated Mr. Alex Ostheimer to remain in the position of Vice-Chairman.
 - (1) Mr. Erny moved, seconded unanimously: “THAT the nominations for the position of Vice-Chairman be closed and Mr. Alex Ostheimer be elected as Vice-Chairman by acclamation.”

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
 - c) Mr. Erny nominated Mrs. Gloria Foret to remain in the position of Secretary/Treasurer.
 - (1) Mr. Erny moved, seconded unanimously: “THAT the nominations for the position of Secretary/Treasurer be closed and Mrs. Gloria Foret be elected as Secretary/Treasurer by acclamation.”

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

F. COMMUNICATIONS: None.

G. OLD BUSINESS:

Mr. Erny moved, seconded by Mr. Thibodeaux: “THAT Old Business items be removed from the table and be considered at this time.”

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

1. The Chairman stated the next item on the agenda under Old Business was an application by Professional Construction and Leasing, LLC requesting engineering approval for Process C, Major Subdivision, for Acadian Pointe Subdivision, Phase “A”.
 - a) Ms. Joan Schexnayder, on behalf of the Terrebonne Parish Engineering Division, read a letter dated November 19, 2015 regarding the punch list items for the development [See *ATTACHMENT A*].
 - b) The Chairman recognized a speaker card from Chris Kormann, 308 Troy Street, who expressed concerns water pressure, driveways off of Laban Avenue with no shoulder, and small width of homes/lots.
 - c) The Chairman recognized a speaker card from Howard Pye III, 214 Glynn Avenue, who expressed concerns of the proposed retention pond and dredge material, drainage, and walls of pond (levee).

- d) Mr. Arceneaux stated the dredged material would be place on the lots and to be properly drained and graded. He further answered questions raised including a fenced in pond, installation of an additional fire hydrant, subsurface drainage which will provide for additional parking, and the architectural details that were submitted for approval. He stated the pond would have no berm and have a fenced with a locked gate. He stated they would comply/resolve with all punch list items on Engineering's memo.
- e) Discussion was held with regard to the 15 lots draining to the roadside ditch on Laban that will be subsurface. Ms. Schexnayder indicated the drainage in the area will be improved.
- f) Mr. Erny moved, seconded by Mr. Thibodeaux: "THAT the HTRPC grant approval of the engineering application for Process C, Major Subdivision, for Acadian Pointe Subdivision, Phase "A" conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division's memo dated December 16, 2015 [See ATTACHMENT A]."

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

H. APPLICATIONS:

1. The Chairman called to order the Public Hearing for an application by Kelly Angelette requesting approval for Process A, Raw Land Division, Tract "A" of the Redivision of Property belonging to Polmer Brothers, Ltd.

- a) Mr. Galen Bollinger, Charles L. McDonald Land Surveyors, discussed the location and division of property. He indicated the property was being acquired as an investment and there were no immediate intentions for the property.
- b) No one was present to speak on the matter.
- c) Mr. Erny moved, seconded by Mr. Kelley: "THAT the Public Hearing be closed."

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Pulaski read a letter from the Schriever Fire Department regarding Mako Rentals which is not involved in this division. He indicated that this was a raw land division and the owner would have to come back before the Planning Commission for a Minor Subdivision prior to any proposed development on the property. He discussed the Staff Report and stated Staff would recommend conditional approval provided addresses were depicted on the plat and the appropriate signature block for the HTRPC be placed on the plat.
- e) Mr. Kurtz moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process A, Raw Land Division, Tract "A" of the Redivision of Property belonging to Polmer Brothers, Ltd. Conditioned upon addresses being depicted on the plat and the appropriate signature block for the HTRPC be placed on the plat."

The Chairman called for a vote on the motion offered by Mr. Kurtz. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

- f) The Chairman recognized Mr. Brett Chaisson, III after the vote who inquired about structures and "stuff" he and his neighbors had on this property. He was instructed to contact the Developer to settle.

2. The Chairman called to order the Public Hearing for an application by Glenn Schexnayder requesting approval for Process D, Minor Subdivision, for Tracts 12A & 12B, A Re-Subdivision of Tract 12 of the Leo Jos. Callahan Estate.

- a) Mr. Glenn Schexnayder, 142 Waterplant Road, applicant, discussed the location and division of property. He indicated he was dividing the property for his son to build a house. He discussed the property history and his request for a variance from the fire hydrant requirements due to the water line and letters from both the Fire Chief and Waterworks expressing the same.
- b) No one from the public was present to speak.
- c) Mr. Thibodeaux moved, seconded by Mr. Kelley: "THAT the Public Hearing be closed."

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend approval of the application and the variance.
- e) Discussion was held with regard to never granting variances but this case being different with letters from both Waterworks and the Fire Department indicating the water line cannot be tapped into.
- f) Mr. Kurtz moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts 12A & 12B, A Re-Subdivision of Tract 12 of the Leo Jos. Callahan Estate with a variance granted from the fire hydrant distance requirements."

The Chairman called for a vote on the motion offered by Mr. Kurtz. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, and Mr. Thibodeaux; NAYS: Mr. Ostheimer; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

3. The Chairman stated the next item on the agenda was an application by Bon Ami Estates, L.L.C. requesting engineering approval for Process C, Major Subdivision, for Bon Ami Estates.

- a) Ms. Joan Schexnayder, on behalf of the Terrebonne Parish Engineering Division, read a letter dated November 19, 2015 regarding the punch list items for the development [See *ATTACHMENT B*].
- b) Mr. Gene Milford, Milford & Associates, Inc., stated they would comply/resolve all punch list items per the Engineering Division's memo.
- c) Mr. Ostheimer moved, seconded by Mr. Erny & Mr. Kelley: "THAT the HTRPC grant engineering approval of the application for Process C, Major Subdivision, for Bon Ami Estates conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division's memo dated December 16, 2015 [See *ATTACHMENT B*]."

The Chairman called for a vote on the motion offered by Mr. Ostheimer. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

I. STAFF REPORT:

1. Mr. Thibodeaux moved, seconded by Mr. Erny: "THAT the HTRPC approve and accept the Regular Meeting Schedule of 2016."

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

2. Mr. Chris Pulaski stated that he and Mr. Freeman had not met on the legalities of the HTRPC sponsoring the upcoming conference for the Louisiana American Planning Association and the matter would be placed on the next agenda.

J. ADMINISTRATIVE APPROVALS:

Mr. Kelley moved, seconded by Mr. Ostheimer: “THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-2.”

1. Revised Tract 1, A Redivision of Property belonging to Alligator Home Improvements, Section 6, T16S-R17E, Terrebonne Parish, LA
2. Tracts A & B, A Division of Property belonging to Josephine D. Pellegrin, et al, Section 9, T20S-R17E, Terrebonne Parish, LA

The Chairman called for a vote on the motion offered by Mr. Kelley. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

K. COMMITTEE REPORTS:

1. Subdivision Regulations Review Committee: None.

L. COMMISSION COMMENTS:

1. Planning Commissioners’ Comments:
 - a) Mr. Kurtz inquired about a future involvement of an Administrative Approval and what he needed to do as a Commissioner. Mr. Freeman indicated he would have to recuse himself from voting on the matter.
2. Chairman’s Comments:
 - a) Dr. Cloutier stated it was a pleasure to serve on the Planning Commission as Chairman and he thanked everyone for a great year.

M. PUBLIC COMMENTS: None.

N. Mr. Ostheimer moved, seconded Mr. Kelley: “THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 7:14 p.m.”

The Chairman called for a vote on the motion offered by Mr. Ostheimer. THERE WAS RECORDED: YEAS: Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Ghirardi and Mr. Schouest. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

*Becky M. Becnel, Minute Clerk
Houma-Terrebonne Regional Planning Commission*



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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

December 16, 2015
3rd Review
Item No. G-1

TO: Christopher M. Pulaski
FROM: Gregory E. Bush, LTC, USA, Retired
SUBJECT: Acadian Pointe Subdivision Phase A
Review of Engineering Approval

The Engineering Division of the Terrebonne Parish Department of Public Works has reviewed the plans and calculations for the above referenced subdivision. The plans and calculations fail to comply with Parish Ordinances and Subdivision Regulations in the following areas:

1. 22-189 Letter of no objection required for road crossings.
2. The rate of runoff chart needs to be updated with the new HYDR6020 calculations.
3. 24.7.6.2.6 Does not conform to the SDDM
 - a. V.A.3 The HGL on the swale ditch profile needs to be shown.
 - b. V.A.4 The volume hydrographs and the runoff calculations are inconsistent.
 - c. V.C. Calculations for the new ditch need to be for a 25-year storm.
 - d. VII. A. Erosion control plan and SWPPP needs to be updated for subsurface drainage.

This review does not imply that this subdivision submitted complies with all other requirements of the Parish Codes. Please feel free to contact Joan Schexnayder if you have any questions or comments.

GEB/beb
Attachment

cc: Stephanie Sewall
Ernest Brown
Michelle Eschete
Brandon M. Arceneaux, P.E.
Planning Commission
Engineering Division
Reading File
Council Reading File

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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

December 17, 2015
1st Review
Item No. H-3

TO: **Christopher M. Pulaski**

FROM: **Gregory E. Bush, LTC, USA, Retired**

SUBJECT: **Bon Ami Estates
Review of Engineering Approval**

The Engineering Division of the Terrebonne Parish Department of Public Works has reviewed the plans and calculations for the above referenced subdivision. The plans and calculations fail to comply with Parish Ordinances and Subdivision Regulations in the following areas:

1. LaDOTD permit required.
2. 24.5.4.7.8 Section boundary which crosses the proposed subdivision is not shown.
3. 24.7.6.1.6 Cul-de-sacs should not have a median in the center.
4. 24.5.5.9.H Flood hazard area boundary line is not shown.
5. 24.7.1.2.1 Streets may be constructed with curb and gutter with subsurface drainage with a minimum width of twenty-seven feet measured from back-to-back of curb.
6. 24.7.6.4 Benchmarks: brass or aluminum disk located in the street near the centerline of each road intersection shown on the engineering plan.
7. 24.7.6.2.6 Does not conform to the SDDM:
 - a. V.A.2 Drainage servitude not shown between lots 10 & 11 on blocks 1 & 2.
 - b. V.A.3 Legend not shown on proposed site plan.
 - c. V.A.5 Location of all utilities need to be shown on the typical roadway section.
 - d. V.A.6 Not all lots are graded to drain to the street.
 - e. V.A.8 Burgundy is spelled incorrectly on sheets 15 & 16.
 - f. V.B.4 Inverts on Rue Bordeaux appear to be incorrect.
 - g. V.B.7 Minimum vertical distance of 6" from bottom of pavement to top of drain pipe.
 - h. V.B.11 Calculations for CB-05 required.
 - i. VII.A.4 Storm water pollution plan not provided.
8. 24.5.6.7 No approval letters received from the following:
 - a. Waterworks
 - b. Department of Health and Hospitals for water
 - c. TPCG Utilities
 - d. TPCG Pollution Control

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Bon Ami Estates
Review of Engineering Approval
GEB Memo to CP dated 12/17/15
Page 2

This review does not imply that this subdivision submitted complies with all other requirements of the Parish Codes. Please feel free to contact Joan Schexnayder if you have any questions or comments.

GEB/beb

cc: Stephanie Sewall
Ernest Brown
Michelle Eschete
F.E. Milford, III, P.E.
Planning Commission
Engineering Division
Reading File
Council Reading File