

# Houma-Terrebonne Regional Planning Commission

## Subdivision Regulations Review Committee

### Committee Members

Rachael Ellender

Barry Soudelier

[Member]

Kyle D. Faulk  
HTRPC Chairman

Christopher M. Pulaski, PLA  
Planning & Zoning Director

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**MAY 14, 2020, THURSDAY**

**3:30 P.M.**

**Planning & Zoning Conference Room  
Government Tower, 8026 Main Street, 2<sup>nd</sup> Floor, Suite 202**

### **A • G • E • N • D • A**

1. Review minutes from Meeting of August 8, 2019
2. New Business
  - a) Discussion of mobile home park regulations, establishing Minor Mobile Home park approval process similar to Minor Subdivision, Process D
  - b) Discussion and recommendation concerning Section 17-28(b) of the Parish Mobile Home Park Ordinances
3. Adjourn



P.O. BOX 6097  
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(985) 868-5050



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## TERREBONNE PARISH CONSOLIDATED GOVERNMENT

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### HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION SUBDIVISION REGULATIONS REVIEW COMMITTEE PUBLIC NOTICE

Following the Declaration of Public Health Emergency, La RS 29:766, by the Governor of the State of Louisiana, John Bel Edwards, and pursuant to Proclamations 27-JBE-2020, the Parish President for Terrebonne Parish, Gordon E. Dove, has declared a State of Emergency within Terrebonne Parish.

As per the attached Certification by Commission Chairman Kyle D. Faulk, and in accordance with Section 4 of Louisiana Executive Proclamation Number JBE 2020-30 of March 16, 2020 and the Parish President's Executive Order on Public Meetings signed March 23, 2020 at 4:50 p.m. and recorded in the Public Record on March 25, 2020 at COB 2600, page 585, Entry No. 1600720, the Houma-Terrebonne Regional Planning Commission's Subdivision Regulations Review Committee's meeting scheduled for Thursday, May 14, 2020 at 3:30 p.m. shall be conducted via Zoom tele/video conference and shall be live streamed on Terrebonne Parish Consolidated Government's Facebook page.

This meeting will not include video of the Committee sitting in the Planning & Zoning Conference Room. Committee Members, Administration, and their staff will participate remotely. When you "view" the meeting, you may or may not be able to actually see a participant, depending on the participant's account settings.

#### 1. Facebook

The Public may view the meeting over live video stream on the Terrebonne Parish Consolidated Government Facebook page. The public can access the page by searching for "Terrebonne Parish" or by typing this link into your browser:

<https://www.facebook.com/tpcg.org/>.

**The Facebook page will be used for viewing purposes only. The comments section will be disabled.** Public wishing to address the Commission will be administered through Zoom.us. Instructions are below.

#### 2. Viewing or Listening to the Meeting via Zoom

The Public may view or listen to the meeting on video webinar or teleconference conducted by Zoom. **The Webinar ID for this meeting is 951 8594 7720.** You will not be able to address the Committee during this meeting unless you follow instructions in part 3 below.

##### A. View the Meeting from a PC, Mac, Android, or iPhone device.

1. Enter this link into your browser to join the webinar:

<https://zoom.us/j/95185947720>.

2. When prompted, enter your name and email address.
3. Click "Join" or "Join Webinar."
4. The meeting should automatically download and launch.

##### B. Listen to the Meeting from any mobile or wired touchtone telephone.

1. Dial 1-301-715-8592.
2. When prompted, enter the Webinar ID 951 8594 7720.



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### 3. Public Addressing the Board

Individuals “Wishing to Address the Committee” will have to fill out a speaker card and email the card to [cpulaski@tpcg.org](mailto:cpulaski@tpcg.org) and/or [bbecnel@tpcg.org](mailto:bbecnel@tpcg.org). A speaker card is attached to this Notice. To prevent participation in the meeting by anonymous or fictitious individuals, you are required to include your name, telephone number, and email address on the card, and you are required to sign and date your card at the bottom. If you do not have printing and/or scanning technology, your typed name will suffice for an electronic signature. **Speaker cards will be accepted until 3:00 p.m. CST on the date of the meeting. Any cards submitted after deadline will not be accepted. Speaker cards submitted without the required information and signature will not be accepted.**

When the Commission staff receives your speaker card in compliance with these instructions, you will be sent an electronic invitation to join the meeting. For this reason, you will need to include a valid email address on your speaker card. **Any cards submitted without a valid email address will not be accepted.**

Individuals “Wishing to Address the Committee” will need to sign into a Zoom account to participate. To sign up for a free account, go to <https://zoom.us/signup>. To sign into your Zoom account, go to <https://zoom.us/signin>. Each individual addressing the Commission shall be limited to 3.0 minutes.

4. This meeting will be the second time the Houma-Terrebonne Regional Planning Commission uses webinar conferencing technology to conduct a public meeting. While every effort is being made to conduct a smooth and inclusive public meeting during this time of emergency, please understand that technology may not always be reliable, whether due to human error or technical error. Please offer your patience and understanding while the Committee launches and improves this new way of connecting to the people of Terrebonne Parish.



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**SPEAKER CARD**

**Meeting Date: May 14, 2020**

Please complete this card prior to the start of the meeting and email to [cpulaski@tpcg.org](mailto:cpulaski@tpcg.org) and/or [bbecnel@tpcg.org](mailto:bbecnel@tpcg.org); or fax to (985) 580-8141. If you can't use either of these options, please contact the Planning & Zoning Department Office at (985) 873-6569 or Houma-Terrebonne Regional Planning Commission at (985) 873-6793 so we can determine another option.

**If you wish to address the Committee relative to:**

- Approval of Minutes**
- Item 2(a) – Mobile Home Park Regulations, establishing Minor Mobile Home Park approval process similar to Minor Subdivision, Process D**
- Item 2(b) – Section 17-28(b), Mobile Home Park Ordinances**

**Please note before submitting speaker card.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address, Telephone Number, E-mail address, Affiliation, or Representation:

\_\_\_\_\_

\_\_\_\_\_

I wish to address the Committee regarding:

\_\_\_\_\_

\_\_\_\_\_

I certify that I am the person submitting this speaker card and that this information is true and correct to the best of my knowledge and ability.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

For more information, cancellations and updates, individuals can go to the Terrebonne Parish Consolidated Government's webpage at <http://www.tpcg.org>.

BECKY M. BECNEL, MINUTE CLERK  
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION  
(985) 873-6793

**CERTIFICATION IN ACCORDANCE WITH SECTION 4 OF LOUISIANA  
EXECUTIVE PROCLAMATION NUMBER JBE 2020-30 OF MARCH 16, 2020**

I, Kyle D. Faulk, am the Chairman of the Houma-Terrebonne Regional Planning Commission for Terrebonne Parish Consolidated Government, and I do hereby certify as follows:

1. The Houma-Terrebonne Regional Planning Commission has scheduled a Subdivision Regulations Review Committee meeting for Thursday, May 14, 2020 at 3:30 p.m.
2. The agenda for that committee meeting has been published in accordance with law.
3. I am familiar with the Declaration of Public Health Emergency issued by Louisiana Governor John Bel Edwards on March 11, 2020 and the parish-wide declaration of public emergency issued by Terrebonne Parish President Gordon E. Dove on March 12, 2020, in response to spread of novel corona virus into the state of Louisiana; and
4. I have read and am familiar with Proclamation Number JBE 2020-30 dated March 16, 2020 by Louisiana Governor John Bel Edwards which, in part, authorizes a local political subdivision to hold public meetings via teleconference or videoconference during this state of emergency in the event a written certification is issued "that it will otherwise be unable to operate due to quorum requirements."
5. I have read and am familiar with Terrebonne Parish President Gordon E. Dove's Executive Order on Public Meetings issued March 23, 2020, which suspends the two day notice requirement for Houma-Terrebonne Regional Planning Commission meetings and authorizes the Commission to conduct meetings in accordance with Louisiana Proclamation Number JBE 2020-30, Section 4 should the Houma-Terrebonne Regional Planning Commission be unable to obtain a quorum for meeting in person.
6. I have also read and am familiar with Governor Edwards's Proclamation Number 33 JBE 2020 dated March 22, 2020, which orders the citizens of Louisiana to "stay home" except for conducting essential tasks.
7. In light of these orders, I have corresponded via email and/or telephone with all members of the Houma-Terrebonne Regional Planning Commission's Subdivision Regulations Review Committee.
8. Of the four members of the Houma-Terrebonne Regional Planning Commission's Subdivision Regulations Review Committee, four members have advised that they are unable to attend in person the meeting scheduled for Thursday, May 14, 2020 at 3:30 p.m.
9. Of the four members of the Houma-Terrebonne Regional Planning Commission's Subdivision Regulations Review Committee, four members have advised me that they ARE available to attend that meeting via teleconference or video conference.
10. Therefore, the Houma-Terrebonne Regional Planning Commission's Subdivision Regulations Review Committee will be unable to operate for the meeting scheduled for Thursday, May 14, 2020 at 3:30 p.m. unless the meeting is held via teleconference or video conference.
11. Therefore, in accordance with Section 4 of Louisiana Executive Order JBE 2020-30, and in accordance with Parish President Dove's Executive Order on Public Meetings dated March 23, 2020, I certify that the meeting of the Houma-Terrebonne Regional Planning Commission's Subdivision Regulations Review Committee scheduled for Thursday, May 14, 2020 at 3:30 p.m. shall be conducted via teleconference or video conference and notice shall be published accordingly.

Certified to be true and correct on this 14<sup>th</sup> day of May 2020.

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Kyle D. Faulk, Chairman  
Houma-Terrebonne Regional Planning Commission