

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)
MEETING OF APRIL 17, 2014

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., called to order the regular meeting of April 17, 2014 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:08 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. Richard Elfert; Mr. James Erny; Mrs. Gloria Foret, Secretary/Treasurer; Mr. Jeremy Kelley; Mr. Keith Kurtz; Mr. Alex Ostheimer, Vice Chairman; Mr. Gerald Schouest; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call were: None. Also present were Mr. Patrick Gordon, Director, and Christopher Pulaski, Senior Planner, Department of Planning & Zoning and Laddie Freeman, Legal Advisor.
- C. ACCEPTANCE OF MINUTES:
1. Mr. Erny moved, seconded by Mr. Thibodeaux: “THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of March 20, 2014.”

The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
 2. Mr. Schouest moved, seconded by Mr. Erny: “THAT the HTRPC accept the minutes, as written, for the Zoning & Land Use Commission for the regular meeting of March 20, 2014.”

The Chairman called for a vote on the motion offered by Mr. Schouest. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- D. Mrs. Foret moved, seconded by Mr. Erny: “THAT the HTRPC emit payment for the April 17, 2014 invoices and approve the Treasurer’s Report of March 2014.”

The Chairman called for a vote on the motion offered by Mrs. Foret. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. COMMUNICATIONS: None.
- F. OLD BUSINESS:
- Mr. Thibodeaux moved, seconded by Mr. Erny: “THAT the HTRPC removed the Old Business from the table to be considered.”

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Erny, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. The Chairman stated the next item on the agenda under Old Business was an application by Ber Boys, LLC requesting approval for Process D, Minor Subdivision for Tracts 2-A, 2-B, & 2-C, Property belonging to Ber Boys, LLC.
 - a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, stated the concerns from the previous meeting have been addressed to include a fire hydrant installed, drainage calculations submitted and approved, and addresses depicted on the plat.
 - b) Mr. Gordon discussed the Staff Report and stated Staff would recommend approval.
 - c) Mr. Ostheimer moved, seconded by Mr. Kelley: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts 2-A, 2-B, & 2-C, Property belonging to Ber Boys, LLC.

- d) Discussion was held with regard to the Engineering letters be more specific confirming that no infrastructure is required rather than only stating the plans conform.
- e) Ms. Schexnayder stated if infrastructure was needed, it would be stated as a condition on the letter.

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

G. APPLICATIONS:

1. The Chairman called to order the Public Hearing for an application by Morris A. Lottinger, Jr., et al requesting approval for Process D, Minor Subdivision for the Division of Property, Tract A and Tract B of the former Harry Hellier Estate.

- a) Ms. Amber Hebert, T. Baker Smith, LLC, discussed the location and division of property.
- b) No one from the public was present to speak.
- c) Mr. Erny moved, seconded by Mr. Schouest: "THAT the Public Hearing be closed."

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

- d) Mr. Gordon stated he served on the board for Hope Extreme, the entity purchasing the proposed property and that he would pass on the Staff Recommendation to Mr. Chris Pulaski and he would refrain from all discussion concerning the matter.
- e) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided addressing was depicted on the plat.
- f) Mr. Erny moved, seconded by Mr. Kurtz: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Division of Property, Tract A and Tract B of the former Harry Hellier Estate conditioned upon addressing being depicted on the plat."

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

2. The Chairman stated the next item on the agenda was an application by T.B. Prospects, LLC requesting engineering approval for Process C, Major Subdivision for Ardoyne Crossing Subdivision, Phase A.

- a) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo dated April 17, 2014 with regard to the punch list items for the development [See ATTACHMENT A].
- b) Mr. Terral Martin, Providence/GSE Associates, LLC, stated they would comply/resolve all punch list items.
- c) Discussion was held with regard to the temporary turn-around and when they expected the next phase to begin due to the turn-arounds becoming troublesome for the Public Works Department.
- d) Mr. Erny moved, seconded by Mr. Schouest: "THAT the HTRPC grant engineering approval for Process C, Major Subdivision, for Ardoyne Crossing Subdivision, Phase A per Staff."
- e) Discussion was held with regard to turn-arounds being too small for emergency vehicles and buses, residential lots fronting Bull Run Road, and the Engineer indicating at the Final Stage when the next phase would be submitted.
- f) Discussion ensued with regard to the motion not indicating that the Developer would comply with the punch list.

- g) *Motion as amended.* Mr. Erny moved, seconded by Mr. Schouest: “THAT the HTRPC grant engineering approval for Process C, Major Subdivision, for Ardoyne Crossing Subdivision, Phase A conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division’s memo dated April 17, 2014 [See *ATTACHMENT A*].”

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

3. The Chairman stated the next item on the agenda was an application by Houma-Terrebonne Airport Commission requesting final approval for Process C, Major Subdivision, for Safety Road (Extension).

- a) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo dated April 17, 2014 with regard to the punch list items for the development [See *ATTACHMENT B*].
- b) Mr. Brandon Arceneaux, David A. Waitz Engineering & Surveying, Inc., stated they would resolve/comply with all items on the punch list and would need 60 days for completion.
- c) Mr. Ostheimer moved, seconded by Mrs. Foret: “THAT the HTRPC grant final approval for Process C, Major Subdivision, for Safety Road (Extension) conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division’s memo dated April 17, 2014 [See *ATTACHMENT B*].”
- d) Discussion was held with regard to there being no road lighting but lighting would come from the downward glow from buildings along the road.

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

H. STAFF REPORT:

1. The Chairman commended Staff on the 2013 Annual Report.

- a) Mr. Erny moved, seconded by Mr. Ostheimer: “THAT the HTRPC accept and ratify the 2013 HTRPC Annual Report as presented.”

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

I. ADMINISTRATIVE APPROVALS:

Mr. Erny moved, seconded by Mr. Kurtz: “THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-3.”

1. Revised Lots 5 & 6, Redivision of Lots 5 & 6 of Block 5, Addendum No. 1 to Clark Estates, Section 102, T17S-R17E, Terrebonne Parish, LA
2. Revised Lot 2-J, Trinity Commercial Park, Property of Annie 1, LLC, Section 4, T16S-R17E, Terrebonne Parish, LA
3. Revised Lots 9, 10, & 11 of Block 6, A Redivision of Lots 9, 10, 11, & 12 of Block 6, Capital Commercial Development, Phase 4A, Property belonging to Terre South Investments, Inc., Section 84, T17S-R17E, Terrebonne Parish, LA

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

J. COMMITTEE REPORTS:

1. Subdivision Regulations Review Committee:

- a) Mr. Gordon stated there was no quorum at the previous meeting but all representatives from the Planning Department and Planning Commission were there.

K. COMMISSION COMMENTS:

1. Planning Commissioners' Comments: None.

2. Chairman's Comments:

- a) The Chairman thanked the Commission for coming to the meeting despite it being Holy Thursday.

L. PUBLIC COMMENTS: None.

M. Mr. Erny moved, seconded by Mr. Thibodeaux: "THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 6:48 p.m."

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

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

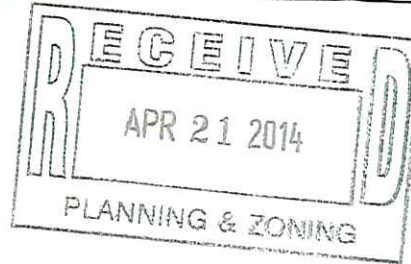


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TERREBONNE PARISH CONSOLIDATED GOVERNMENT



April 17, 2014
1st Review
Item G-2

TO: **Pat Gordon**

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

SUBJECT: **Ardoyne Crossing 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. 24.5.4.7.2 Name of developer is inconsistent throughout.
2. 24.5.4.7.6 Street name designations need to be verified with 911. "Courts" are reserved for private streets.
3. 24.5.4.7.6 Block numbers are not provided for all blocks.
4. 24.7.1.5 If subdivision involves new street construction, no primary access is an arterial, major or collector street. Subdivision was approved at Conceptual and Preliminary with this layout.
5. 24.5.4.8 Existing contours at one foot intervals or less are not shown on the final drainage plan.
6. 24.7.6.2.6 Does not conform to the SDDM:
 - a. V.A.3 Points of vertical intersection are not shown on the plan/profile.
 - b. V.A.3 All drain pipes on the plan/profile should be labeled with the size and type.
 - c. V.A.3 Pipe sizes shown are inconsistent.
 - d. V.A.8 Plan sheet showing cross section locations should be provided.
 - e. V.B.5 Maximum spacing between manholes or catchbasins exceeds 250 ft.
 - f. VI.A.18 Right of way should be to discharge point at the end of the system.
 - g. VI.A.14 Developer shall provide methods, procedures and guarantees that pond will be perpetually maintained so as to function as designed and not result in nuisances or health hazards.
 - h. VII. Since this development will result in disturbance of more than 5 acres a LAR100000 permit and a NOI need to be submitted to LaDEQ. TPCG-ED should receive a copy prior to construction.
 - i. VIII. Letter of no objection required for work in the parish right-of-way.
 - j. Profile of outfall ditch should be provided.

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Ardoyne Crossing Subdivision, Phase A
Review of Engineering Approval
GEB Memo to PG dated 4/17/2014
Page 2

7. Culvert sizes for lots along Bull Run Road are not shown on the plat.
8. 24.5.4.6.7 Approval letters should be provided from the following utilities:
 - a. Waterworks
 - b. Gas Utility
 - c. Department of Health and Hospitals
 - d. Pollution Control
 - e. Electric Utility
9. 24.7.5.2 Approval from TPCG Utilities for street lights should be provided.
10. 24.7.5.2 Light spacing along Bull Run Road is greater than the 300 ft maximum by 290 ft.

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

GEB/jes

Attachment

cc: Tom Bourg
Bryan M. Breaud, P.E.
Planning Commission
Engineering Division
Reading File
Council Reading File



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TERREBONNE PARISH CONSOLIDATED GOVERNMENT



April 17, 2014
Item No. G-3

TO: **Pat Gordon**

FROM: **Gregory E. Bush, LTC, USA, Retired**
Director of Public Works

SUBJECT: **Safety Road Extension**
Final Inspection

A final inspection of the above referenced subdivision was held by representatives of the Department of Public Works. The following punch list items remain and need to be addressed:

1. Catchbasin near the old section of roadway is approximately 3 inches higher than the shoulder; additional limestone needs to be placed to prevent tire damage.
2. Exposed gas line in the roadside ditch needs to be lowered.
3. Street signs needs to be installed.
4. Current standard signature block for approval by the planning commission is not on the plat.
5. All property surveyed within Terrebonne Parish shall tie to one of the following:
 - a. If the property is located within a two thousand foot radius of a National Geodetic Survey Monument or a Terrebonne Parish GIS monument, the survey plat shall show the state plane coordinate of a least two points within the subdivision.
 - b. If the property is located outside of the two thousand foot radius as specified above, but within a four thousand foot radius of any state, parish or municipal road intersection, the survey plat shall show at least two ties, with bearings and approximate distances.

This review does not imply that the drainage plan, or any other building plan, submitted for this project complies with all other requirements of the Parish Codes. Please feel free to contact Joan Schexnayder at 873-6720 if you have any questions or comments.

cc: Planning Commission
Brandon M. Arceneaux, P.E.
Tom Bourg
Engineering Division
Reading File
Council Reading File

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