

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)
MEETING OF FEBRUARY 20, 2014

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., called to order the regular meeting of February 20, 2014 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:11 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. 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 was: None. Also present were Mr. Patrick Gordon, Director, Department of Planning & Zoning and Laddie Freeman, Legal Advisor.
- C. ACCEPTANCE OF MINUTES:
1. Mr. Kelley moved, seconded by Mr. Kurtz: “THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of January 16, 2014.”

The Chairman called for a vote on the motion offered by Mr. Kelley. 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. Kelley moved, seconded by Mr. Kurtz: “THAT the HTRPC accept the minutes, as written, for the Zoning & Land Use Commission for the regular meeting of January 16, 2014.”

The Chairman called for a vote on the motion offered by Mr. Kelley. 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 February 20, 2014 invoices and approve the Treasurer’s Report of January 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. PLANNING:
1. Planning Commissioners’ Comments: None.
 2. Administration’s Comments: None.
 3. Chairman’s Comments:
 - a) The Chairman stated he was pleased with the drainage improvements happening in older subdivisions.
- F. COMMUNICATIONS:
1. Mr. Gordon read a letter from Charles L. McDonald Land Surveyor, Inc.’s office dated February 20, 2014 requesting to table Item G.3 until all requirements are met [See *ATTACHMENT A*].

Mr. Kelley moved, seconded by Mr. Kurtz: “THAT the HTRPC remove all old business matters from the table to be considered.”

The Chairman called for a vote on the motion offered by Mr. Kelley. 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. OLD BUSINESS:

1. The Chairman stated the next item under Old Business was an application by Dove Development & Land, LLC requesting approval for a Process D, Minor Subdivision for Tracts 1-A thru 1-D, Property belonging to Dove Development & Land, LLC.
 - a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property and stated all previous issues have been resolved.
 - b) Mr. Gordon discussed the Staff Report and stated Staff would recommend approval.
 - c) Mr. Schouest moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of Process D, Minor Subdivision, for Tracts 1-A thru 1-D, Property belonging to Dove Development & Land, LLC."

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.

2. The Chairman stated the next item under Old Business was an application by Bennett Porche requesting approval for a Process D, Minor Subdivision for Lot 3A & 3B, A Redivision of Lot 3, Block 1, Belanger Park Subdivision.
 - a) Mr. Kim Knight, T. Baker Smith, LLC, discussed the location and division of property and stated all previous issues have been resolved. He stated the Developer had no current plans to develop anything on the vacant lot.
 - b) Mr. Gordon discussed the Staff Report and stated Staff would recommend conditional approval provided 911 addressing was depicted on the plat.
 - c) Mr. Elfert moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of Process D, Minor Subdivision, for Lot 3A & 3B, A Redivision of Lot 3, Block 1, Belanger Park Subdivision conditioned 911 addressing is depicted on the plat."

The Chairman called for a vote on the motion offered by Mr. Elfert. 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.

3. The Chairman stated the next item under Old Business was an application by Al & Denise Marmande requesting approval for a Process D, Minor Subdivision, for the Redivision of Property belonging to Al's Shrimp Company, LLC (Tracts 1-6).
 - a) Ms. Alisa Champagne stated, as per the letter submitted, she wished to table the matter indefinitely and they waived the right and/or requirement to have the application approved within 60 days as per state and local laws, and they consented to the extension of such period.
 - b) Mr. Schouest moved, seconded by Mr. Kurtz: "THAT the HTRPC table the application for a Process D, Minor Subdivision, for the Redivision of Property belonging to Al's Shrimp Company, LLC (Tracts 1-6) indefinitely as per the Developer's request [See ATTACHMENT A]."

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.

H. APPLICATIONS:

1. The Chairman called to order the Public Hearing for an application by Clark E. Mackey requesting approval for Process D, Minor Subdivision for Tracts 1 thru 5, A Division of Property belonging to Clark E. Mackey Trust, et al.
 - a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property. He stated, after the Public Hearing, he would request the matter be tabled until all issues were resolved and he waived the right and/or requirement to have the application approved within 60 days as per state and local laws, and he consented to the extension of such period.
 - b) No one from the public was present to speak.

- c) Mr. Thibodeaux moved, seconded by Mr. Erny: “THAT the Public Hearing be closed.”

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 PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff would recommend the matter be tabled until additional fire hydrants are installed, drainage calculations are submitted and approved by the Terrebonne Parish Engineering Division, a drainage plan is illustrated on the plat, and addressing is depicted on each lot.
- e) The Chairman stated he spoke to Councilwoman Beryl Amedée and she had no issues with this request.
- f) Mr. Kelley moved, seconded by Mr. Schouest & Mr. Erny: “THAT the HTRPC table the application for Process D, Minor Subdivision for Tracts 1 thru 5, A Division of Property belonging to Clark E. Mackey Trust, et al indefinitely as per the Developer’s request.”

The Chairman called for a vote on the motion offered by Mr. Kelley. 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 called to order the Public Hearing for an application by S & A Capital Investments, LLC requesting conceptual and preliminary approval for Process C, Major Subdivision for Hillcrest Estates.

- a) Mr. Gene Milford, Milford & Associates, Inc., discussed the location and division of property.
- b) No one from the public was present to speak.
- c) Mr. Thibodeaux moved, seconded by Mr. Erny: “THAT the Public Hearing be closed.”

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 PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff would recommend approval provided addressing was depicted on the plat, an approval letter from the Board of Health, and an approval letter from Waterworks.
- e) The Chairman stated he received a call from Councilwoman Beryl Amedée and she had no issues with this request.
- f) Mr. Ostheimer moved, seconded by Mr. Elfert: “THAT the HTRPC grant conceptual and preliminary approval of Process C, Major Subdivision for Hillcrest Estates.”
- g) Discussion was held with regard to the development having private community sewer.

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.

- 3. The Chairman called to order the Public Hearing for an application by Terrebonne Land Partnership requesting conceptual and preliminary approval for Process C, Major Subdivision, for Valhi Commercial Park.

- a) Mr. Gene Milford, Milford & Associates, Inc., discussed the location and division of property.
- b) No one from the public was present to speak.

- 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. 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 discussed the Staff Report and stated Staff would recommend approval.
- e) Discussion was held with regard to zoning and the commercially-zoned buffer provided between the light industrial and the residential.
- f) Mr. Erny moved, seconded by Mr. Ostheimer: “THAT the HTRPC grant conceptual and preliminary approval of Process C, Major Subdivision, for Valhi Commercial Park.”
- g) Discussion was held with regard to zoning and Mr. Gordon clarified the uses in light industrial versus heavy industrial.

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.

- 4. The Chairman called to order the Public Hearing for an application by Solid Rock, LLC requesting approval for Process D, Minor Subdivision for Lots “8-1” & “8-2” and Revised Lot 7, Also Southern Portion of Lot 6, A Redivision of Lots 7 & 8, Block 12 of the Town of Houma.

- a) Mr. Prosper Toups, III, Prosper Toups Land Surveying, LLC, discussed the location and division of property.
- b) No one from the public was present to speak on the matter.
- 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 PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff would recommend conditional approval provided the variance is granted from the minimum lot size requirement drainage and conditioned drainage calculations are submitted and approved by the Terrebonne Parish Engineering Division, and a drainage plan and arrows are depicted on the plat. He further stated that since this was in old Houma, maybe the Commission would like to grant a variance from the drainage calculations as done historically.
- e) Discussion was held with regard to drainage calculations and no reason as to require in an existing area that is completely built up in the older part of the parish and has pre-existing conditions.
- f) Mr. Kelley moved, seconded by Mrs. Foret & Mr. Erny: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for Lots “8-1” & “8-2” and Revised Lot 7, Also Southern Portion of Lot 6, A Redivision of Lots 7 & 8, Block 12 of the Town of Houma with variances granted from the minimum lot size requirement and from drainage calculations because of pre-existing conditions in the older part of Houma.”
- g) Discussion was held with regard to the existing homes and no plans to condemn, etc. Mr. Toups stated the homes were being renovated in order to sell.
- h) Mr. Freeman requested the motion be clarified to add the conditions per Staff as well as the variances if so desired.

- i) *Motion as amended.* Mr. Kelley moved, seconded by Mrs. Foret & Mr. Erny: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for Lots “8-1” & “8-2” and Revised Lot 7, Also Southern Portion of Lot 6, A Redivision of Lots 7 & 8, Block 12 of the Town of Houma with variances granted from the minimum lot size requirement and from drainage calculations because of pre-existing conditions in the older part of Houma and conditioned upon a drainage plan and drainage arrows be depicted on the plat.”
- j) Discussion was held with regard to consistency in the older parts of Houma. Discussion ensued with regard to if one of the homes were to catch fire; it could be rebuilt as long as it was less than 85% damaged.

The Chairman called for a vote on the amended motion offered by Mr. Kelley. 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.

- 5. The Chairman called to order the Public Hearing for an application by Wayne Mayon requesting approval for Process D, Minor Subdivision for the Redivision of Property belonging to Wayne A. Mayon and Tracy Lynn Gary Mayon.

- a) Ms. Alisa Champagne, Charles L. McDonald Land Surveyors, discussed the location and division of property.
- b) No one from the public was present to speak on the matter.
- c) Mr. Thibodeaux moved, seconded by Mr. Erny: “THAT the Public Hearing be closed.”

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 PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff would recommend tabling the item until drainage calculations are submitted and approved by the Terrebonne Parish Engineering Division, natural ground elevations are depicted on the plat, addressing is assigned to each lot, and a letter of compliance is received from the Board of Health.
- e) Discussion was held with regard to the drainage and Mr. Gordon stated they are requiring all developments to have drainage calculations.
- f) Mr. Erny moved, seconded by Mr. Thibodeaux: “THAT the HTRPC table the application for Process D, Minor Subdivision for the Redivision of Property belonging to Wayne A. Mayon and Tracy Lynn Gary Mayon until the next regular meeting of March 20, 2014.”
- g) Discussion was held with regard to tabling items when there is infrastructure to be installed which could result from drainage calculations. Discussion ensued with regard to the opportunity to apply for a Process C should the applicant want to know if something will get approved before building.

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. Schouest, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier & Mr. Ostheimer; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

- 6. The Chairman called to order the Public Hearing for an application by Margaret M. Shaffer requesting approval for Process D, Minor Subdivision for the Redivision of Property belonging to Margaret Minor Shaffer.

Mr. Kurtz recused himself from this matter because he was notified as an adjacent property owner.

- a) Ms. Alisa Champagne, Charles L. McDonald Land Surveyors, discussed the location and division of property. She stated a fire hydrant needed to be installed.
- b) No one from the public was present to speak on the matter.

- c) Mr. Thibodeaux moved, seconded by Mr. Erny: “THAT the Public Hearing be closed.”

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. Ostheimer, Mr. Schouest, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier & Mr. Kurtz; ABSENT: None. THE CHAIRMAN DECLARED PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff would recommend tabling the item until a fire hydrant is installed and addressing was depicted on the plat.
- e) Mr. Schouest moved, seconded by Mr. Thibodeaux: “THAT the HTRPC table the application for Process D, Minor Subdivision for the Redivision of Property belonging to Margaret Minor Shaffer until the next regular meeting of March 20, 2014.”
- f) The Chairman stated correspondence received from Dr. Eugene St. Martin would be placed in the file.
- g) Ms. Champagne stated the Developer requested the matter be tabled indefinitely and they waived the right and/or requirement to have the application approved within 60 days as per state and local laws, and they consented to the extension of such period.
- h) *Motion as amended:* Mr. Schouest moved, seconded by Mr. Thibodeaux: “THAT the HTRPC table the application for Process D, Minor Subdivision for the Redivision of Property belonging to Margaret Minor Shaffer indefinitely as per the Developer’s request.”

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

- 7. The Chairman called to order the Public Hearing for an application by Mark Oswald Operations, LLC requesting approval for Process D, Minor Subdivision for the Redivision of Tract “D” of the Redivision of Property of D-M Realty Co., Inc.

- a) Ms. Alisa Champagne, Charles L. McDonald Land Surveyors, discussed the location and division of property.
- b) No one from the public was present to speak on the matter.
- c) Mr. Thibodeaux moved, seconded by Mr. Erny: “THAT the Public Hearing be closed.”

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 PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff would recommend conditional approval provided addresses were depicted on the plat, a drainage plan and drainage arrows were depicted on the plat, and natural ground elevations were illustrated on each lot. He stated he had received a letter from the Engineering Division approving drainage calculations.
- e) Mr. Schouest indicated an error on the plat depicting Lot D-2 on both lots and that it is corrected to Lot D-1 and Lot D-2.
- f) Mr. Schouest moved, seconded by Mr. Erny: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Redivision of Redivision of Tract “D” of the Redivision of Property of D-M Realty Co., Inc. conditioned addresses were depicted on the plat, a drainage plan and drainage arrows were depicted on the plat, natural ground elevations are illustrated on each lot, and revise the plat to properly designate Lots D-1 and D-2.”
- g) The Chairman stated he received a call from Councilwoman Beryl Amedée and she had no issues with this request.

- h) Mr. Gordon discussed minor subdivisions versus re-subdivisions and requirements for drainage calculations.

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.

- 8. The Chairman stated the next item on the agenda was an application by Savanne Road Carwash, LLC requesting engineering approval for Process C, Major Subdivision, for Crescent Place Subdivision.

Mr. Erny recused himself from this matter.

- a) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo dated February 20, 2014 with regard to the punch list items for the development [See *ATTACHMENT B*].
- b) Mr. David Waitz, David A. Waitz Engineering and Surveying, Inc., requested a variance for Item 9.e for lots 18-24 due to the large right-of-way in the rear and for Item 9.L for the fence and gate due to the pond being a recreational amenity. He stated they would resolve/comply with all remaining items on the punch list.
- c) Mr. Thibodeaux moved, seconded by Mr. Ostheimer: “THAT the HTRPC grant engineering approval for Process C, Major Subdivision, for Crescent Place Subdivision with variances granted for punch list Item 9.e and 9.l and conditioned upon the Developer complying/resolving all remaining punch list items per the Terrebonne Parish Engineering Division’s memo dated February 20, 2014 [See *ATTACHMENT B*].”
- d) Discussion was held with regard to the pond and maintenance and responsibility of the same. Discussion ensued with regard to there being a right-of-way around the perimeter of the pond should drainage be an issue and taken care of by the Parish. It was determined that the lot owners would be responsible for the maintenance of the pond in their rear yard.
- e) Discussion ensued with regard to adding verbiage on the plat indicating that the pond will be maintained by the lot owners.
- f) Discussion ensued with regard to private versus public ponds, maintenance, liability, etc.
- g) Mr. Waitz stated he would add the verbiage to the plat and have Mr. Gordon and/or Mr. Freeman review.
- h) *Motion as amended:* Mr. Thibodeaux moved, seconded by Mr. Ostheimer: “THAT the HTRPC grant engineering approval for Process C, Major Subdivision, for Crescent Place Subdivision with variances granted for punch list Item 9.e and 9.l, conditioned upon the Developer complying/resolving all remaining punch list items per the Terrebonne Parish Engineering Division’s memo dated February 20, 2014 [See *ATTACHMENT B*], and add verbiage to the plat indicating the lot owners’ responsibility to maintain the pond.”

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

- 9. The Chairman stated the next item on the agenda was an application by CitiPlace, LLC requesting final approval for Process C, Major Subdivision, for Williamsburg Subdivision.

- a) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo dated February 20, 2014 with regard to the punch list items for the development [See *ATTACHMENT C*].
- b) Discussion was held with regard to Item 6 to remove the stumps from the pond and cutting the stumps even with the pond would suffice.
- c) Mr. David Waitz, David A. Waitz Engineering and Surveying, Inc., stated they would comply/resolve all of the items on the punch list within 60 days.

- d) Mr. Kelley moved, seconded by Mr. Thibodeaux: “THAT the HTRPC grant final approval for Process C, Major Subdivision, for Williamsburg Subdivision conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division’s memo dated February 20, 2014 and be allowed 60 days for completion [See *ATTACHMENT C*].”
- e) The Chairman called for a vote on the amended motion offered by Mr. Kelley. 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.

I. STAFF REPORT:

- 1. Mr. Gordon encouraged attendance to the National Planning Conference to be held April 26-30, 2014 in Atlanta, Georgia. Authorization to send up to four people was previously approved by the Commission. He stated he would not be attending, nor would Mr. Pulaski be attending.
- 2. Mr. Gordon stated that they received an award at the Louisiana Planning Conference for the 2014 Great Places in Louisiana: Neighborhood, Downtown Houma.

J. ADMINISTRATIVE APPROVALS:

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

- 1. Tracts "A" and "B" of Property belonging to Jacque F. Mire, Jr., Section 114, T15S-R16E, Terrebonne Parish, LA
- 2. Parcel 1 and Revised Lot 1, Block 1 of Maurice Place Subdivision, Section 105, 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, Mr. Schouest, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

I. COMMITTEE REPORTS:

- 1. Subdivision Regulations Review Committee:

- a) Public Hearing:

- (1) The Chairman called to order the Public Hearing for the discussion and possible action with regard to the Proposed Mobile Home Park Regulations.
- (2) Mr. Gordon gave an overview of the proposed mobile home park regulations. He stated he had a few minor changes to make before finalizing the draft to be submitted. He requested to hold the Public Hearing and authorization to send it forward to the Parish Council who would more than likely sent it to their Subdivision Regulations Review Committee.
- (3) The Chairman recognized Mr. Tom Wilson, 303 Merrill Drive, who discussed his concerns (maintenance, roadways, violations, setbacks, non-compliant uses) with the proposed regulations.
- (4) 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. 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.

- (5) Mr. Erny moved, seconded by Mr. Kelley: “THAT the HTRPC approve the proposed mobile home park regulations with minor additions by Administration and forward to the Parish Council for their consideration.”

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.

L. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:

- a) Mr. Ostheimer discussed fire hydrants and infrastructure with regard to conditioning or tabling matters. He questioned drainage falling into that category. Discussion ensued with regard to drainage calculations findings lead to installation of infrastructure and therefore tabling those matters until complete.

2. Chairman's Comments:

- a) The Chairman expressed gratitude for Administration's work on matters dealing with infrastructure, approvals, and minor subdivisions versus re-subdivisions.
- b) Discussion was held with regard to the older areas of Houma and the requirements of drainage calculations and looking into changing the guidelines when variances seem to be granted over and over.

M. PUBLIC COMMENTS: None.

N. Mr. Erny moved, seconded by Mr. Schouest: "THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 8:24 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*

Charles L. McDonald
Land Surveyor, Inc.
P O Box 1390
Gray, Louisiana 70359
Tele: (985) 876-4412 Fax: (985) 876-4806

Charles L. McDonald, PLS

Galen F. Bollinger, PLS

February 20, 2014

Houma Terrebonne Regional Planning Commission
Attn: Becky Becnel
P O Box 1446
Houma, LA 70361

Re: Redivision of Property belonging to Al's Shrimp Company, L.L.C.,
Located in Section 26, T19S-R16E, Terrebonne Parish, Louisiana

Dear Becky:

I'm requesting that the above referenced item on tonight's Planning Commission agenda be **tabled** indefinitely until all requirements are met/obtained.

The applicant waives the right and/or requirement to have the application approved within 60 days as per state and local laws, and consents to the extension of such period.

Feel free to call me if you have any questions.

Sincerely,



Alisa Champagne,
(agent for Al Marmande, Al's Shrimp Company, L.L.C.)



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P. O. BOX 2768
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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

February 20, 2014
1st Review
Item H-8

TO: **Pat Gordon**

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

SUBJECT: **Crescent Place Subdivision
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 not shown on the plat.
2. 24.5.4.7.2 The name of the developer on the plans does not match the name on the application.
3. 24.5.4.7.8 Section lines which cross the proposed subdivision are not shown on the plat.
4. 24.5.3.3 Specifications were not provided.
5. 24.7.6.1.7 Street Name signs should be placed at the intersection of Compton Place and Godchaux Drive.
6. 24.7.6.1.7 Stop sign should be placed at the intersection of Compton Place and Godchaux Drive.
7. 24.7.6.1.7 Dead end marker should be placed at the end of Compton Place.
8. 24.7.6.1.10 Standard plans CP-01 and MC-01 are out of date.
9. 24.7.6.2.6 Does not conform to the SDDM:
 - a. V.A.3 Finished centerline slopes are not shown on the plan/profile to be able to determine if it meets the minimum of 0.35%.
 - b. V.A.3 Points of vertical intersection are not shown on the plan/profile.
 - c. V.A.3 Dimensions of all servitudes not shown on the plan/profile.
 - d. V.A.3 Legend not provided on the plan/profile.
 - e. V.A.6 All lots are not graded to drain to the street or major drainage artery. The HTRPC can allow a portion to drain to the rear if drainage to the rear is to be dedicated; however, the percentage may not exceed 60%. The percentage of the lots which drain to the rear is 74% and the size of the drainage culverts has not exceeded 36".
 - f. V.A.8 Cross section at 100' intervals not provided.
 - g. V.A.8 Plan sheet showing cross section locations should be provided.

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- h. V.B.2 Culverts having a diameter less than 48" shall have a 50 year service life.
- i. V.D.11 Width of flooding is not less than 8 feet.
- j. VI.A.4,25 The design volume of detention facility is not shown on the plans.
- k. VI.A.18 Right of way should be shown on the pond cross-section showing a minimum right-of-way of 15' to allow access.
- l. VI.A.24 Ponds that are deeper than four feet shall require a protective fencing and a locked gate unless they are considered a recreational amenity as specified by State law and approved by the Planning Commission.
- m. VI.A.27 Written restriction stating that no structure, fill or obstructions shall be located within any drainage easement or delineated flood plain should be on the plat.
- n. 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.
- o. VIII. Letter of no objection required for work in the parish right-of-way.
- p. 18" SPD for lots 4 and 5 should tie into catchbasin #1 instead of #3.
- 10. 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. Electric Utility
- 11. 24.7.5.2 Approval from TPCG Utilities for street lights should be provided.
- 12. 24.7.6.4 No description for the benchmarks provided on plat.

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
Philip Liner
David A. Waitz, P.E.
Planning Commission
Engineering Division
Reading File
Council Reading File



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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

February 20, 2014
Item No. H-9

TO: **Pat Gordon**

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

SUBJECT: **Williamsburg Subdivision Phase A**
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. Install dead end markers.
2. Install street name signs.
3. 24.7.5.6 No approval letter from Waterworks.
4. No approval letter from Pollution Control.
5. Replaced panel needs to be sealed.
6. Remove stumps from pond.
7. Datum and date of benchmark should be shown on the plat.
8. Benchmarks should be stamped with the date set.
9. Finish grading lots.
10. Remove debris from the end of Rue Reece.
11. Place fill around the street sign posts.

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
Philip Liner
Engineering Division
Reading File
Council Reading File

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