

MINUTES

HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)

MEETING OF JULY 17, 2014

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., called to order the regular meeting of July 17, 2014 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:15 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mr. Wayne Thibodeaux.
- 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. Kelley: “THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of June 19, 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. 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 June 19, 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.
- D. Mrs. Foret moved, seconded by Mr. Kelley: “THAT the HTRPC emit payment for the July 17, 2014 invoices and approve the Treasurer’s Report of June 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:
1. Mr. Gordon read a letter dated July 10, 2014 requesting to withdraw Item F.3 from the agenda with regard to Tracts 1 thru 5, A Division of Property belonging to Clark E. Mackey Trust, et al [See *ATTACHMENT A*].
 - a) Mr. Erny moved, seconded by Mr. Schouest: “THAT the HTRPC table item F.3 with regard to Tract 1 thru 5, A Division of Property belonging to Clark E. Mackey Trust, et al indefinitely as per the Developer’s request [See *ATTACHMENT A*].
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. Gordon read a letter dated July 17, 2014 requesting to withdraw Item G.5 from the agenda with regard to the engineering application for Trinity Commercial Park, Addendum No. 2, Phase A & B and place the matter on the agenda for the meeting of August 21, 2014 [See *ATTACHMENT B*].
 - a) Mr. Erny moved, seconded by Mr. Schouest: “THAT the HTRPC table item G.5 with regard to the engineering application for Trinity Commercial Park, Addendum No. 2, Phase A & B until the next regular meeting of August 21, 2014 as per the Developer’s request [See *ATTACHMENT B*].

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.

3. Mr. Gordon read a letter dated July 17, 2014 requesting to withdraw Item G.4 from the agenda with regard to the conceptual and preliminary application for Palm Gardens Subdivision, Phase C and place the matter on the agenda for the meeting of August 21, 2014 [See *ATTACHMENT C*].

- a) Mr. Erny moved, seconded by Mr. Kelley: “THAT the HTRPC table item G.4 with regard to the conceptual & preliminary application for Palm Gardens Subdivision, Phase C until the next regular meeting of August 21, 2014 as per the Developer’s request [See *ATTACHMENT C*].

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.

F. OLD BUSINESS:

Mr. Erny moved, seconded by Mr. Kelley: “THAT the HTRPC remove all Old Business items from the table to be considered.”

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.

1. The Chairman stated the next item on the agenda under Old Business was an application by LeGrace Properties, LLC requesting approval for Process A, Re-Subdivision for Revised Tracts 3-A and 3-B, A Redivision of Tract 3 in Houma Development Tract 1 and Lot 3, Addendum No. 1 to Professional Plaza belonging to LeGrace Properties, LLC.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, stated this matter had been before the Planning Commission many times but believes they finally have things in order with the exception of a servitude line that has to be moved and widened.
- b) Mr. Gordon discussed the Staff Report and stated many previous conditions have been met and the only one remaining is the replacement right-of-way along the bayou needs to be shown on the plat.
- c) Discussion was held with regard to infrastructure improvements which have already been done and that this is one of the first Process D applications to be inspected as per the previous request by the Planning Commission.
- d) Mr. Ostheimer moved, seconded by Mr. Schouest: “THAT the HTRPC grant approval of the application for Process A, Re-Subdivision, for Revised Tracts 3-A and 3-B, A Redivision of Tract 3 in Houma Development Tract 1 and Lot 3, Addendum No. 1 to Professional Plaza belonging to LeGrace Properties, LLC conditioned upon the replacement right-of-way along the bayou is shown on the plat per the Terrebonne Parish Engineering Division’s memo dated July 17, 2014 [See *ATTACHMENT D*].”
- e) Discussion was held with regard to the engineering analysis not having an impact on the system and moving these types of applications that need infrastructure improvements to a Process C.

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.

2. The Chairman stated the next item on the agenda under Old Business was an application by Al & Denise Marmande requesting approval for Process D, Minor Subdivision for the Redivision of Property belonging to Al’s Shrimp Co., LLC (Tracts 1-6).

- a) Mr. Galen Bollinger, Charles L. McDonald Land Surveyors, stated this matter had been before the Planning Commission with some conditions to install a fire hydrant which has been done.

- b) Mr. Gordon discussed the Staff Report and stated all conditions have been met and Staff would recommend approval.
- c) Mr. Thibodeaux moved, seconded by Mr. Erny: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for the Redivision of Property belonging to Al’s Shrimp Co., LLC (Tracts 1-6).”

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.

3. WITHDRAWN. Tract 1 thru 5, A Division of Property belonging to Clark E. Mackey Trust, et al [See *ATTACHMENT A*]

4. The Chairman stated the next item on the agenda under Old Business was an application by Louis J. Voisin requesting approval for Process A, Re-Subdivision, for the Subdivision of Tract 23, Greenwood Plantation Estates, Property belonging to Louis J. Voisin and Nettie L. Weldon.

- a) Mr. Prosper Toups, Prosper Toups Land Surveying, stated this matter was tabled with conditions of Board of Health approval and drainage calculations and that all has been resolved.
- b) Mr. Gordon stated they have received approval from the Board of Health and from the Engineering Division for drainage calculations and Staff would recommend approval.
- c) Discussion was held with regard to whether the property would be for residential or commercial use. Mr. Toups indicated that the applicant wanted access for recreational purposes, such as fishing, etc. Upon further questioning, it was asked if there would be any oil and gas projects on the property; whereas, Mr. Toups stated not that he was aware of.
- d) Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC grant approval for Process A, Re-Subdivision, for the Subdivision of Tract 23, Greenwood Plantation Estates, Property belonging to Louis J. Voisin and Nettie L. Weldon.”

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; NAYS: None; ABSTAINING: Dr. Cloutier & Mr. Wayne Thibodeaux; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

G. APPLICATIONS:

1. The Chairman called to order the Public Hearing for an application by Arlene L. Babin requesting approval for Process D, Minor Subdivision for the Redivision of Lot 1, Block 6, Addendum No. 1 of Wildwood Heights.

- a) Mr. Galen Bollinger, Charles L. McDonald Land Surveyors, discussed the location and division of property.
- b) No one from the public was present to speak.
- c) Mr. Erny moved, seconded by Mr. Thibodeaux: “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 drainage calculations have been approved and utility letters have been submitted. He stated Staff would recommend conditional approval provided upon drainage arrows being depicted on the plat.
- e) Discussion was held with regard to if there was sewer taps on each lot and Mr. Bollinger stated sewer taps were available to each lot per Pollution Control and no servitude along the front was necessary. Discussion ensued with regard to other lots in the subdivision comparable to these and subdivision covenants of the same. Mr. Gordon stated the lots were a good size.

f) Mr. Erny moved, seconded by Mr. Schouest: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Redivision of Lot 1, Block 6, Addendum No. 1 of Wildwood Heights conditioned upon a drainage plan being depicted on the plat with arrows indicating the drainage flow.”

g) Discussion was held with regard to the larger size lots for the city versus what they would be out in the country.

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 called to order the Public Hearing for an application by Andy P. Trahan requesting approval for Process D, Minor Subdivision, for Tracts 5-A, 5-B, & 5-C, A Redivision of Tract 5 of a Division of Former Estate of Lovince Sonier Property.

a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property. He stated drainage calculations were submitted but not yet reviewed by the Engineering Division and requested the matter be tabled.

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 he initially recommended approval not realizing the Engineering Division hadn’t actually reviewed them before the meeting. He stated Staff would concur with Mr. Rembert’s request to table the matter.

e) Mr. Rembert further stated that they waived the right and/or requirement to have the application approved within 60 days as per state and local laws, and consented to the extension of such period.

f) Mr. Erny moved, seconded by Mr. Thibodeaux: “THAT the HTRPC table the application for Process D, Minor Subdivision, for Tracts 5-A, 5-B, & 5-C, A Redivision of Tract 5 of a Division of Former Estate of Lovince Sonier Property until the next regular meeting of August 21, 2014 as per the Developer’s request and they waive the right and/or requirement to have the application approved within 60 days as per state and local laws, and consented to the extension of such period.”

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.

3. The Chairman called to order the Public Hearing for an application by Amber Beth Properties, LLC requesting approval for Process D, Minor Subdivision, for Tracts “K-1” and “K2”, A Redivision of Tract “K” belonging to Amber Beth Properties, L.L.C.

a) Mr. Kim Knight, T. Baker Smith, LLC, discussed the location and division of the property. He stated Atmos states there is no service but the applicant is currently receiving bills from Atmos, the fire hydrant is located 261’ feet and would install another, and they requested a waiver on the drainage calculations.

b) The Chairman noted that no variance from drainage calculations was indicated on the application that was submitted.

c) No one was present to speak on the matter.

d) Mr. Erny moved, seconded by Mr. Thibodeaux: “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.

- e) Mr. Gordon discussed the Staff Report and stated Staff would recommend tabling the matter until a request for a waiver from meeting the SDDM requirements is received, installation of an additional fire hydrant, submittal of all utility letters, and addressing depicted on the plat.
- f) Discussion was held with regard to tabling until the next meeting or indefinitely, the condition of Bald Cypress Street being good.
- g) Mr. Ostheimer moved, seconded by Mr. Schouest: "THAT the HTRPC table the application for Process D, Minor Subdivision, for Tracts "K-1" and "K2", A Redivision of Tract "K" belonging to Amber Beth Properties, L.L.C. until the next regular meeting of August 21, 2014."
- h) Discussion was held with regard to the fire hydrant only being from the required distance and the possibility of moving a property line to meet it. Mr. Knight stated he will discuss with the Developer and asked of the possibility of changing the plat and getting conditional approval with Mr. Gordon's approval.
- i) Ms. Schexnayder stated that drainage calculations aren't necessary and Mr. Gordon concurred as well as stated he would be okay with the line being moved 11' in order to meet the hydrant setback. Since the distance was actually 11½', the condition should be that the line be moved to meet the fire hydrant setback.
- j) Mr. Kelley offered a substitute motion, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts "K-1" and "K2", A Redivision of Tract "K" belonging to Amber Beth Properties, L.L.C. conditioned upon the lot line being moved in order to get the fire hydrant within the required distance."
- k) Discussion was held with regard to the Commission knowing how the line will be moved in order to still meet the lot size requirements.
- l) Mr. Knight stated they would adjust the corner of the lot near Tract K-1 nearest the fire hydrant with a 45° angle and move the rear property line of Tract K-1 into Tract K-2 to make up the difference of square footage.
- m) *Substitute motion as amended.* Mr. Kelley offered an amended substitute motion, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts "K-1" and "K2", A Redivision of Tract "K" belonging to Amber Beth Properties, L.L.C. conditioned upon the lot line being adjusted at a 45° angle near Tract K-1 and move Tract K-1's rear property line into Tract K-2 to maintain the minimum lot size requirement in order to get the fire hydrant within the required distance."
- n) Discussion was held with regard to setting precedence on future applications by allowing lot line changes, cutting corners, etc. Mr. Gordon stated he had no problems with these small changes in order to meet requirements. Mr. Gordon suggested the plat be submitted to the Commission once received so they may see the changes.

The Chairman called for a vote on the amended substitute motion offered by Mr. Kelley. 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 AMENDED SUBSTITUTE MOTION ADOPTED.

- 4. WITHDRAWN. Palm Gardens Subdivision, Phase C [See ATTACHMENT C]
- 5. WITHDRAWN. Trinity Commercial Park, Addendum No. 2, Phase A & B [See ATTACHMENT B]

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

Mr. Kelley and Mr. Erny abstained from participating in any discussions or action on this matter.

- a) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo dated July 17, 2014 with regard to the punch list items for the development [See *ATTACHMENT E*].
- b) David Waitz, David A. Waitz Engineering & Surveying, Inc., stated they would comply/resolve all punch list items and requested 60 days for completion.
- c) Discussion was held with regard to the streets built to residential standards but the property being zoned as commercial as well as protection of the proposed land owners with the current zoning. Discussion ensued with regard to getting this property rezoned immediately and that covenant restrictions usually protecting land owners of the same. Mr. Gordon stated, going forward, the Developer should apply for rezoning simultaneously with the subdivision application when known there is a discrepancy with zoning and proposed land use.
- d) Mr. Elfert moved, seconded by Mr. Kurtz: “THAT the HTRPC grant final approval to the application for Process C, Major Subdivision, for Northpark, Phase 1 conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division’s memo dated July 17, 2014 and allow 60 days for completion [See *ATTACHMENT E*].”

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

7. The Chairman stated the next item on the agenda was an application by Cypress Gardens Development, LLC requesting final approval for Process C, Major Subdivision, for Palm Gardens Subdivision, Phase B.

- a) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo dated July 17, 2014 with regard to the punch list items for the development [See *ATTACHMENT F*].
- b) David Waitz, David A. Waitz Engineering & Surveying, Inc., stated they would comply/resolve all punch list items and requested 90 days for completion.
- c) Discussion was held with regard to the fence around the detention pond being removed in order for expansion. Discussion ensued with regard to the aggregate turn-around installed temporarily and if the next phase is not completed, the Parish would have to bond to replace with a permanent turn-around.
- d) Mr. Erny moved, seconded by Mr. Kurtz: “THAT the HTRPC grant final approval to the application for Process C, Major Subdivision, for Palm Gardens Subdivision, Phase B conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division’s memo dated July 17, 2014 and allow 90 days for completion [See *ATTACHMENT F*].”

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.

H. STAFF REPORT: None.

I. ADMINISTRATIVE APPROVALS:

Mr. Ostheimer moved, seconded by Mr. Elfert: “THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-5.”

1. Revised Lots 4-A & 4-B, Redivision of Lots 4, 4-A & 4-B, Block 2, Edward Daigle Subdivision, Section 9, T16S-R17E, Terrebonne Parish, LA
2. Revised Tracts 4-2 & 5-2, A Redivision of Property belonging to Patricia M. Prestenbach, Section 54, T16S-R17E, Terrebonne Parish, LA

3. Revised Lots 3 & 4, Block 5, Connely Subdivision, Section 96, T17S-R17E, Terrebonne Parish, LA
4. Survey and Redivision of Property belonging to Cypress Court Apartments, LLC, Cypress Court Addendum No. 2, LLC, and Cypress Court Addendum 4, LLC, Section 4, T17S-R17E, Terrebonne Parish, LA
5. Lot Line Shift in Tract B, Tract C, and Lot 8, Block 26, Crescent Park Addition, Furthermore being an exchange of property between Bernard Breaux, III & Albert & Jane Hebert, Section 101, T17S-R17E, Terrebonne Parish, LA

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.

J. COMMITTEE REPORTS:

1. Subdivision Regulations Review Committee:

a) Mr. Ostheimer discussed the mobile home park regulations and that there were already voted on and approved and included in the Code but wish to ratify by the Planning Commission to cover all bases.

(1) Mr. Ostheimer moved, seconded by Mr. Erny: "THAT the HTRPC ratify the Mobile Home Park Regulations approved by the Terrebonne Parish Council on June 11, 2014."

(2) Mr. Gordon discussed the history of the mobile home park regulations that begun in 2009. He stated one of the biggest changes is that the placement of two mobile homes now has to either divide property or apply for a mobile home park. He also stated that RV Park regulations are currently being worked on as well due to residents living in recreational vehicles which are prohibited.

(3) Discussion was held with regard to getting an approximate number of people living in recreational vehicles and mobile homes and residential homes in the parish. Mr. Gordon stated there were numbers from the 2010 census that indicate types of homes in the Parish, but it would be unlikely to get a number of people living in recreational vehicles.

(4) Mr. Pulaski stated he had this information readily available and would get it out to the members.

(5) Discussion was held with regard to mobile home park regulations and proposed operational standards of the same (maintenance, roads, registers, abandoned trailers, etc.).

(6) Discussion was held with regard to poor conditions of homes, etc. concerning building codes, condemned structures, complaint-driven action versus action by inspections, etc. Mr. Gordon stated neighbors could submit anonymous complaints as to not be afraid to report their neighbor.

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

K. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:

a) Mr. Ostheimer discussed conditional approvals on final applications with two pages of punch list items where he referred to 24.5.3.4. It was determined that all engineering punch list items are complete and approved before the Developer applies for final approval nor will the subdivision be sent to the Parish Council until all punch list items are complete for final approval.

(b) Mr. Kelley also discussed the long list of punch list items and the Engineer's responsibility to police the issues and make sure it's done prior to applying for final approval versus our Engineering Division.

(c) The Chairman stated that the Commission can deny or table an application at any time should they feel like the regulations are not being met but historically allow conditional approval upon completion.

- (d) Mr. Gordon stated while the lists appear long, most items are minor.
- (e) Ms. Schexnayder indicated she feels like the Developer's placing subdivisions on the agenda too early.
- (f) The Chairman suggested Staff send out a notice to all Engineers, Surveyors, Developers, etc. indicating that if the continuance of applying for final approval without having reasonable things done, they will find their applications denied or tabled.
- (g) Discussion also ensued with regard to repeated inspections due to common items not being taken care of.
- (h) Mr. Erny discussed holding up the Developer for things that can't be controlled due to weather, etc.
- (i) Discussion ensued with regard to the Engineer submitting a certification that indicates the subdivision was built according to engineering standards and is ready for inspection when applying for final approval.
- (j) Mr. Thibodeaux discussed following the policy that is in place such as the subdivision regulations.
- (k) Ms. Schexnayder clarified that while the memo isn't given out until the day of the meeting, the Engineer is typically well aware of the punch list items that will be on the list.

2. Chairman's Comments:

- (a) The Chairman reiterated sending a notice out to all involved to ensure the majority of items are complete prior to applying for final approval or they will find themselves with something other than a conditional approval.

L. PUBLIC COMMENTS: None.

M. Mr. Ostheimer 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 7:38 p.m."

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.

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

Kenneth L. Rembert

LAND SURVEYORS

since 1973

635 SCHOOL ST. HOUMA, LA. 70360
985-879-2782 (FAX) 985-879-1641

Item F3

July 10, 2014

Houma-Terrebonne Planning & Zoning
P. O. Box 1446
Houma, LA 70361

Att: Mr. Pat Gordon:

Re: OLD BUSINESS ITEM 3a (A DIVISION OF PROPERTY BELONGING TO CLARK E. MACKEY)

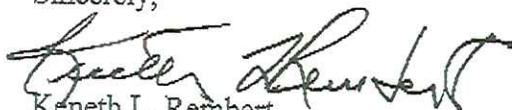
Dear Pat:

Please let this letter serve as a request to allow the above item to remain on the table indefinitely and not be considered for approval at the meeting of July 17th. We haven't made arrangements to have the drainage improvements put in place yet.

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.

Thank you.

Sincerely,


Kenneth L. Rembert

KLR/apr

MILFORD & ASSOCIATES, INC.
CIVIL & CONSULTING ENGINEERS

Item #5
6

July 17, 2014

Houma-Terrebonne Regional Planning Commission
P.O. Box 1446
Houma, LA 70361

ATTN: Mr. Pat Gordon

RE: TRINITY COMMERCIAL PARK, ADDENDUM NO. 2, PHASE A & B
SECTION 4, T16S-R17E
TERREBONNE PARISH, LA
NORTH TERREBONNE INVESTORS, LLC
ENGINEERING APPROVAL

Dear Mr. Gordon:

We are requesting that the above referenced project, be withdrawn from the meeting agenda, scheduled for Thursday, July 17, 2014, and be placed on the next meeting agenda for August 21, 2014.

If you have any questions or comments, please contact me at your convenience.

Very truly yours,

MILFORD & ASSOCIATES, INC.



F. E. Milford, III, P. E.

FEMIII/sr

cc: 14-15, Reading File
North Terrebonne Investors, LLC

ITEM 6.4

DAVID A. WAITZ ENGINEERING AND SURVEYING, INC.
Civil Engineers & Professional Land Surveyors

David A. Waitz, P.E., P.L.S.

Brandon M. Arceneaux, P.E.

July 17, 2014

Houma-Terrebonne Regional
Planning Commission
P. O. Box 1446
Houma, LA 70361-1446

Attention: Mr. Patrick "Pat" Gordon,
Director

RE: REQUEST TO REMOVE AND TABLE - SUBDIVISION APPLICATION FOR CONCEPTUAL
AND PRELIMINARY APPROVAL - PALM GARDENS SUBDIVISION (PHASE C)
RESIDENTIAL PLANNED UNIT DEVELOPMENT (CLUSTER HOUSING) SUBDIVISION
LOCATED IN SECTION 9, T16S-R17E, TERREBONNE PARISH, LOUISIANA - DEVELOPER:
CYPRESS GARDENS DEVELOPMENT, L.L.C. - ENGINEER'S PROJECT NO. 2014-030

Dear Pat:

Please allow this letter to serve as our formal request to remove this matter from the meeting agenda for tonight and to table it until next month's scheduled meeting. The owner, Cypress Gardens Development, L.L.C. has requested revisions to the development and we shall re-submit the Application and the subdivision plats for consideration and approval at next month's meeting.

Thank you in advance for your cooperation and assistance in this matter and if you should have any questions or require additional information, please advise.

Sincerely,

DAVID A. WAITZ
ENGINEERING & SURVEYING, INC.


David A. Waitz, P.E., P.L.S.

DAW/dth

cc: Ms. Becky M. Becnel, Minute Clerk
Mr. Christopher M. Pulaski, RLA, Senior Planner & Zoning Administrator
Cypress Gardens Development, L.L.C.
File & Reading File

1107 Canal Blvd. • Thibodaux, Louisiana 70301 • (985) 447-4017 (Phone) • (985) 447-1998 (Fax)
7837 Park Ave. • Houma, Louisiana 70364 • (985) 876-0267 (Phone) • (985) 876-0979 (Fax)
Mailing Address: P. O. Box 1203 • Thibodaux, Louisiana 70302-1203 • E-mail: dwaitz1@bellsouth.net



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**TERREBONNE PARISH
CONSOLIDATED GOVERNMENT**

July 17, 2014
Item F-1

TO: **Pat Gordon**

FROM: **Joan E. Schexnayder** 

SUBJECT: **Redivision of LeGrace Properties, LLC
Process "D" No. 2013-02-03**

The Engineering Division of the Terrebonne Parish Department of Public Works has reviewed the drainage plan submitted by the engineering firm of GSE Associates, LLC, for the above referenced re-division of property. These plans and calculations comply with the conditions for Engineering Approval set forth by the Parish ordinances and TPCG SDDM *conditioned that replacement right-of-way along bayou is shown on the plat.*

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/jes

cc: Gregory E. Bush, LTC, USA, Retired
Bryan M. Breaud, P.E.
Planning Commission
Engineering Division File
Reading File
Council Reading File

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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

July 17, 2014
Item No. G-6

TO: **Pat Gordon**

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

SUBJECT: **Crescent Place Subdivision**
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. Seal leaking voids at catch basins 7, 13, 15, 17, 23, 25, & 29.
2. Remove excess grout and seal leaking voids at catch basin 19.
3. Seal leaking voids around culverts, remove form board, and grout at catch basin 31.
4. Seal leaking voids around culverts and clean catch basin 27.
5. Remove wood debris and any remaining sand bags near 30" PVC from pond to outfall ditch.
6. Grout exposed bricks and seal leaking voids around culverts at drainage manhole 5.
7. Grout sewer tie in, remove excess grout, and seal leaking voids at catch basin 1.
8. All catch basins need to have the remaining lift cables removed and lift hooks grouted.
9. Lights shall be installed and connected.
10. All property surveyed within Terrebonne Parish shall tie in 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 at least two points within the subdivisions.
 - 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.
11. 24.7.5.6 No approval letter from Waterworks.
12. All permanent benchmarks shall be shown on the final survey plat including elevation, datum, date and three point ties.
13. Final Plat shall depict land use.
14. Street signs at the intersection with Savanne Road need to be installed.
15. Expansions joints at the drain boxes do not go completely through the street.
16. Expansion joint should be cut through the curb near STA. 4+00.

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Crescent Place Subdivision

Final Inspection

GEB Memo to PG dated 7/17/14

Page 2

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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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

July 17, 2014
Item No. G-7

TO: Pat Gordon

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

SUBJECT: Palm Gardens Subdivision, Phase B
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. Grade the roadside ditch along Vicari Drive.
2. Grade the roadside ditches along Cypress Gardens Drive.
3. Regrade and shape the lots as required.
4. Regrade and shape side slopes of the drainage ditch to the retention pond as required.
5. Regrade drainage servitude from the turn around to the retention pond.
6. Remove debris and trees in outfall ditch servitude.
7. Remove branches, obstructions, and silt fencing in outfall ditch.
8. Remove damaged 15" BCCMP culvert with flap gate in the drainage servitude at retention pond.
9. Repair and replace fencing around retention pond.
10. Clean invert of the 15" CMPA road crossing culvert at sta. 0+25.3.
11. Remove the 15" temporary steel culvert at sta. 3+06.7 (LT).
12. Repair and replace both damaged 24" PVC culverts due to an obstruction at sta. 8+00 (LT & RT).
13. All uncoated interior surfaces of all sewer manholes shall be coated with coal tar epoxy; especially "SMH 4" due to the 4" Sewer Force Main connection. (It is understood that the 4" force main connection is for future development.)
14. The inverts of the sewer manholes have varying amounts of debris (grout, limestone, mud, etc.) that must be removed.
15. A sewer connection charge agreement must be executed with fees remitted.
16. Light fixtures shall be connected.
17. The turnaround at the end of Cypress Garden Drive is temporary. This turnaround should be bonded for a period of one year.

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Palm Gardens Subdivision Phase B

Final Inspection

GEB Memo to PG dated 7/17/14

Page 2

18. All permanent benchmarks shall be shown on the final survey plat including elevation, datum, date and three point ties.
19. All property surveyed within Terrebonne Parish shall tie in 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 at least two points within the subdivisions.
 - 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.
20. 24.7.5.6 No approval letter from Waterworks.
21. The center natural ground elevation of each lot shall be shown as of the date of the plat.
22. Plat shall be marked as the final survey plat.
23. Property corners shall be monumented and flagged.
24. Benchmarks need to be installed.
25. Two expansion joints have sewer castings in them that will not allow the road to expand.
26. Replace two cracked panels.
27. Repair failing limestone shoulders.
28. Vicari street name sign needs to be installed.

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