

**MINUTES**  
**HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION**  
**MEETING OF MARCH 16, 2023**

- A. The Chairman, Mr. Robbie Liner, called the meeting of February 16, 2023 of the HTRPC to order at 6:29 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Mr. Travion Smith and the Pledge of Allegiance led by Ms. Ellender.
- B. Upon Roll Call, present were: Ms. Rachael Ellender, Secretary/Treasurer; Mr. Robbie Liner, Chairman; Mr. Jan Rogers Vice-Chairman; Mr. Travion Smith; Mr. Barry Soudelier; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call was: Mr. Ross Burgard; Mr. Kyle Faulk; and Rev. Corion Gray. Also present were Mr. Christopher Pulaski, Director, Department of Planning & Zoning; Mrs. Brooke Domangue, TPCG Engineering Division; and Mr. Derick Bercegeay, Legal Advisor.
- C. **CONFLICTS DISCLOSURE:** The Chairman reminded the Commissioners that if at any time tonight, a conflict of interest exists, arises or is recognized, as to any issue during this meeting, he or she should immediately disclose it, and is to recuse himself or herself from participating in the debate, discussion, and voting on that matter. *There were no conflicts to report.*
- D. **APPROVAL OF THE MINUTES:**
1. Ms. Ellender moved, seconded by Mr. Rogers: “THAT the HTRPC accept the minutes as written, for the Regional Planning Commission for the regular meeting of February 16, 2023.”
- The Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Ms. Ellender, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Burgard, Mr. Faulk, and Rev. Gray. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Ms. Ellender moved, seconded by Mr. Rogers: “THAT the HTRPC remit payment for the March 16, 2023 invoices and approve the Treasurer’s Report of February 2023.”
- The Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Ms. Ellender, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Burgard, Mr. Faulk, and Rev. Gray. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. **COMMUNICATIONS:**
1. Mr. Pulaski read an email from T. Baker Smith, LLC dated March 16, 2023, requesting to table the application for Item H.1 regarding Southdown Industrial Park Subdivision indefinitely [See *ATTACHMENT A*].
- a) Mr. Soudelier moved, seconded by Mr. Rogers: “THAT the HTRPC table the application for Process D, Minor Subdivision, for Lot 3-A1 and Lot 3-A2, A Redivision of Lot 3-A, Block 2 of Southdown Industrial Park Subdivision indefinitely as per the Developer’s request [See *ATTACHMENT A*].”
- The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Ms. Ellender, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Burgard, Mr. Faulk, and Rev. Gray. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- G. **OLD BUSINESS:**
1. The Chairman called to order the application by Dantin Bruce Development, LLC requesting final approval for Process C, Major Subdivision for Adley Oaks Subdivision, Phase B.
- a) Mr. Jeff Diamond, Quality Engineering & Surveying, LLC, discussed the application.
- b) Ms. Joan Schexnayder, TPCG Engineer, read a memo dated March 16, 2023 with regard to the punch list items for the development [See *ATTACHMENT B*].
- c) Mr. Diamond stated they would address all items on the punch list.
- d) Discussion was held with regard to the final application inspection process.
- e) Mr. Rogers moved, seconded by Mr. Thibodeaux: “THAT the HTRPC grant final approval of the application for Process C, Major Subdivision, for Adley Oaks Subdivision, Phase B conditioned upon the Developer complying/resolving all

remaining punch list items per TPCG Engineering Division’s memo dated March 16, 2023 [See *ATTACHMENT B*].”

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Ms. Ellender, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Burgard, Mr. Faulk, and Rev. Gray. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

H. APPLICATIONS / NEW BUSINESS:

1. *Tabled indefinitely as per the Developer’s request.* Lot 3-A1 and Lot 3-A2, A Redivision of Lot 3-A, Block 2 of Southdown Industrial Park Subdivision [See *ATTACHMENT A*].
2. The Chairman called to order the application by Duplantis Properties, LLC requesting final approval for Process C, Major Subdivision, for Benjamin Estates Subdivision, Phase 1.
  - a) Ms. Heather Klingman, Duplantis Design Group, PC., discussed the application.
  - b) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided the applicant agrees to meet with all the items on TPCG Engineering Division’s punch list.
  - c) Ms. Joan Schexnayder, TPCG Engineer, read a memo dated March 16, 2023 with regard to the punch list items for the development [See *ATTACHMENT C*].
  - d) Ms. Klingman stated that they comply with all of the items.
  - e) Discussion was held regarding delays with Entergy’s delivery of transformers in mid-April and a fire hydrant that was supposed to be relocated.
  - f) Mr. Rogers moved, seconded by Mr. Soudelier: “THAT the HTRPC grant final approval of the application for Process C, Major Subdivision, for Benjamin Estates Subdivision, Phase 1 conditioned upon the Developer complying/resolving all remaining punch list items per TPCG Engineering Division’s memo dated March 16, 2023.”

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Ms. Ellender, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Burgard, Mr. Faulk, and Rev. Gray. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

I. STAFF REPORT:

1. Staff stated that the Annual Report had not yet been completed and will be considered at the next meeting.

J. ADMINISTRATIVE APPROVAL(S):

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

1. Tracts "D-1" & "E-1," A Redivision of Property belonging to Merlin A. Lirette, et al; Sections 23 & 24, T19S-R16E, Terrebonne Parish, LA (*Brady Road / Councilman Danny Babin, District 7*)
2. Tracts "1-A" and "1-B," A Redivision of Property belonging to Christopher J. Gomez, et al; Sections 47 & 48, T17S-R16E, Terrebonne Parish, LA (*4283 & 4285 Bayou Black Drive / Councilman Danny Babin, District 7*)
3. Lot Line Adjustment, Greenacre Subdivision (Lots 26B, 27A, & 27B, Block 1) & Greenacre Subdivision, Addendum No. 1 (Lot 4, Block 3); Section 6, T17S-R18E, Terrebonne Parish, LA (*306 Mason Drive / Councilman Steve Trosclair, District 9*)
4. Lot B and Revised Lots 1 & 2, Block 3, Addendum No. 1 to R.J. St. Martin, Inc., et al Campsites, A Redivision of Property belonging to Robert J. Carriles, et al; Section 13, T19S-R16E, Terrebonne Parish, LA (*145 Gabi Court & 1800 Block of Dr. Beatrous Road / Councilman Danny Babin, District 7*)
5. Revised Lots 2 & 3, Block 14, Honduras Addition to the City of Houma; Section 38, T17S-R17E, Terrebonne Parish, LA (*1308 Academy Street / Councilman Alvin Tillman, District 1*)

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Ms. Ellender, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Burgard, Mr. Faulk, and Rev. Gray. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

K. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee:

- a) A meeting was scheduled for April 13, 2023 at 3:30 p.m. at the Planning & Zoning Department's office to discuss altering drainage post development. The committee consists of Mr. Burgard, Ms. Ellender, and Mr. Soudelier.

L. COMMISSION COMMENTS:

1. Planning Commissioners' Comments: None.
2. Chairman's Comments: None.

M. PUBLIC COMMENTS: None.

N. Ms. Ellender moved, seconded Mr. Rogers: "THAT there being no further business to come before the HTRPC, the meeting be adjourned at 6:49 p.m."

The Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Ms. Ellender, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Burgard, Mr. Faulk, and Rev. Gray. THE CHAIRMAN DECLARED THE MOTION ADOPTED.



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

Becky Becnel

Item H.1

**From:** David Martinez, P.L.S. <David.Martinez@tbsmith.com>  
**Sent:** Thursday, March 16, 2023 4:02 PM  
**To:** Christopher Pulaski  
**Cc:** Kim Knight, P.L.S.; Derick Bercegeay; Becky Becnel; Robbie R. Liner (alligator\_hl@yahoo.com); Joan Schexnayder; Brooke Domangue  
**Subject:** Re: Objection to Minor Subd - Capital Blvd

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Chris, as per our clients request we wish to table this project indefinitely. we will notify when resolved to add to the agenda. thank you

On Mar 16, 2023, at 11:11 AM, Christopher Pulaski <cpulaski@tpcg.org> wrote:

David and Kim,

This morning I received a letter from Katheryn Richard of Duval, Funderburk, Sundbery, Richard & Watkins, PLC on behalf of Barrow & Associates, LLC objecting to the minor subdivision on Capital Blvd citing an ongoing property dispute of ownership of one of the lots in the proposed subdivision. Typically, this can be handled in one of two ways:

1. Applicant requests that the item be tabled indefinitely to allow time for the property dispute to be resolved.
2. Staff and Legal recommend to HTRPC that they deny the application based on the ownership dispute. Note that on the application, the signature of the owner attests that they are either the sole owner or have the authority on behalf of the owner(s) to submit the application.

If you would like a copy of the letter, please let me know. It is my understanding from our Legal Counsel, Derick Bercegeay, that representatives from this group will be in attendance at tonight's meeting. If you or your client have any questions for me please feel free to contact me.

Best Regards,

**Christopher M. Pulaski, PLA**  
Director

**Terrebonne Parish Consolidated Government**  
Planning & Zoning Department

7836 Park Avenue



TERREBONNE PARISH  
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March 16, 2023

Item No. G-1

TO: Christopher M. Pulaski

FROM: Joan E. Schexnayder, P.E.  
Staff Engineer

SUBJECT: Adley Oaks 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. Lots are not flagged.
2. Benchmarks are not stamped.
3. Remove concrete washout near lot 126.
4. Relocated fire hydrant at the corner of Bluebird Drive and Hummingbird Way needs to be revised throughout the record drawings.
5. No approval from Waterworks.
6. Regrade lots in Block 7.
7. Not all sewer services are marked.
8. Please provide a CAD file of the subdivision.
9. Replace broken curbs and panels.
10. Drainage
  - a. Grout top decking of catchbasins and manholes.
  - b. Clean & seal throats and grout voids.
  - c. Not all culverts could be inspected due to water levels.
11. Pollution Control
  - a. All manholes must have the joints grouted and epoxied including barrel joints.
  - b. All manholes must be grouted on the outside of the ring.
  - c. All manholes must have the bottom of them clean and free of rocks and debris.
  - d. Manhole U1 is leaking at the joint must recoat and seal off leak.
  - e. All services with mud and rocks need to be cleaned.
  - f. All gravity mains need to be cleaned.
  - g. From MH U2 to U3 & Z3 to Z2 holding water. Must be to grade.
  - h. 2 hard copy as-builts need to be provided to Pollution Control and a digital copy.
  - i. Sewer Connection charge agreement needs to be provided.

Please feel free to contact me at 873-6720 if you have any questions or comments.

cc: William H. Purser, P.E. (email)  
Utilities (email)  
Planning Commission (email)  
Engineering Division  
Reading File (electronic)  
Council Reading File (electronic)





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March 16, 2023

Item No. H-2

TO: Christopher M. Pulaski

FROM: Joan E. Schexnayder, P.E.  
Staff Engineer

SUBJECT: Benjamin Estates Phase I  
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. There is inadequate space between the pond and the fence for the lift station.
2. Unable to find the fire hydrant across from lot 50.
3. Ditch along Duplantis Street needs to be swept.
4. Benchmarks are not stamped.
5. Lights are not energized.
6. Signs should not be placed in concrete.
7. Please provide a CAD file of the subdivision.
8. Record drawings do not show the culverts and catchbasins on the plan sheet C-4.15.
9. Oakley Avenue shoulders should be restored.
10. No approval from Waterworks.
11. Final plat needs to be stamped and signed.
12. Servitude for sewer lift station is not shown on the plat.
13. Bearings and distances need to be shown for the temporary drainage right of way on the plat.
14. Drainage
  - a. Grout top decking - item 9, 12B, and 33
  - b. Cut culverts flush with the catchbasin wall - item 12C, 33, & 35

Please feel free to contact me at 873-6720 if you have any questions or comments.

cc: Heather R. Klingman, P.E. (email)  
Utilities (email)  
Planning Commission (email)  
Engineering Division  
Reading File (electronic)  
Council Reading File (electronic)