

**MINUTES**  
**HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION**  
**MEETING OF MARCH 21, 2024**

- A. The Chairman, Mr. Robbie Liner, called the meeting of March 21, 2024 of the HTRPC to order at 6:26 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mr. Barry Soudelier.
- B. Upon Roll Call, present were: Mr. Terry Gold; Mr. Robbie Liner, Chairman; Mrs. Angele Poiencot; Mr. Jan Rogers, Vice-Chairman; Mr. Barry Soudelier; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call was: Mr. Clarence McGuire and Mr. Travion Smith. Also present were Mr. Christopher Pulaski, Director, Department of Planning & Zoning, Mrs. Joan Schexnayder, TPCG Engineering Division, and Mr. Derick Bercegeay, Legal Advisor. *There were only eight (8) active members due to Mr. Kyle Faulk's position not being filled.*
- 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. Mr. Rogers moved, seconded by Mrs. Poiencot: "THAT the HTRPC accept the minutes as written, for the Regional Planning Commission for the regular meeting of February 22, 2024."
- The Chairman called for a vote on the motion offered by Mr. Rogers. **THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.**
- E. Mr. Soudelier moved, seconded by Mr. Rogers: "THAT the HTRPC remit payment for the March 21, 2024 invoices and approve the Treasurer's Report of February 2024."
- The Chairman called for a vote on the motion offered by Mr. Soudelier. **THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.**
- F. **COMMUNICATION(S):**
1. Mr. Pulaski read a letter from Ken L. Rembert Land Surveyors, dated March 21, 2024, requesting to table the application by Snail, LLC, Item H.1, until the next regular meeting due to the installation of an additional sewer tap being required [See *ATTACHMENT A*].
- a) Mr. Rogers moved, seconded by Mr. Soudelier: "THAT the HTRPC grant a motion to table Process D, Minor Subdivision, for Lots 3-A & 3-B, A Redivision of Tract E-N-P-Q-K-I-H-G-E, being a Portion of Tract E-N-O-F-E, Portions of Lots 2 & 4 and Lot 3, Block 35 of Honduras Addition to the City of Houma until the next regular meeting of April 18, 2024 as per the Developer's request [See *ATTACHMENT A*]."
- The Chairman called for a vote on the motion offered by Mr. Rogers. **THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.**
2. Mr. Pulaski read a letter from David A. Waitz Engineering & Surveying, Inc., dated March 14, 2024, requesting to table the application by the Estate of D.C. McIntire, LLC, Item H.2, until the next regular meeting due to a variance not being properly published [See *ATTACHMENT B*].
- a) Mr. Rogers moved, seconded by Mr. Thibodeaux: "THAT the HTRPC grant a motion to table Process D, Minor Subdivision, for the Survey and Division of Property belonging to the Estate of D.C. McIntire, LLC into Lot 1 and Lot 2 until the next regular meeting of April 18, 2024 as per the Developer's request [See *ATTACHMENT B*]."
- The Chairman called for a vote on the motion offered by Mr. Rogers. **THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr.**

McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

G. OLD BUSINESS:

Mr. Rogers moved, seconded by Mrs. Poiencot: "THAT Old Business be removed from the table and be considered at this time."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

1. The Chairman called to order the Public Hearing for an application by Ennis P. Luke, Sr. for Process D, Minor Subdivision, for Revised Lot 3-A & Lot 3-C, A Redivision of Lot 3-A belonging to Ennis Paul Luke, Sr., et al.

a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property.

b) There was no one from the public present to speak on the matter.

c) Mr. Rogers moved, seconded by Mrs. Poiencot: "THAT the Public Hearing be closed."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend approval of the variance and conditional approval provided the municipal addresses were depicted on the plat.

e) Mr. Thibodeaux moved, seconded by Mr. Rogers: "THAT the HTRPC grant approval to Process D, Minor Subdivision, for Revised Lot 3-A & Lot 3-C, A Redivision of Lot 3-A belonging to Ennis Paul Luke, Sr., et al with a variance from the minimum lot size requirement (Lot 3-C to be 3,186 sf in lieu of the required 12,000 sf and conditioned upon municipal addresses being depicted on the plat."

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

H. APPLICATIONS / NEW BUSINESS:

1. *Tabled until the next regular meeting as per the Developer's request.* Lots 3-A & 3-B, A Redivision of Tract E-N-P-Q-K-I-H-G-E, being a Portion of Tract E-N-O-F-E, Portions of Lots 2 & 4 and Lot 3, Block 35 of Honduras Addition to the City of Houma [See *ATTACHMENT A*].

2. *Tabled until the next regular meeting as per the Developer's request.* Survey and Division of Property belonging to the Estate of D.C. McIntire, LLC into Lot 1 and Lot 2 [See *ATTACHMENT B*].

3. The Chairman called to order the application by Patrick J. & Samantha Luke requesting approval of Process D, Minor Subdivision, for the Survey and Division of Property belonging to Patrick J. Luke, Samantha Luke, and Melissa Luke into Lot 13B, Lot 13C, and Lot 13D.

a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., discussed the location and division of property.

b) There was no one present to speak on the matter.

c) Mr. Rogers moved, seconded by Mrs. Poiencot: "THAT the Public Hearing be closed."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided municipal addresses were depicted on the plat and submittal of an approval letter from the Louisiana Department of Health.

e) Mr. Rogers moved, seconded by Mrs. Poiencot: "THAT the HTRPC grant approval of Process D, Minor Subdivision, for the Survey and Division of Property belonging to Patrick J. Luke, Samantha Luke, and Melissa Luke into Lot 13B, Lot 13C, and Lot 13D conditioned upon municipal addresses being depicted on the plat and submittal of an approval letter from the Louisiana Department of Health."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

4. The Chairman called to order the application by Dantin Bruce Development, L.L.C. requesting final approval of Process C, Major Subdivision, for Adley Oaks, Phase C.

a) Mr. Corey Blanchard, Quality Engineering & Surveying, L.L.C., stated they wished to bond the streetlights that were not yet energized and had no indication when they would be.

b) Mrs. Schexnayder, TPCG Parish Engineer, read a memo dated March 12, 2024 regarding the punch list items for the development [See ATTACHMENT C].

c) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided the applicant agrees to meet all the items on the TPCG Engineering Division's punch list."

d) Mrs. Schexnayder stated she would have to add the bond to her letter and an amount at 125% would be determined and agreed upon between her and the Engineer.

e) Mr. Thibodeaux moved, seconded by Mr. Soudelier: "THAT the HTRPC grant final approval of Process C, Major Subdivision, for Adley Oaks Subdivision, Phase C with the acceptance of a bond for the unenergized street lights (amount to be determined and approved by TPCG Engineering at 125%) and conditioned upon the Developer complying/resolving the remaining punch list items on TPCG Engineering Division's memo dated March 12, 2024 [See ATTACHMENT C]."

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

I. STAFF REPORT:

1. The Commissioners were reminded that the Ethics Training Course as required by the State Legislature and the Parish Harassment, Discrimination, & Diversity Training must be done annually.

J. ADMINISTRATIVE APPROVAL(S):

Mr. Rogers moved, seconded by Mr. Thibodeaux: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-4."

1. Property Line Shift between Lot 4A and Remaining Batture Lot 1-2A on Property belonging to Marty & Debra Thibodeaux; Section 54, T19S-R18E, Terrebonne Parish, LA (5348 Bayouside Drive / Councilwoman Kim Chauvin, District 8)

2. Property Line Shift between Lots 1 & 2, Block 1 of Hollywood Fields on Property belonging to Visco Resources, LLC; Section 102, T17S-R17E, Terrebonne Parish, LA (4900 Highway 311 / Councilman Clyde Hamner, District 6)

3. Survey & Resubdivision of Lots 1, 2, & 3 of Block B of Williams Addition into Lot BT-3 made by request of Deborah Davis, Attorney; Section 6, T17S-R17E, Terrebonne Parish, LA (7602 West Main Street & 193 Naquin Street / Councilman Carl Harding, District 2)

4. Revision of Lot Lines of Tract 1 & 2 of the Division of Property belonging to Lucille Babin Savoie to create Tract 1-A; Section 45, T16S-R17E, Terrebonne Parish, LA (2015 Bayou Blue Road / Councilman Charles Champagne, District 5)

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None;

ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

K. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee: None.

L. COMMISSION COMMENTS:

1. Planning Commissioners' Comments: None.

2. Chairman's Comments: None.

M. PUBLIC COMMENTS: None.

N. Mr. Rogers moved, seconded Mr. Soudelier: "THAT there being no further business to come before the HTRPC, the meeting be adjourned at 6:43 p.m."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Gold, Mrs. Poiencot, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. McGuire and Mr. Smith. THE CHAIRMAN DECLARED THE MOTION ADOPTED.



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

Keneth L. Rembert

LAND SURVEYORS

since 1973

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

March 21, 2024

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

Att: Mr. Chris Pulaski:

Re: NEW BUSINESS – Item 1 New business, owner Snail, LLC

Dear Chris:

Please let this letter serve as a request to place the above item on the table and be considered for approval at the next planning commission meeting. Pollution Control has requested an additional sewer tap to be installed.

Thank you.

Sincerely,

  
Keneth L. Rembert

KLR/apr

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



Jacob A. Waitz, P.E., L.S.I.

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

James M. Templeton, P.L.S.

March 14, 2024

Via: E-Mail: [bbecnel@tpcg.org](mailto:bbecnel@tpcg.org)

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

Attention: Becky M. Becnel, Minute Clerk

RE: REQUEST TO TABLE SUBDIVISION --AND-- TRANSMITTAL OF REVISED SUBDIVISION APPLICATION WITH VARIANCE REQUEST – **SURVEY AND DIVISION OF PROPERTY BELONGING TO ESTATE OF D.C. MCINTIRE, L.L.C. INTO LOT 1 AND LOT 2 (MINOR SUBDIVISION)** LOCATED IN SECTION 3, T16S-R14E, TERREBONNE PARISH, LOUISIANA – DEVELOPER: ESTATE OF D.C. MCINTIRE, L.L.C. – ENGINEER'S PROJECT NO. 2024-027

Dear Becky:

This letter is to formally request to Table the above referenced matter which was submitted for the March 21, 2024 meeting of the Planning Commission.

We are hereby submitting a revised Subdivision Application with a Request for a Variance. We request that this matter be placed on the agenda for the April 18<sup>th</sup> meeting of the Planning Commission.

If you should have any questions or require additional information, please advise.

Sincerely,

DAVID A. WAITZ  
ENGINEERING AND SURVEYING, INC.

James M. Templeton, P.L.S.

JMT/dth

Enclosures: Revised Subdivision Application  
Variance Request

cc: TPCG Engineering Dept.  
Estate of D.C. McIntire, L.L.C.  
File (with enclosures)

1107 Canal Blvd. • Thibodaux, Louisiana 70301 • (985) 447-4017 (Phone) • (985) 447-1998 (Fax)  
7839 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: [dwaitz@waitzengineering.com](mailto:dwaitz@waitzengineering.com)



TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT

P.O. BOX 2768 • HOUMA, LOUISIANA 70361  
985-868-5050 • WWW.TPCG.ORG



March 12, 2024  
Item No. H-4

TO: Christopher M. Pulaski

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

SUBJECT: Adley Oaks Phase C  
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. The municipal street address of each lot needs to be shown on the plat.
2. The fire hydrant on Red Knot Drive is located incorrectly on the plat.
3. 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.
4. All property corners need to be monumented and flagged.
5. Final survey plat shall record three-point tie for the referenced public set benchmark.
6. No Approval from Waterworks.
7. Lot grading is incomplete.
8. Roads & Bridges
  - a. Broken curbs on Adley Avenue near lots 191, 193, 212, & 224.
9. Pollution Control
  - a. All pipes and manholes need to be cleaned of mud and debris.
  - b. All manholes need the grout epoxy coated.
  - c. Manhole inverts prevented the camera from being able to get into the pipes for inspection and need to be corrected.
  - d. Manhole VI is not to grade and needs to be raised.
10. Utilities
  - a. Not all light have been installed.
11. SWPPP BMPs are not being maintained.

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)  
Road & Bridge (email)  
Planning Commission (email)  
Engineering Division  
Reading File (electronic)  
Council Reading File (electronic)