

**MINUTES**  
**HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)**  
**ZONING & LAND USE COMMISSION**  
**MEETING OF DECEMBER 20, 2012**

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., called the meeting of December 20, 2012 of the HTRPC, convening as the Zoning and Land Use Commission, to order at 6:05 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Mr. Wayne Thibodeaux and the Pledge of Allegiance led by Mr. Richard Elfert.
- B. Upon Roll Call, present were: Dr. L.A. “Budd” Cloutier, Jr., Chairman; Mr. Richard Elfert; 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: Mr. James Erny and Mrs. Marsha Williams, Secretary/Treasurer. Also present were Patrick Gordon, Director, and Christopher Pulaski, Senior Planner, Department of Planning & Zoning and Laddie Freeman, Legal Advisor.
- C. APPROVAL OF THE MINUTES:
1. Mr. Schouest moved, seconded by Mr. Kelley: “THAT the HTRPC, convening as the Zoning & Land Use Commission, accept the minutes, as written, for the Zoning and Land Use Commission for the regular meeting of November 15, 2012.”
- The Chairman called for a vote on the motion offered by Mr. Schouest. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Erny and Mrs. Williams. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- D. COMMUNICATIONS:
1. Mr. Pulaski read a response letter from Mr. Gregory E. Bush, Director of Public Works, dated December 11, 2012, with regard to Storm Water Drainage in the Alma Street/Westside Boulevard Area [See *ATTACHMENT A*].
- a) Discussion was held with regard to why Planning Commission wasn’t involved in the May 2012 drainage report whereas they are never typically involved with all drainage matters concerning Public Works. Discussion ensued with regard to the letter detailing the issues and resolves but not giving the direction that the Planning Commission requested as it pertains to the particular area and future proposals.
- E. PUBLIC HEARING:
1. The Chairman called to order a Public Hearing for an application by Shanel Neal requesting to rezone from R-1 (Single-Family Residential District) to R-2 (Two-Family Residential District), Lots 1, 2, & 3, Block 9; Lot E and Lots 1, 2, 3, & 4, Block 10; Lots 1, 3, 4, 5, 7, 8, 9, 10, 12, & 14, Block 6 of Addendum No. 1 to Josephine Subdivision.
- a) The Chairman recognized Shanel Neal, 322 Oakshire Drive, who stated she purchased the land in order to build another home for her daughter. She also stated she had a petition from some of the neighbors who stated they were in favor of the rezoning.
- b) The Chairman recognized Steven Bickford, 158 Grande Street, who expressed concerns of the lots with two home being there since the 50s, neighbors being against the rezoning, drainage, parking, and neighbors previously in favor now not in favor, and more properties snowballing into more homes on one lot.
- c) The Chairman recognized Nell Martin, 268 Grande Street, who expressed concerns of a lot of neighbors not realizing what they were signing when they agreed to sign the petition.
- d) Ms. Neal stated she was new to the area but spoke to a lot of the neighbors and most properties were being rented which caused a lot of in and out, and she stated she would improve the neighborhood.
- e) Mr. Schouest moved, seconded by Mr. Kelley: “THAT the Public Hearing be closed.”
- The Chairman called for a vote on the motion offered by Mr. Schouest. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Erny and Mrs. Williams. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

*Note: Mr. James Erny arrived at the meeting at this time – 6:11 pm*

- f) Mr. Pulaski discussed that incorrect notices were sent out due to the confusion of all of the properties concerns and different owners. He further discussed the Staff Report and stated Staff recommended tabling the rezoning request so revised public notices could be sent out to surrounding property owners.
- g) Mr. Schouest moved, seconded by Mr. Ostheimer: “THAT the HTRPC, convening as the Zoning and Land Use Commission, table the request to rezone from R-1 (Single-Family Residential District) to R-2 (Two-Family Residential District), Lots 1, 2, & 3, Block 9; Lot E and Lots 1, 2, 3, & 4, Block 10; Lots 1, 3, 4, 5, 7, 8, 9, 10, 12, & 14, Block 6 of Addendum No. 1 to Josephine Subdivision until the next meeting of January 17, 2013.”
- h) Discussion was held with regard to the public hearing notice process, opening the area to mobile homes and such, and appreciated effort of the applicant but not the intent of the law.
- i) Mr. Elfert offered a substitute motion, seconded by Mr. Thibodeaux: “THAT the HTRPC, convening as the Zoning and Land Use Commission, recommend denial to rezone from R-1 (Single-Family Residential District) to R-2 (Two-Family Residential District), Lots 1, 2, & 3, Block 9; Lot E and Lots 1, 2, 3, & 4, Block 10; Lots 1, 3, 4, 5, 7, 8, 9, 10, 12, & 14, Block 6 of Addendum No. 1 to Josephine Subdivision and forward to the Terrebonne Parish Council for final consideration.”
- j) Discussion was held with regard to the applicant coming up with the plan by speaking to all of the neighbors requesting them to rezone their property in order to meet the 2-acre requirement.

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

2. The Chairman called to order a Public Hearing for an application by Cascade Ventures, LLC requesting to rezone from C-2 (General Commercial District) to R-1 (Single-Family Residential District) Lots 23-34, Block 1, Phase I of Cascade Gardens Subdivision and a portion of adjacent vacant tract belonging to Cascade Ventures, LLC.

- a) Mr. Pulaski stated the applicant was unable to make the meeting so he would represent the application for them. He discussed the request and the Staff Report and stated Staff recommended approval.
- b) No one from the public was present to speak.
- c) Mr. Thibodeaux moved, seconded by Mr. Ostheimer: “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, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Williams. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Ostheimer moved, seconded by Mr. Kurtz: “THAT the HTRPC, convening as the Zoning and Land Use Commission, recommend approval of the request to rezone from C-2 (General Commercial District) to R-1 (Single-Family Residential District) Lots 23-34, Block 1, Phase I of Cascade Gardens Subdivision and a portion of adjacent vacant tract belonging to Cascade Ventures, LLC and forward to the Terrebonne Parish Council for final consideration.”

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

F. OLD BUSINESS:

Mr. Ostheimer moved, seconded by Mr. Kurtz: “THAT the HTRPC, convening as the Zoning & Land Use Commission, remove Item F1 from the table to be considered at this time.”

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

1. The Chairman stated the next item on the agenda under Old Business was an application by Cypress Court Apartments, LLC requesting Planned Building Group Approval for the placement of five buildings (duplexes), Cypress Court Duplex Addendum, Property behind 405 Westside Boulevard.

- a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., stated they wished to move forward with the planned building group request after resolving issues with Engineering.
- b) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval conditioned that Engineering’s punch list items were addressed at the time of the building permit process.
- c) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read the letter dated December 17, 2012 regarding the punch list items for the development [See ATTACHMENT B].
- d) Discussion was held with regard to culverts under the driveways, access through adjacent buildings which was not a public road, and parking.
- e) The Chairman recognized Mr. James Cantrelle, applicant/owner, who stated parking will not affect the existing units and he owns all of the property adjacent and he had no intention of selling.
- f) Mr. Freeman discussed acquiring an Administrative Approval to make both lots into one lot so there would be no issues with access, etc.
- g) Discussion was held with regard to setbacks, drainage, parking, the administrative approval, and culverts.
- h) Mr. Elfert moved, seconded by Mr. Kelley: “THAT the HTRPC, convening as the Zoning & Land Use Commission, grant approval of the Planned Building Group request for the placement of five buildings (duplexes), Cypress Court Duplex Addendum, Property behind 405 Westside Boulevard conditioned upon the applicant complying all punch list items on the Terrebonne Parish Engineering’s letter dated December 17, 2012 and an Administrative Approval is acquired to combine both properties into one lot.” THE CHAIRMAN DECLARED THE MOTION ADOPTED.

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

G. STAFF REPORT: None.

H. COMMISSION COMMENTS:

- 1. Planning Commissioners’ Comments: None.
- 2. Chairman’s Comments: None.

I. PUBLIC COMMENTS: None.

*The Chairman recognized Councilwoman Beryl Amedée in the audience.*

- J. Mr. Schouest moved, seconded by Mr. Thibodeaux: “THAT there being no further business to come before the HTRPC, convening as the Zoning and Land Use Commission, the meeting be adjourned at 6:56 p.m.”

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

L.A. “Budd” Cloutier, Jr., O.D., Chairman  
Zoning & Land Use Commission

Becky M. Becnel, Minute Clerk  
Zoning & Land Use Commission

#### **CERTIFICATION**

**CERTIFIED TO BE A TRUE AND CORRECT COPY OF THE PROCEEDINGS OF THE ZONING AND LAND USE COMMISSION MEETING OF DECEMBER 20, 2012.**

**PATRICK GORDON, DIRECTOR  
PLANNING & ZONING DEPARTMENT**



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## TERREBONNE PARISH CONSOLIDATED GOVERNMENT

*Department of Public Works*

December 11, 2012

Dr. L. A. "Budd" Cloutier, Jr. O.D.  
Houma-Terrebonne Regional Planning Commission  
Post Office Box 1446  
Houma, Louisiana 70361-1446

**Re: Storm Water Drainage in the Alma Street/Westside Blvd Area**

Dear Chairman Cloutier:

Reference your letter dated November 2<sup>nd</sup>, 2012 regarding drainage in the Alma Street/Westside Blvd area. The Administration became aware of the drainage problems in this area during the development process of a subdivision in this area. As a result, the Department of Public Works authorized All South Consulting Engineers, LLC to proceed with a drainage study and report on March 26<sup>th</sup>, 2012. Their proposal and scope of work was approved on April 25<sup>th</sup>, 2012.

Their initial report identified some immediate drainage deficiencies along Alma Street and these were corrected by the Department of Public Works in May 2012. The remainder of their report identified deficiencies that only a Capital Project could correct. The cost to correct these deficiencies meant that the Capital Project would probably have to be accomplished in two Phases over two or three different fiscal years.

Meanwhile, a significant rain event occurred and with the assistance of All South Consulting Engineers, LLC, State Senator Allain, and State Representative Whitney, Terrebonne Parish Consolidated Government (TPCG) requested emergency funding assistance from the Interim Emergency Board (IEB) under the Hazard Mitigation Grant Program (HMGP). The submitted emergency project was intended to provide relief by installing additional outfall drain lines under St. Louis Canal Road. The IEB request was tabled for 45-60 days to allow the Governor's of Homeland Security Emergency Preparedness (GOHSEP) to review the project.

All South, TPCG, and GOHSEP met on November 5<sup>th</sup>, 2012 to coordinate and develop an application for this project. The application was later completed and submitted and we are currently waiting for an official response and potential funding. Meanwhile, we are proceeding with Phase I of our Capital Project for this area.

December 11, 2012

Dr. L. A. "Budd" Cloutier, Jr. O.D.

Houma-Terrebonne Regional Planning Commission

**Re: Storm Water Drainage in the Alma Street/Westside Blvd Area**

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New applications for proposed developments in the area should be reviewed by the Engineering Division of the Department of Public Works to ensure they are in compliance with the proposed improvements that have already been accomplished, are currently planned, and funded to be constructed, and those improvements that are planned and should be funded for construction in the future.

Sincerely,

Terrebonne Parish Consolidated Government



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

/gb

cc: Michel Claudet, Parish President (e-mail)  
Al Levron, Parish Manager (e-mail)  
Pat Gordon, Planning Director (e-mail)  
Jeanne Bray, Capital Projects Administrator (e-mail)  
Joan Schexnayder, Staff Engineer (e-mail)  
Council Reading File (erf)  
Department Reading File





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## TERREBONNE PARISH CONSOLIDATED GOVERNMENT

December 17, 2012  
Item F-1

Brandon M. Arceneaux, P.E.  
David A. Waitz Engineering & Surveying  
P.O. Box 1203  
Thibodaux, Louisiana 70302

RE: Cypress Court Apartments  
Review No. 2012-032


Dear Mr. Arceneaux:

The Engineering Division of the Terrebonne Parish Department of Public Works reviewed the drainage plan submitted for a building permit for the above referenced project. These plans and calculations fail to comply with the Parish SDDM in the following areas:

1. The proposed culverts in the outfall should be analyzed for their impact on the system.
2. No culverts proposed under the driveways.
3. Existing drainage rights-of-ways that cross the property are not shown on the plat.
4. Need more backup showing parking lot detention complies with Section VI.A. of the SDDM.
5. The tailwater elevation that should be used for the drainage design of the above referenced development is 3.3 NAVD 88 in St. Louis Canal. This elevation is based on the existing condition twenty-five year occurrence flooding levels obtained from the 2010 1-1B UNET analysis by FTN, Associates, Ltd. The pump off elevation at the 1-1B Pump Station is 1.0'.

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 (985) 873-6720 if you have any questions or comments.

Respectfully,

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

GEB/jes

cc: Pat Gordon  
Lisa Ledet  
Council Reading File  
Engineering Division  
Reading File