

Houma-Terrebonne Regional Planning Commission

Robbie Liner.....	Chairman
Jan Rogers.....	Vice-Chairman
Barry Soudelier.....	Secretary/Treasurer
Michael Billiot.....	Member
Terry Gold.....	Member
Clarence McGuire.....	Member
Angele Poiencot.....	Member
Travion Smith.....	Member
Wayne Thibodeaux.....	Member

JUNE 26, 2025, THURSDAY

6:00 P.M.

TERREBONNE PARISH COUNCIL MEETING ROOM
Government Tower, 8026 Main Street, 2nd Floor, Houma, Louisiana

A • G • E • N • D • A

Revised 6/18/2025

I. CONVENE AS THE ZONING & LAND USE COMMISSION

- A. INVOCATION & PLEDGE OF ALLEGIANCE**
- B. ROLL CALL**
- C. CONFLICTS DISCLOSURE**
- D. APPROVAL OF MINUTES**
 - 1. Approval of the Minutes of the Zoning & Land Use Commission for the Regular Meeting of May 15, 2025
- E. COMMUNICATIONS**
- F. PUBLIC HEARINGS:**
 - 1. Rezone from R-1 (Single-Family Residential) to C-2 (General Commercial); 710 May Street, Lot 6, Block 4, Addendum No. 1, Fairsite Subdivision; Lonzo Lavine, applicant (*Council District 1 / City of Houma Fire*)
- G. NEW BUSINESS:**
- H. STAFF REPORT**
 - 1. *Public Hearing*
Discussion and possible action regarding fee increases for Zoning & Land Use Zoning applications
- I. COMMISSION COMMENTS:**
 - 1. Zoning & Land Use Commissioners' Comments
 - 2. Chairman Comments
- J. PUBLIC COMMENTS**
- K. ADJOURN**

II. CONVENE AS THE REGIONAL PLANNING COMMISSION

- A. INVOCATION & PLEDGE OF ALLEGIANCE**
- B. ROLL CALL**
- C. CONFLICTS DISCLOSURE**
- D. APPROVAL OF MINUTES:**
 - 1. Houma-Terrebonne Regional Planning Commission Minutes for the Regular Meeting of May 15, 2025
- E. APPROVE REMITTANCE OF PAYMENT FOR THE JUNE 26, 2025 INVOICES AND THE TREASURER'S REPORT OF MAY 2025**
- F. COMMUNICATIONS**

G. OLD BUSINESS:

1. a) Subdivision: Tract 1, Raw Land Division of the Neil Subdivision into Lot 1, The Neil Subdivision (Eagle II Dry Dock Facility)
Approval Requested: Process D, Minor Subdivision
Location: 10307 East Park Avenue, Terrebonne Parish, LA
Government Districts: Council District 9 / Bourg Fire District
Developer: Sealevel Construction
Surveyor: Duplantis Design Group, PC

b) Public Hearing
c) Consider Approval of Said Application

H. APPLICATIONS / NEW BUSINESS:

1. a) Subdivision: Revised Tract 2-B and Lot 2-B-1, A Redivision of Tract 2-B belonging to Freddie J. Triche, et ux
Approval Requested: Process D, Minor Subdivision
Location: 5880 North Bayou Black Drive, Gibson, Terrebonne Parish, LA
Government Districts: Council District 2 / Gibson Fire District
Developer: Freddie J. Triche
Surveyor: Keneth L. Rembert Land Surveyors

b) Public Hearing
c) Variance Request: Variance from the fire hydrant distance requirements (Lot 2-B-1 to be 260' in lieu of the required 250' (within 10% allowance)

d) Consider Approval of Said Application
2. a) Subdivision: Tracts C-8-2-A & C-8-2-B, A Redivision of Property belonging to D & M Land Holdings, LLC
Approval Requested: Process D, Minor Subdivision
Location: 238 South Hollywood Road, Terrebonne Parish, LA
Government Districts: Council District 3 / Bayou Cane Fire District
Developer: D & M Land Holdings, L.L.C.
Surveyor: Keneth L. Rembert Land Surveyors

b) Public Hearing
c) Variance Request: Variance from the 25' minimum lot frontage requirements (24.08' in lieu of the required 25')

d) Consider Approval of Said Application
3. a) Subdivision: Subdivision of Lot 1 into Lot I-1 & Lot I-2 belonging to Murphy Raymond Walton, Sr. being a part of Lots A thru I once belonging to Adruel B. Luke
Approval Requested: Process D, Minor Subdivision
Location: 7932 Shrimpers Row, Dulac, Terrebonne Parish, LA
Government Districts: Council District 7 / Grand Caillou Fire District
Developer: Murphy Walton
Surveyor: Delta Coast Consultants, LLC

b) Public Hearing
c) Variance Request: Variance from the minimum lot size requirement (Lot I-2 to be 2,098 sf in lieu of the required 6,000 sf; to be used for docking & mooring purposes only)

d) Consider Approval of Said Application

I. STAFF REPORT

1. Approval of Resolution regarding required training received by Commissioners on March 17, 2025

J. ADMINISTRATIVE APPROVAL(S):

1. Revised Tracts "A" & "B," A Redivision of Tracts "A" & "B" belonging to South Central Planning & Development Commission, Inc. and Poule D'eau Pprieties, LLC; Sections 16, 17, & 18, T17S-R17E, Terrebonne Parish, LA (1727 Coteau Road / Councilman Steve Trosclair, District 9)
2. Revised Tract "B" & Tract "C," A Redivision of Property belonging to David C. Broussard, et ux; Section 58, T16-R14E, Terrebonne Parish, LA (6372 Bayou Black Drive / Councilman John Amedée, District 4)
3. Raw Land Division of a portion of Tract B creating Lot Extension B-2 (Raw Land) for Lucky 13 Land Company; Sections 63 & 64, T16S-R17E, Terrebonne Parish, LA (Country Estates Drive / Charles "Kevin" Champagne, District 5)
4. Lot Line Shift between Properties belonging to Terrebonne Parish Veteran's Memorial District & Bluewater Rubber & Gasket, Co., Section 38, T17S-R17E, Terrebonne Parish, LA (1153 & 1131 Barrow Street / Councilman Brien Pledger, District 1)

- 5. Lot Line Shift between the Estate of Joseph C. Boudreaux, Tract P-3 & Tract P-4 of the Partition of Joseph C. Boudreaux; Section 65, T16S-R17E, Terrebonne Parish, LA *(131, 135, & 139 Shamrock Drive / Councilman John Amedée, District 4)*

K. COMMITTEE REPORT:

- 1. Subdivision Regulations Review Committee
 - a) Public Hearing
Discussion and possible action regarding proposed RV Park Regulations

L. COMMISSION COMMENTS:

- 1. Planning Commissioners' Comments
- 2. Chairman's Comments

M. PUBLIC COMMENTS

N. ADJOURN

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION
ZONING & LAND USE COMMISSION
MEETING OF MAY 15, 2025

- A. The Chairman, Mr. Robbie Liner, called the meeting of May 15, 2025 of the HTRPC, convening as the Zoning & Land Use Commission, to order at 6:00 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. Travion Smith.
- B. Upon Roll Call, present were: Mr. Michael Billiot; Mr. Robbie Liner, Chairman; Mr. Clarence McGuire; Mrs. Angele Poiencot; Mr. Jan Rogers, Vice-Chairman; Mr. Travion Smith; Mr. Barry Soudelier, Secretary/Treasurer; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call was: Mr. Terry Gold. Also present was Mr. Christopher Pulaski, Department of Planning & Zoning 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. *Mr. Liner and Mr. McGuire recused themselves from Item F.1.*
- D. APPROVAL OF THE MINUTES:
1. Mr. Soudelier moved, seconded by Mr. Rogers: “THAT the HTRPC, convening as the Zoning & Land Use Commission, accept the minutes as written, for the Zoning & Land Use Commission for the regular meeting of April 17, 2025.”
- The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. COMMUNICATIONS: None.
- F. PUBLIC HEARINGS:
1. The Chairman called to order the Public Hearing for an application by Terrebonne Children’s Advocacy Center requesting to rezone from R-3 (Multi-Family Residential) to C-2 (General Commercial) 132 Armour Drive.
- a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., discussed the rezone request.
- b) There was no one present to speak on the matter.
- c) Mr. Rogers moved, seconded by Mr. Thibodeaux: “THAT the HTRPC, convening as the Zoning & Land Use Commission, closed the Public Hearing.”
- The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Billiot, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner & Mr. McGuire; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.
- d) Mr. Pulaski discussed the Staff Report and stated staff recommended approval of the rezone request.
- e) Mr. Rogers moved, seconded by Mr. Soudelier: “THAT the HTRPC, convening as the Zoning & Land Use Commission, recommend approval to rezone from R-3 (Multi-Family Residential) to C-2 (Two-Family Residential) 132 Armour Drive and forward to the Terrebonne Parish Council for final consideration.”
- The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Billiot, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner & Mr. McGuire; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
2. The Chairman called to order the Public Hearing for an application by Lonzo Lavine requesting to rezone from R-1 (Single-Family Residential) to C-2 (General Commercial) 710 May Street, Lot 6, Block 4, Addendum No. 1, Fairsite Subdivision.
- a) No one was present to represent the application.
- b) Mr. Pulaski stated his recommendation was to table the matter because the applicant did not post the public hearing signage on site.

- c) Mr. Smith moved, seconded by Mr. Billiot: “THAT the HTRPC, convening as the Zoning & Land Use Commission, table the application to rezone from R-1 (Single-Family Residential) to C-2 (General Commercial) 710 May Street, Lot 6, Block 4, Addendum No. 1, Fairsite Subdivision until the next regular meeting of June 26, 2025 due to the public hearing signage not being posted on site as required.”

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

G. NEW BUSINESS:

1. Planned Building Group:

- a) The Chairman called to order the Planned Building Group application by Richard Real Estate & Management, LLC requesting to place five (5) residential units at 7389, 7393, 7397, & 7401 Park Avenue.
- b) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the request.
- c) There was no one present from the public to speak on the matter.
- d) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided the applicant satisfies the Bayou Cane Fire Protection District’s requirements as per their email dated May 9, 2025 [See ATTACHMENT A] and install a play area as per the Planned Building Group requirements.
- e) Discussion was held regarding verification of the requirements when the zoning review is performed at the building permit stage.
- f) Mr. Smith moved, seconded by Mr. Rogers: “THAT the HTRPC, convening as the Zoning & Land Use Commission, grant approval of the Planned Building Group application for the placement of five (5) residential units at 7389, 7393, 7397, & 7401 Park Avenue conditioned upon the applicant satisfying the Bayou Cane Fire Protection District’s requirements as per their email dated May 9, 2025 [See ATTACHMENT A] and install a play area as per the Planned Building Group requirements.”

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

2. Parking Plan:

- a) The Chairman called to order the Parking Plan application by Michael Barker requesting approval for the construction of 248 parking spaces for a car dealership (Barker Kia) at 6290 West Main Street.
- b) Ty Westerman, Duplantis Design Group, PC, discussed the parking plan.
- c) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval of the parking plan application.
- d) Discussion was held regarding the landscaping and the variance request regarding the substitution of more shrubs in the place of trees that was submitted to the Board of Adjustment.
- e) Mr. Rogers moved, seconded by Mrs. Poiencot: “THAT the HTRPC, convening as the Zoning & Land Use Commission, grant approval of the Parking Plan application for the construction of 248 parking spaces for a car dealership (Barker Kia) at 6290 West Main Street.”

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

3. Planning Approval:

- a) The Chairman called to order the Planning Approval application by Iglesia Mahaneim, Oscar Cordon, requesting approval for the establishment of a church in a C-2 (General Commercial) zoning district at 301 Howard Avenue.
- b) Mr. Rafael Ortiz, 107 Dolphin Street, who discussed the request.

- c) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval of the Planning Approval request.
- d) Mr. Thibodeaux moved, seconded by Mr. Soudelier: “THAT the HTRPC, convening as the Zoning & Land Use Commission, grant approval of the Planning Approval application for the establishment of a church, Iglesia Mahaneim, in a C-2 (General Commercial) zoning district.”

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

H. STAFF REPORT:

- 1. Mr. Pulaski discussed a possible fee increase from \$10 to \$50 for Planning Approvals due to the costs of certified mail and losing money rather than making enough funds to process the application.

- a) Discussion was held regarding how long the current fees have been in effect and what neighboring parishes charge for such applications.
- b) Discussion ensued regarding all application fees for zoning applications that also could be increased. The action regarding all fees not being on the agenda would require a motion for an add-on.
- c) Mr. Thibodeaux moved, seconded by Mr. Rogers: “THAT the HTRPC, convening as the Zoning & Land Use Commission, add the discussion and possible action regarding a review to increase all zoning application fees accordingly.”

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

- d) Mr. Rogers moved: “THAT the HTRPC, convening as Zoning & Land Use Commission, increase all of the Zoning & Land Use Commission’s application fees accordingly.” *The motion died due to a lack of a second.*
- e) Discussion ensued regarding the discussion of only Planning Approvals and not the rest of the fees and more time needed to come up with a proposal.
- f) Mr. Billiot moved, seconded by Mr. Rogers: “THAT the HTRPC, convening as the Zoning & Land Use Commission, table the discussion and possible action regarding a fee increase for Planning Approvals from \$10 to \$50 and add other fee increases as well until the next regular meeting of June 26, 2025.”

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

I. COMMISSION COMMENTS:

- 1. Zoning & Land Use Commissioners’ Comments: None.
- 2. Chairman’s Comments: None.

J. PUBLIC COMMENTS:

- 1. The Chairman asked if there were anyone present to speak Item F.2 regarding the rezoning application at 710 May Street since they failed to do so at the time the matter was addressed. There was no one present and the Public Hearing was continued until the next regular meeting of June 26, 2025.

- K. Mr. Smith moved, seconded by Mr. Soudelier: “THAT there being no further business to come before the HTRPC, convening as the Zoning & Land Use Commission, the meeting be adjourned at 6:34 p.m.”

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



Robbie Liner, 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 MAY 15, 2025.**

**CHRISTOPHER PULASKI, PLA, DIRECTOR
PLANNING & ZONING DEPARTMENT**

Becky Becnel

From: Christopher Pulaski
Sent: Friday, May 9, 2025 10:24 AM
To: Mike Palmer
Cc: Becky Becnel
Subject: Re: May 15th meeting

Thanks. Feel free to contact the architect or applicant directly. I am also cc'ing Becky so we can get this into the ZLUC files and incorporate it into our staff report.

Christopher Pulaski, PLA
TPCG, Director of Planning and Zoning
(985) 873-6569

From: Mike Palmer <mpalmer@bcfire.org>
Sent: Friday, May 9, 2025 10:08:31 AM
To: Christopher Pulaski <cpulaski@tpcg.org>
Subject: May 15th meeting

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Item for the May 15th meeting. Zoning and land use Commission.

If we are to early, please let me know.

Reference:

G. NEW BUSINESS:

1. Planned Building Group:

Placement of (5) residential units; 7389, 7393, 7397, & 7401 Park Avenue; Richard Real Estate & Management, LLC, applicant (Council District 2 / Bayou Cane Fire)

Regarding the new access road along St. Louis Canal. Proposed road is 18 feet wide.

NFPA 1:

18.2.3.5.1.1* Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).

This access road will also require a new fire hydrant.

NFPA 1:

18.5.1.6 Fire hydrants shall be located not more than 12 ft (3.7 m) from the fire department access road.

I can also reach out to the architect.

Thanks



Mike Palmer NREMT-Advanced
Chief Of Fire Prevention | BAYOU CANE FIRE PROTECTION DISTRICT

Bayou Cane Fire Protection District | 6166 W. Main St. | Houma, LA 70360 | (985) 856-4862

Phone: (985) 856-4862 Email: mpalmer@bcfire.org
Phone: (985) 580-7230 Fax: (985) 580-7238 Website: www.bcfire.org
Address: 6166 W. Main St. Houma, LA 70360



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***Houma-Terrebonne Regional Planning Commission
Zoning & Land Use Commission***

P.O. Box 1446

Houma, Louisiana 70361-1446

Bus (985) 873-6793 - Fax (985) 580-8141

Upon receipt of an application for amendment, the office of the Zoning Administrator shall examine the application and shall make such investigation as is necessary. Within fifteen (15) days of receipt of an application, the office of the Zoning Administrator shall transmit the application, together with its report and recommendation, to the Zoning Commission. The Zoning Commission then shall hold a preliminary hearing on the application within thirty-five (35) days after receipt of such application for amendment and shall notify the applicant and the office of the Zoning Administrator of the time and place of such hearing. After holding a preliminary hearing, the Commission shall certify the application for public hearing, and shall notify the applicant of the time and place of such public hearing. The Commission shall fix a reasonable time of a public hearing and shall give public notice, as required by law, as well as notice to the applicant and to the office of the Zoning Administrator.

This ordinance, including the zoning map, is based on comprehensive studies, and is intended to carry out the objective of a sound, stable, and desirable development.

Please return the application and supporting plans to the office of the Zoning Administrator.

PLEASE COMPLETE THE FOLLOWING - NO APPLICATION ACCEPTED UNLESS COMPLETE

Date: 3/25/2025

Lonzo Lavine

Applicant's Name

109 Merlin St.

Address

Gray

City

LA

State

70359

Zip

985-991-3064

Telephone Number (Home)

(Work)

Owner

Interest in Ownership (Owner, etc.)

710 May St.; Lot 6, Block 4, Add. No. 1, FairSITE

Address of Property to be Rezoned & Description (Lot, Block, Subdivision)

Subdivision

Zoning Classification Request:

From: R-1

To: C-2

Previous Zoning History:

X

No

Yes

If Yes, Date of Last Application:

n/a

AMENDMENT POLICY

1. REASONS FOR THIS AMENDMENT:

It is recognized that casual change of the ordinance would be detrimental to the achievement of stable development. It is public policy, therefore, to amend this ordinance only when one or more of the following conditions prevail:

PLEASE CHECK ONE OR MORE:

- _____ ERROR. There is a manifest error in the ordinance.
- X _____ CHANGE IN CONDITIONS. Changed or changing conditions in a particular area or in the metropolitan area generally make a change in the ordinance necessary and desirable.
- _____ INCREASED NEED FOR SITES FOR BUSINESS OR INDUSTRY. Increased or increasing needs for business or industrial sites, in addition to sites that are available, make it necessary and desirable to rezone an area or to extend the boundaries of an existing district.
- _____ SUBDIVISION OF LAND. The subdivision or eminent subdivision of open land into urban building sites make reclassification necessary and desirable.

2. Please state on a separate sheet why this proposal complies with either one or more of the above checked conditions for rezoning.

EXHIBITS REQUIRED

1. LEGAL PLAT OF PROPERTY TO BE REZONED: On the required plat, please include:
- Land area to be affected;
 - Present zoning classification of area to be affected and zoning classification of abutting districts;
 - Public rights-of-way and easements bounding and intersecting the designated area and abutting districts;
 - All existing and proposed structures with supporting open facilities;
 - The specific ground area to be provided and continuously maintained for the proposed structure or structures.
2. List names and addresses or property owners within three hundred (300') feet of the fronting corners of the property to be rezoned.
3. Legal Description: The legal description of only the property to be rezoned.
4. Market Information: Applicable only if the following conditions are met:
- If the proposed amendment would require rezoning an area from an existing residential district to a freestanding commercial district;
 - If the proposed amendment would require more than double the area of an existing district existing totally surrounded by residential districts;
 - Finally, if the proposed amendment would enlarge an area of existing commercial district by more than eight (8) areas;

The market information shall include a written description of the market area to be served by the development, the population thereof, the effective demand for the proposed facilities and any other information describing the relationship of the proposed development to the needs of the applicable area.

5. Development Schedule: Indicate a time schedule for the beginning and completion of development planned by the applicant:

6. Effect of the Amendment: On a separate sheet, include a report giving the nature, description, and effect of the proposed amendment on surrounding land use and properties.

SIGNATURES REQUIRED

1. Names and addresses along with interest of every person, firm, or corporation represented by the applicant:


Lonzo Lavine

2. The undersigned is owner(s) of the entire land area included within the proposed district and, in signing, indicates concurrence with application:

X 

3. Signatures and addresses of all holders of encumbrances, liens, mortgages, etc.:

4. Signature of applicant indicates that the applicants are all the owners and encumbrance holders of the designated area, and have both the means and ability to undertake and complete the proposed development:

X 

APPLICATION FEE SCHEDULE

The City of Houma has adopted the following fee schedule:

1. Map Amendment: \$25.00 / first acre
\$ 3.50 / every acre thereafter, up to fifteen (15) acres

Minimum Charge - \$25.00;

Maximum Charge - \$100.00

I (We) own 21 acres. A sum of \$ 25.00 dollars is enclosed and made a part of this application.

DECLARATION

I (We) declare that, to be the best of my (our) knowledge and belief, all matters stated herein are true and correct.

X 

Signature of Owner or Authorized Agent

**710 May Street
Lot 6, Block 4, Add. No. 1, Fairsite Subdivision
Lonzo Lavine, Applicant**

Request to Rezone from R-1 (Single-Family Residential) to C-2 (General Commercial)

Amendment Policy

2. Reasons For This Amendment

Change in Conditions

The availability of affordable housing has decreased in the area due to the aftermath of Hurricane Ida. The applicant intends to build a duplex on the property which is a permitted use within C-2 zoning district. This district would be more suitable than R-2 (Two-Family Residential) because mobile homes which would not be a good fit for the subdivision are not allowed in C-2.

Limitations On Proposed Amendments

The adjacent property at 708 May Street is currently zoned C-2 (General Commercial) so the proposed rezone is exempt from the minimum size requirement.

Exhibits Required

3. Legal Description

Lot 6, Block 4, Add. No. 1, Fairsite Subdivision

4. Market Information

N/A

5. Development Schedule

Immediately after approval, if granted.

6. Effect of Amendment

This change would not alter the aesthetics in the surrounding area.

Exhibit A.

The current fee prices were set in 1977 and have not been updated since. According to the U.S. Bureau of Labor Statistic's Inflation Calculator it says that \$10 in 1977 is equivalent to \$54.95 today. Also, the cost of certified mailings which we use to notify the applicants of their meeting dates will now be rising to \$10.44 in July 2025. Due to this increase we would like to recommend that administrative review, home occupation, interpretation, planning approval, and special exception have their fees raised to \$50. Additionally, we recommend the Board of Adjustment variance cost to raise to \$150 for single family residential and \$250 for all other requests as this is what St. Charles Parish requires.

(See St. Charles Parish Fee Schedule Below)

Section XXIV. - Fees^[10]

Land use application fees are detailed as follows:

(See Appendix C, Section V.A for subdivision application fees.)

 EXPAND

Home Occupation	Administrative: \$25.00 Planning Commission: \$200.00 ¹
Rezoning	\$5.00 per acre or fraction thereof (\$40.00 minimum, \$200.00 maximum)
Special Permit	\$50.00
Zoning Board of Adjustments (Variance) ²	Single Family: \$150.00 All other use types: \$250.00

We also recommend that we change the application deadline for the Board of Adjustment from 15 to 24 days as neighbors have complained that they did not receive the notice in the required amount of time. Other recommended changes are to update the ordinances with procedures that we have currently been following and would like the ordinances to reflect that. These things are adding our quorum number to the ordinance, moving use variance; non-conforming structure variances to an administrative duty of the Zoning Administrator, and removing the need for 10 site plans for every submission.

Below is the proposed ordinances for Sec. 28-177 (Office of zoning administration) and Sec. 28-178 (Board of adjustment) that we have drafted with additions **bolded** and **underlined** and things we recommend being removed having a ~~strikethrough~~.

Sec. 28-177. Office of zoning administration.

- (a) *Establishment.* There is hereby established an office of zoning administration, called the "office" in this section. There is hereby vested in the office the duties of administering and enforcing this chapter and the power necessary for such administration and enforcement. The zoning administrator shall be the officer in charge of the office.
- (b) *Administration.* In carrying out its administrative duties, the office shall:
 - (1) *Building permits, certificates of occupancy, special plans.* Review all applications for building permits, certificates of occupancy and approvals of special plans hereunder; approve or disapprove such applications as they relate to zoning and make the necessary certifications and issue the necessary certificates and approvals of special plans.
 - (2) *Applications for amendment.* Receive all applications for amendments to this chapter, including the zoning map; refer such applications to the planning commission for its consideration and action and submit to the parish council all such applications, together with the recommendations of the zoning commission.
 - (3) *Procedures.* Establish and administer rules and regulations for proceedings with and within the office, together with the regular forms for such proceedings, and for processing amendments and registering in its records those matters and things required by this chapter to be registered.
 - (4) *Zoning map.* Maintain the zoning map showing the current classification of all land.
 - (5) **Use variances; nonconforming structure variances. When sections of this chapter pertaining to the termination of nonconforming uses and the restoration of damaged nonconforming structures, respectively, would otherwise require the termination of a nonconforming use or prohibit the restoration of damaged nonconforming structure, or both, and the owner, tenant or to the person having a legal or equitable interest in the nonconforming structure or nonconforming use and affected by the damage to or destruction of the structure can meet all of the following conditions, the Zoning Administrator may grant a use variance to permit the continuance of the nonconforming use in question or a variance to authorize the reconstruction of the nonconforming structure in question, or both, provided the Zoning Administrator shall find that all of the following conditions are met:**
 - a. **That the applicant will sustain provable, unusual, exceptional and serious pecuniary loss if the nonconforming use cannot be continued and/or the nonconforming structure cannot be reconstructed;**
 - b. **That the variance will not substantially and adversely affect the public health, safety or welfare or the master plan;**
 - c. **That the plight of the applicant by whom the variance is sought is due to unique circumstances not due to or the result of general conditions in the district in which the property is located;**
 - d. **That the damage to or destruction of the structure in question is the result of fire, flood, windstorm, earthquake or other unforeseen cause or the result of or attributable to the obsolescence or natural deterioration of the structure. Any such variance granted by the board shall be subject to such terms and conditions as may be fixed by the board. Any variance sought under the authority of this subsection must be applied for by the applicant within one (1) year from the date that the damage to or destruction of the structure occurs or becomes evident. Any variance granted under the authority of this subsection shall be automatically revoked unless restoration of the structure is commenced within one (1) year from the date the variance is granted and completed within two (2) years from the date the variance is granted. Any nonconforming structure reconstructed under authority of a variance granted under this subsection shall meet all requirements of this chapter, except those as to which the variance is granted.**

- (6) *Record of nonconforming uses.* Maintain a current register of all nonconforming uses and regulate the registration of such uses.
- (7) *Record of actions.* Maintain records of all actions taken by the office under this chapter.
- (8) *Board of adjustment.* Intervene for and on behalf of the parish in all public hearings before the board of adjustment; present facts and information to assist the board in reaching a decision; resist and oppose any deviations from the standard provisions of this chapter and have decisions of the board reviewed in a court of proper jurisdiction when, in the judgment of the zoning administrator and with the approval of the parish council, such review is desirable.
- (9) *Initiation of amendments.* Propose and recommend the enactment of such amendments to this chapter, including the zoning map, as are made desirable or necessary because of changing conditions or because of judicial or administrative proceedings, or for the purpose of improving administration and enforcement, all in accordance with the amendment procedure set forth herein.
- (10) *Collection of fees.* Collect appropriate fees for application procedures specified herein. Such fees shall include:

Map amendments—Twenty-five dollars (\$25.00) for the first acre and three dollars and fifty cents (\$3.50) for each acre thereafter, up to fifteen (15) acres. The minimum charge shall be twenty-five dollars (\$25.00); the maximum charge shall be one hundred dollars (\$100.00).

Planned building groups—Twenty-five dollars (\$25.00) for the first acre and three dollars and fifty cents (\$3.50) for each additional acre, up to fifteen (15) acres. The minimum charge shall be twenty-five dollars (\$25.00); the maximum charge shall be one hundred dollars (\$100.00). Acreage is based on total area, exclusive of streets.

Administrative review—Fifty dollars (\$50.00)

Home Occupation—Fifty dollars (\$50.00)

Interpretation—Fifty dollars (\$50.00)

Parking plans—Fifty dollars (\$50.00) per plan.

Planning approvals—~~Ten dollars (\$10.00).~~ **Fifty dollars (\$50.00)**

Special exceptions—~~Ten dollars (\$10.00).~~ **Fifty dollars (\$50.00)**

Variance—~~Twenty dollars (\$20.00).~~ **one hundred fifty dollars (\$150.00) for single family residential and two hundred fifty dollars (\$250.00) for all other applications.**

~~Any combination of the above fees shall not exceed two hundred dollars (\$200.00) for a given parcel of land.~~

- (c) *Enforcement.* In carrying out its enforcement duties, the office shall:

- (1) *Investigations and surveys.* Conduct investigations and surveys to determine compliance or noncompliance with the provisions of this chapter. Incidental to such surveys and investigations, an authorized representative of the office may enter into and upon any land or structure to be inspected or examined.
- (2) *Enforcement.* Issue written orders requiring compliance with the provisions of this chapter. Such orders shall be served personally or by certified or registered mail upon the person, firm or corporation deemed by the office to be violating the provisions of this chapter; provided, however, that if such person, firm or corporation is not the owner of the land or the structure in which the violation is deemed to exist or to have occurred, a copy of the order shall be sent by certified or registered mail to the owner of such land or structure, the owner to be determined from the tax roll for the preceding

year in the office of the tax assessor of the parish. The date of mailing shall be deemed the date of service of any order served by certified or registered mail.

- (3) *Legal proceedings.* Institute, in courts of proper jurisdiction, proceedings for the enforcement of the provisions of this chapter and administrative orders and determinations made hereunder when, in the judgment of the zoning administrator and with the approval of the council, such measures are desirable.

(d) *Appeals from the office.*

- (1) *Procedure.* Appeals to the board of adjustment may be taken by any person aggrieved or by any officer, department, board, or bureau of the parish affected by any decision of the office. Appeals shall be taken within a reasonable time, as provided by the rules of the board, by filing with the office, and with the board of adjustment a notice of appeal specifying the grounds thereof. The office shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken.
- (2) *Effect of appeal.* An appeal stays all proceedings in furtherance of the action appealed from, unless the zoning administrator certifies to the board of adjustment after the notice of appeal shall have been filed with him, that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril of life or property. In such case proceedings shall not be stayed otherwise than by a restraining order that may be granted by the board of adjustment or by a court of record on application or notice to the office and on due cause shown.

(City Code 1965, App. A, art. VIII, § B; Ord. No. 4563, 10-10-90)

State law reference(s)—Amendment of zoning regulations, R.S. 33:4725.

Sec. 28-178. Board of adjustment.

- a) *Members; appointment; terms.* The board of adjustment shall consist of five (5) members, all of whom shall be landowners and qualified voters. The membership of the first board shall serve, respectively, one (1) for one (1) year, one (1) for two (2) years, one (1) for three (3) years, one (1) for four (4) years and one (1) for five (5) years. Thereafter members shall be appointed for terms of five (5) years each. One alternate member shall be appointed for a term of three (3) years. The alternate member shall be required to attend all meetings and shall vote only when called upon to form a quorum and when so voting shall have all the powers and duties of regular members.
- b) **Quorum. A quorum of the Board shall consist of three (3) members.**
- c) *Rules of procedure.* The board of adjustment shall elect its chairman from among its members and shall adopt rules of procedure in accordance with the provisions of this chapter. Rules of procedure or amendments thereto adopted by the board of adjustment shall become effective upon their approval by the parish council.
- d) *Hearings.* The board shall fix a reasonable time for the hearing of an appeal, which hearing shall be open to the public. Public notice of the hearing shall be given, and notice shall be given to the appellant or applicant and to the office of zoning administration. The chairman or the acting chairman may administer oaths and compel the attendance of witnesses. Any interested person may appear in person or by agent or attorney.
- e) *Records.* The board shall prepare a record of its proceedings for each case or matter heard. The record shall show the grounds for each decision and the vote of each member upon each question or if absent or failing to vote, shall indicate such fact. The record of proceedings shall be filed in the office of the board and shall be a public record. All testimony, objections thereto and rulings thereon shall be taken down by a reporter employed by the board.
- f) *Decisions.* The concurring vote of a majority of the members of the board present and voting shall be necessary to reverse any order, requirement, decision, or determination of any administrative official, to decide in favor of the applicant on any matter upon which the board is required to pass under this chapter or to allow any variance. Every decision of the board shall be based upon findings of fact, and every finding of fact shall be supported in the record of proceedings. The enumerated conditions required to exist on any matter upon which the board is required to pass under this chapter or to allow any variance shall be construed as limitations on the power of the board to act. A mere finding or recitation of the enumerated conditions, unaccompanied by findings of specific facts, shall not be deemed findings of fact and shall not be deemed compliance with this chapter. Nothing herein contained shall be construed to empower the board to change the terms of this chapter, to effect changes in the zoning map or to add to the specific uses permitted in any district. The powers of the board shall be so construed that this chapter and the zoning map are strictly enforced.
- g) *Powers of the board.* Subject to the limitations enumerated herein, the board shall have and exercise the following powers. In the exercise of its powers, the board may reverse or affirm, in whole or in part, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made, and to that end, the board shall have all of the powers of the officer of the department from whom the appeal is taken.
 - (1) *Administrative review.* To hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, permit, decision or refusal made by the building inspector or zoning administrator or administrative official in the carrying out of enforcement of any provision of this chapter.
 - (2) *Interpretation.* To interpret the zoning map and to pass upon disputed questions as they arise in the administration of the zoning regulations.

- (3) *Special exceptions.* To hear and decide, in accordance with the provisions of this chapter, requests for special exceptions upon which the board is authorized by this chapter to pass. Special exceptions shall be subject to such terms and conditions as may be fixed by the board. No exception shall be authorized unless the board shall find that all of the following conditions exist:
- a. That the exception will not authorize the operation of a use other than those uses specifically enumerated for the district in which is located the property for which the exception is sought;
 - b. That the full development is designed and intended to serve the district in which the development is sought to be operated and maintained;
 - c. That the exception is essential to maintain the functional design and architectural integrity of the development;
 - d. That the exception will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district;
 - e. That the exception will not alter the essential character of the district in which is located the property for which the exception is sought;
 - f. That the exception will not weaken the general purposes of this chapter or the regulations herein established for the specific district;
 - g. That the exception will be in harmony with the spirit and purposes of this chapter;
 - h. That the exception will not adversely affect the public health, safety or welfare or the master plan.
- (4) *Variances.* Where, by reasons of exceptional narrowness, shallowness or shape of a specified piece of property at the time of enactment of the ordinance from which this section derives or by reason of exceptional topographic conditions or other extraordinary or exceptional characteristics of such piece of property, the strict application of any regulation in this chapter would result in peculiar and exceptional or undue hardship upon the owner of such property, the board may authorize, upon an appeal relating to such property, a variance from such strict application so as to relieve such difficulties or hardship, provided such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this chapter. Variances shall be subject to such terms and conditions as may be fixed by the board. No variance shall be authorized unless the board shall find that all of the following conditions exist:
- a. That the variance will not authorize the operation of a use other than those uses specifically enumerated for the district in which is located the property for which the variance is sought;
 - b. That the development or use of the property for which the variance is sought, if limited by a literal enforcement of the provisions of this chapter, cannot yield a reasonable return in service, use or income as compared to adjacent conforming property in the same district;
 - c. That the plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, that the unique circumstances were not created by the owner of the property and are not due to or the result of general conditions in the district in which the property is located;
 - d. That the variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district;
 - e. That the variance will not alter the essential character of the district in which is located the property for which the variance is sought;
 - f. That the variance will not weaken the general purposes of this chapter or the regulations herein established for the specific district;
 - g. That the variance will be in harmony with the spirit and purposes of this chapter;

- h. That the variance will not adversely affect the public health, safety or welfare or the master plan.
- (5) ~~Use variances; nonconforming structure variances.~~ When sections of this chapter pertaining to the termination of nonconforming uses and the restoration of damaged nonconforming structures, respectively, would otherwise require the termination of a nonconforming use or prohibit the restoration of damaged nonconforming structure, or both, and the owner, tenant or to the person having a legal or equitable interest in the nonconforming structure or nonconforming use and affected by the damage to or destruction of the structure can meet all of the following conditions, the board may grant a use variance to permit the continuance of the nonconforming use in question or a variance to authorize the reconstruction of the nonconforming structure in question, or both, provided the board shall find that all of the following conditions are met:
- a. ~~That the applicant will sustain provable, unusual, exceptional and serious pecuniary loss if the nonconforming use cannot be continued and/or the nonconforming structure cannot be reconstructed;~~
 - b. ~~That the variance will not substantially and adversely affect the public health, safety or welfare or the master plan;~~
 - c. ~~That the plight of the applicant by whom the variance is sought is due to unique circumstances not due to or the result of general conditions in the district in which the property is located;~~
 - d. ~~That the damage to or destruction of the structure in question is the result of fire, flood, windstorm, earthquake or other unforeseen cause and not the result of or attributable to the obsolescence or natural deterioration of the structure. Any such variance granted by the board shall be subject to such terms and conditions as may be fixed by the board. Any variance sought under the authority of this subsection must be applied for by the applicant within one (1) year from the date that the damage to or destruction of the structure occurs or becomes evident. Any variance granted under the authority of this subsection shall be automatically revoked unless restoration of the structure is commenced within one (1) year from the date the variance is granted and completed within two (2) years from the date the variance is granted. Any nonconforming structure reconstructed under authority of a variance granted under this subsection shall meet all requirements of this chapter, except those as to which the variance is granted.~~
- (h) *Appeals from the board.*
- (1) *Procedure.* Any person or persons jointly or severally aggrieved by any decision by the board of adjustment, of any officer, department, board, or bureau of the parish, may present to the district court of the parish a petition, duly verified, setting forth that the decision is illegal, in whole or in part, specifying the grounds of the illegality. The petition shall be presented to the court within thirty (30) days after the filing of the decision in the office of the board.
 - (2) *Certiorari.* Upon the presentation of such petition the court may allow a writ of certiorari directed to the board of adjustment to review the decision of the board of adjustment and shall be prescribed therein the time within which a return may be made and served upon the relator's attorney, that shall be not less than ten (10) days but which may be extended by the court. The allowance of the writ shall not stay proceedings upon the decision appealed from but the court may, on application on notice to the board and on due cause shown, grant a restraining order.
 - (3) *Return.* The board of adjustment shall not be required to return the original papers acted upon by it, but may return certified or sworn copies thereof or such portions thereof as may be called for by the writ. The return shall concisely set forth such other facts as may be pertinent and material to show the grounds of the decision appealed from and shall be verified.
 - (4) *Evidence.* If, upon the hearing, it shall appear to the court that testimony is necessary for the proper disposition of the matter, it may take additional evidence or appoint a referee to take such evidence as

it may direct and report the same to the court with his findings of fact and conclusions of law, which shall constitute a part of the proceedings upon which the determination of the court shall be made.

- (5) *Decision.* The court may reverse or confirm, wholly or in part, or may modify the decision brought up for review. Costs shall not be allowed against the board unless it appears to the court that it acted with gross negligence, in bad faith, or with malice in making the decision appealed from. All issues in any proceedings under this section shall have preference over all other civil actions and proceedings.

(h) *Application process.*

- (1) Applications shall have a deadline for submittal of ~~fifteen (15)~~ **twenty-four (24)** days prior to the meeting.
- (2) Application fees shall be paid at the time the application is submitted.
- (3) ~~A minimum of ten (10) copies of a site plan~~ **and other documents as may be requested by the Zoning Administrator** shall be submitted along with the application.
- (4) List of property owners adjacent to the property and those property owners within two hundred fifty (250) feet of the site shall be submitted to the planning office and shall be notified via either regular or certified mail, as follows:

Notification shall be sent by parish staff by certified mail to the applicant and to the adjacent property owners and by first class mail to all remaining property owners within a two hundred fifty-foot radius. The notice shall advise the purpose, date, time and place of the hearing. The cost of any postal fees associated with the notification process shall be borne by the applicant.

(City Code 1965, App. A, art. VIII, § C; Ord. No. 4215, § I, 7-27-88; Ord. No. 4563, 10-10-90; Ord. No. 6825, § I, 12-3-03; Ord. No. 7350, § I, 9-12-07; Ord. No. 7419, § I, 2-13-08; Ord. No. 7640, 5-27-09; Ord. No. 7663, § I, 7-8-09; Ord. No. 7982, § I(Att. A), 4-27-11; Ord. No. 8022, § I(Att. A), 8-10-11)

Cross reference(s)—Administration, Ch. 2.

State law reference(s)—Board of adjustment, R.S. 33:4727.