

PROCEEDINGS
OF THE
TERREBONNE PARISH COUNCIL
IN REGULAR SESSION

November 28, 2018

The Chairman, Mr. S. Trosclair, called the meeting to order at 6:00 p.m. in the Terrebonne Parish Council Meeting Room. Following an Invocation led by Council Member C. Duplantis-Prather, Council Member A. Marmande led the Pledge of Allegiance.

Upon roll call, Council Members recorded as present were: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr. A quorum was declared present.

Mr. D. J. Guidry moved, seconded by Mr. D. W. Guidry, Sr., "THAT the Council approve the minutes of the Regular Council Session held on October 24, 2018."

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Mr. D. J. Guidry moved, seconded by Mr. J. Navy, "THAT the Council approve the Parish Bill Lists dated 11/19/2018 and 11/26/2018."

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, and C. Duplantis-Prather.

NAYS: None.

ABSENT: None.

ABSTAINING: D. W. Guidry, Sr.

The Chairman declared the motion adopted.

Mr. D. J. Guidry moved, seconded by Mr. J. Navy, "THAT the Council approve the Manual Check Listing for October 2018."

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

The Chairman recognized Mr. Gordon Dove, Parish President, who gave a brief report regarding a new project to repaint the interior of the Houma-Terrebonne Civic Center due to a long-standing issue of the discoloration of the wall tiles.

The Chairman recognized Mr. Mike Toups, Parish Manager, who stated that the discoloration found on the walls of the Civic Center was due to an ongoing mineral leaching issue and not due to mold, mildew, or other hazardous substances.

Upon Council Member D. W. Guidry, Sr.'s request, Mr. Dean Schouest, Civic Center Director, stated that the leaning light pedestals at the Civic Center were in the process of

being repaired and that a contractor was currently being sought to complete repairs for the pedestals and other improvements for the parking lot.

Mr. Toups gave a brief update on the drainage pump stations and backup generators across the Parish.

Several Council Members asked for brief updates regarding specific pump stations including the in-progress pump station at Lashbrook and the pump station on Crozier Drive then shared their confidence in the progress for the new construction and repairs of those pump stations.

Mr. Toups stated that all of street light outages that had been reported to the utility companies had been repaired or replaced then reported that SLECA had developed a plan for replacing the street lights on Highway 311.

Council Member D. W. Guidry, Sr. shared his experience of a recent meeting with representatives from the Utilities Department and SLECA. He then clarified that incorrect street lights were installed on Highway 311 due to conflicting requests between the Parish and the State for the type of street lights to be used and that the conflicting requests have since been resolved with new lights to be installed soon.

Mr. G. Michel moved, seconded by Mr. D. W. Guidry, Sr., "THAT the Council, in accordance with Sections 2-73 and 2-98 of the Parish Code, ratifies Parish President Gordon E. Dove's appointment of Ms. Jessica Duet as an Assistant Parish Attorney."

The Chairman called for a vote on the motion offered by Mr. G. Michel.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Ms. A. Williams moved, seconded unanimously, "THAT, the Council introduce an ordinance that will name the Terrebonne Parish Old Courthouse Building located at 7856 Main Street, in honor of the late "Honorable I. Robert "Bobby" Boudreaux" and calling a public hearing on December 12, 2018 at 6:30 p.m."

The Chairman called for a vote on the motion offered by Ms. A. Williams.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

The Chairman recognized Parish President Dove who thanked the Chairman and Council for considering the renaming of the building and honoring Mr. Boudreaux and his service to Terrebonne Parish.

Council Member D. J. Guidry suggested that lettering be included on the front of the Government Tower once plans for relocating departments to the tower were completed in honor of the building being renamed after Mr. Bobby Bergeron.

The Chairman stated that plans for commemorating Mr. Boudreaux at the courthouse would involve a plaque being installed at the building to retain the courthouse's exterior design.

Council Member C. Duplantis-Prather shared her support for the honor and stated that she would be looking to do a memorial for Mr. Boudreaux in the near future as well.

Council Member G. Michel read aloud a proclamation declaring December 8, 2018 as "Ross Mullooly Day" in Terrebonne Parish.

The Chairman recognized Mr. Jimmy Mullooly, Houma resident, who thanked the Council and the entire Terrebonne Parish for their ongoing support of The Ross Mullooly Project and of Hope Lodge in their efforts to provide for those suffering from cancer and their caregivers.

Several Council Members commended the late Ross Mullooly for his positive impact on his local community by creating The Ross Mullooly Project and also commended Mr. Jimmy and Mrs. Monica Mullooly as Mr. Ross' parents for their continuing the charity efforts began by their son before his death.

Council Member C. Duplantis-Prather read aloud a proclamation declaring December 1, 2018 as "Houma Downtown Christmas Festival and Parade Day."

The Chairman recognized Mrs. Shelly Ronquillo, Volunteer Chairperson for the Annual Christmas Festival, who shared her gratitude for the many sponsors, Christmas Committee Members, and volunteers for their year-round efforts in organizing the event and gave a brief overview of some of the new offerings and opportunities for outreach that will be made available for the event. She then announced that a previously scheduled movie night would be cancelled due to poor weather being predicted for that time frame.

Council Member C. Duplantis-Prather thanked the Christmas Committee members for their passion and dedication toward seeing the Christmas events succeed as well as the many sponsors and donors for their support of the events.

Upon Council Member A. Williams' request, Mr. Christopher Pulaski, Planning and Zoning Director, stated that the weather forecast will be monitored for the day that the parade will run and offered several alternatives should there be poor weather expected during the parade.

The Chairman recognized Ms. Anne Picou, Planning Department, who thanked the many volunteers responsible for running the event and then thanked Parish President Dove for the opportunity to create the Christmas Committee and re-envision the parade and festival as a family-focused event.

Ms. A. Williams moved, seconded by Mr. D. J. Guidry, "THAT, it now being 6:30 p.m., the Council open public hearings."

The Chairman called for a vote on the motion offered by Ms. A. Williams.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

The Chairman recognized the public for comments on the following:

A. A public hearing per Chapter 11 of the Parish Code of Ordinances, to gather facts, opinions and other input regarding a Waste Storage or Disposal Facility application for a permit to operate at 349 Powhatten Court, by M.A.R.S. Cleaning Services, LLC, and to address other matters relative thereto.

The Chairman recognized Mr. James Chafin, Houma resident, who shared his support for the proposed facility and shared his experiences in dealing with naturally occurring radioactive materials (NORMs) on a regular basis through his work.

The Chairman recognized Mr. Jerry Cobb, Gibson resident, who shared his opposition to the facility and shared his concerns for the facility being located too closely to the drinking water supply for the Gibson area.

The Chairman recognized Ms. Joan St. Pierre, Houma resident, who shared her support for the proposed facility as it would provide more jobs for the local area.

The Chairman recognized Mr. Clarence Williams, Schriever resident, who shared his opposition to the proposed facility and shared a number of concerns held by Gibson residents. Mr. Williams stated that a similar facility in the area had issues with hazardous waste in the past, the proposed facility was too closely located to a source of potable water, and that there would be many potential consequences should an accident occur. He then suggested that any action regarding the proposed facility be deferred until certain environmental issues were addressed.

The Chairman recognized Mr. Tony Authement, President of M.A.R.S. Cleaning Services, LLC, who gave an overview of the measures that would be taken to provide for safety when handling NORM-contaminated assets as well as some of the potential benefits to the local area in reducing the time those contaminated assets would spend being transported to other facilities before being decontaminated.

Ms. C. Duplantis-Prather moved, seconded by Mr. G. Michel, "THAT, Mr. Authement's time to speak be extended."

The Chairman called for a vote on the motion offered by Ms. C. Duplantis-Prather.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Mr. Authement briefly reviewed the safety measures for the proposed new facility then stated that representatives from LDEQ, Consolidated Waterworks, and he would be available for any questions.

Council Member A. Williams stated that she would not be supporting the proposed facility and shared her concerns for potential environmental injustices. She then presented a brief video to the Council and public in attendance highlighting the harmful effects of a chemical plant in Reserve, LA on its residents and local environment.

Upon Council Member G. Michel's request, the Chairman recognized Mr. Michael Sobert, Consolidated Waterworks District No. 1 General Manager, who reviewed a previous report detailing the NORM content found in the drinking water supply for Bayou Black. He then stated that other factors such as future drainage projects and severe weather events would also affect the quality and accessibility of drinking water for the Parish.

Upon Council Member G. Michel's request, The Chairman recognized Mr. Jeff Dauzat and Mr. Ziad Fahd, Louisiana Department of Environmental Quality, who gave an overview of the compliances and procedures required by the state for a facility to receive a license to clean NORM-contaminated assets.

Council Member G. Michel shared his confidence that the proposed facility, through following appropriate regulations, would handle the NORM-contaminated assets responsibly and shared his support for the proposed facility.

Council Member A. Williams suggested that the necessity for extensive regulations and state oversight of these facilities would confirm that a degree of danger existed with regards to the NORMs and their decay materials.

A discussion ensued relative to the present but low quantities of radioactive materials found in everyday life.

Council Member A. Marmande shared some of his past experiences with trucking companies responsible for transporting NORMs around Bayou Gauche then stated that he would not be supporting the proposed facility.

Upon the Chairman's request, Mr. Fahd gave a brief explanation regarding the half-life of NORMs and the waste products generated due to radioactive decay. A discussion then

ensued regarding the classification of NORMs as nonhazardous oilfield waste and the limits that must be exceeded for them to be considered hazardous.

Council Member A. Williams stated that the states home to oilfield-related industries are those states that have stricter regulations regarding NORMs and reiterated her concern for the potential dangers associated with the proposed facility should an accident occur.

Ms. A. Williams moved, seconded by Mr. G. Michel, “THAT the Council close the aforementioned public hearing.” (***MOTION VOTED ON AFTER DISCUSSION**)

The Chairman recognized Mr. Melvin Poindexter, Gibson resident, shared his concerns for the health of future generations then shared some of his experiences living near chemical plants and their effects on local areas. He then stated his opposition to the proposed building and suggested other locations could be considered.

The Chairman recognized Ms. Lucretia McBride, Houma resident, who shared her concerns for the safety and well-being of the residents living near the proposed facility and urged the Council to not approve the proposed facility.

The Chairman recognized Ms. Constance Whaley, Gibson resident, who stated her opposition to the proposed facility then shared her concerns for potential positive impacts the proposed facility would provide to the Gibson area along with its potential risks.

There were no further comments from the public on the proposed motion.

*The Chairman called for a vote on the motion offered by Ms. A. Williams.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Upon Council Member G. Michel’s request, the Chairman recognized Mr. Christopher Pulaski, Planning Director, who clarified that the Council could move to approve the permit application, move to deny the permit application, or move to continue discussion on the item at the next Council Meeting. He then stated that, should the Council wish to approve the permit application, a one-mile setback variance would also need to be approved for the facility in accordance with Section 11-56.2 of the Parish Code of Ordinances.

The Chairman recognized Mr. Vincent Dagate, Jr., Assistant Parish Attorney, who recommended to the Council that a motion to approve or to deny the permit application also include the approval or denial of the one-mile setback variance as well in order to eliminate potential inconsistencies with regards to voting for the motion.

Council Member A. Williams shared her concerns for taking action to approve the one-mile setback variance at that time. Mr. Pulaski clarified that the variance was included as part of the permit application and that an action taken to approve or deny the variance could be classified as part of addressing the permit application.

Mr. G. Michel moved, seconded by Mr. D. W. Guidry, Sr., “THAT the Council approve the permit application for M.A.R.S. Cleaning Services, LLC to operate a Waste Storage or Disposal Facility and to approve a one-mile setback variance for said facility in accordance with Section 11-56.2 of the Parish Code of Ordinances.”

The Chairman called for a voice vote on the motion offered by Mr. G. Michel.

THERE WAS RECORDED:

YEAS: D. J. Guidry, S. Trosclair, G. Michel, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: A. Marmande, J. Navy, A. Williams, and S. Dryden.

ABSENT: None.

The Chairman declared the motion adopted.

The Chairman recognized the public for comments on the following:

B. A proposed ordinance for revisions to Chapter 6, Appendix A, Part II of the Parish Code of Ordinances to waive certain types of residential building permit fees effective January 1, 2019.

There were no comments from the public on the proposed ordinance.

Mr. G. Michel moved, seconded by Mr. D. J. Guidry, "THAT the Council close the aforementioned public hearing."

The Chairman called for a vote on the motion offered by Mr. G. Michel.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Council Member G. Michel stated that he would not be supporting the motion to waive permit fees and shared his concerns regarding the revisions should they take effect.

The Chairman recognized Mr. Gordon E. Dove, Parish President, who shared an intention to veto the previously adopted motion to approve the permit application for M.A.R.S. Cleaning Services, LLC to operate a Waste Storage or Disposal Facility and to approve a one-mile setback variance for said facility.

OFFERED BY: MR. D. J. GUIDRY
SECONDED BY: MR. D. W. GUIDRY. SR.

ORDINANCE NO. 9015

AN ORDINANCE OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT COUNCIL AMENDING THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT CODE OF ORDINANCES BY AMENDING APPENDIX A OF CHAPTER 6, "BUILDINGS AND STRUCTURES" FOR THE PURPOSES OF PROVIDING FOR THE WAIVING OF CERTAIN RESIDENTIAL PERMIT FEES, AND TO PROVIDE FOR RELATED MATTERS.

WHEREAS, Section 1 – 06 of the Home Rule Charter for the Parish of Terrebonne provides that the parish government shall have the right, power and authority to pass all ordinances requisite or necessary to promote, protect and preserve the general welfare, safety, health, peace and good order of the parish, including, but not by way of limitation, the right, power and authority to pass ordinances on all subject matter necessary, requisite or proper for the management of the parish affairs, and all other subject matter without exception, subject only to the limitations that the same shall not be inconsistent with the Constitution or expressly denied by the general law applicable to the parish; and

WHEREAS, it has been determined that there is sufficient savings by the performance of building plan review and building inspections in-house to waive certain residential building permit fees beginning January 1, 2019; and

WHEREAS, Terrebonne Parish is a revenue neutral entity; and

WHEREAS, Terrebonne Parish President Gordon Dove wishes to pass these cost savings on to the public; and

WHEREAS, permits will still be required as they have always been; and

WHEREAS, applicable permit fees will be re-instated and penalties assessed on work performed without a valid building permit issued and in place; and

WHEREAS, accordingly, that the Terrebonne Parish Consolidated Government desires to amend Appendix A of Chapter 6 of the Terrebonne Parish Code of Ordinances to reflect the waiving of certain residential building permits fees outlined in Appendix A ;

NOW, THEREFORE, BE IT ORDAINED by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that:

Section I

The following sections of the Code of Ordinances of Terrebonne Parish at Chapter 6, Appendix A, are hereby amended, using ~~strike through~~ to indicate deletions and underlining to indicate additions, and same are hereby adopted to read as follows in the revised Appendix A attached hereto.

Section II

Any and all other provisions of the Code not amended herein, shall remain in full force and effect. If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

Section III

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-12 or 2-13(b) of the Home Rule Charter or as otherwise required by the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS: D.J. Guidry, S. Trosclair, S. Dryden, C. Duplantis-Prather and D.W. Guidry, Sr.

NAYS: G. Michel.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: A. Marmande, J. Navy and A. Williams.

The Chairman declared the ordinance adopted on this, the 28th day of November 2018.

APPENDIX A



TERREBONNE PARISH CONSOLIDATED BUILDING CODE

2018 Edition

Terrebonne Parish, Louisiana, Code of Ordinances:
Part II Parish Code: Buildings and structures:
Article II, Section 6-21: Comprehensive Building Code Enforcement Program:
Division 1: Consolidated Building Code:

<i>Adopted by Ordinance</i>	<i>7924 on Wednesday 1st December</i>	<i>2010</i>
<i>Amended by Ordinance</i>	<i>8023 on Wednesday 10th August</i>	<i>2011</i>
<i>Amended by Ordinance</i>	<i>8434 on Wednesday 11th June</i>	<i>2014</i>
<i>Amended by Ordinance</i>	<i>8841 on Wednesday 26th April</i>	<i>2017</i>
<i>Amended by Ordinance</i>	<i>8947 on Wednesday 11th April</i>	<i>2018</i>
<i>Amended by Ordinance</i>	<i>XXXX on Wednesday 28th November</i>	<i>2018</i>



APPENDIX A. - TERREBONNE PARISH CONSOLIDATED BUILDING CODE [\[4\]](#)

101.1 Title.

101.2 Scope.

101.3 Intent.

101.4 Referenced Codes.

102.1 General.

102.2 Other Laws.

102.3 Application of References.

102.4 Referenced Codes and Standards.

102.5 Partial Invalidity.

102.6 Existing Structures.

103.1 Administration.

103.2 Creation of Enforcement Agency.

103.3 Appointment of a Building Official.

103.4 Deputies.

104.1 General.

104.2 Applications and Permits.

104.3 Notices and Orders.

- 104.4 Inspections.
- 104.5 Identification.
- 104.6 Right of Entry.
- 104.7 Department Records.
- 104.8 Liability.
- 104.9 Approved Materials and Equipment.
 - 104.9.1 Used materials and equipment.
- 104.10 Modifications.
 - 104.10.1 Flood Hazard Areas.
- 104.11 Alternative Materials, Design and Methods of Construction and Equipment.
 - 104.11.1 Research reports.
 - 104.11.2 Tests.
- 104.12 Flood Zone Construction Documents.
- 105.1 Required.
- 105.2 Work Exempt from Building Permit.
 - 105.2.1 Emergency repairs.
 - 105.2.2 Repairs.
 - 105.2.3 Public service agencies.
- 105.3. Application for Building Permit.
 - 105.3.1 Action on application.
 - 105.3.1.1 Substantial damage or improvement.
 - 105.3.2 Time limitation of application.
- 105.4 Validity of Permit.
- 105.5 Expiration.
- 105.6 Suspension or Revocation.
- 105.7 Placement of Permit.
- 106.1 Live Loads Posted.
- 106.2 Issuance of Certificate of Occupancy.
- 106.3 Restrictions on Loading.
- 107.1 General
- 107.2 Construction Documents.
 - 107.2.1 Required form.
 - 107.2.2 Information on construction documents.
 - 107.2.3 Fire protection system shop drawings.
 - 107.2.4 Means of egress.
 - 107.2.5 Exterior wall envelope.
 - 107.2.6 Site plan or plot plan.

107.2.6.1 Design flood elevations.

107.3 Examination of Documents.

107.3.1 Approval of construction documents.

107.3.2 Previous approvals.

107.3.3 Phased approval.

107.3.4 Design professional in responsible charge.

107.3.4.1 General.

107.3.4.2 Deferred submittals.

107.5 Retention of Construction Documents.

108.1 General.

108.2 Conformance.

108.3 Temporary Power.

108.4 Termination of Approval.

109.1 Payment of Fees.

109.2 Schedule of Permit Fees.

109.2.1 Payment required.

109.2.2 Level of permit fees.

Section 109.2.2.1 Waiver of certain residential building permit fees.

109.2.3 Third party service providers.

109.2.4 Amendment of fees.

109.2.5 Accessory Structure Defined.

Table 109.2.2(1) Commercial/Institutional Permit Fees

Table 109.2.2(2) Trade Permit Fees

Table 109.2.2(3) Residential Construction Permit Fees

Table 109.2.2(4) Miscellaneous Permit Fees

109.3 Discounted Fees.

109.4 Work commencing Before Permit Issuance.

109.5 Related Fees.

109.6 Refunds.

109.7 Multiple Contractors.

109.8 Building Permit Valuation.

110.1 General.

110.2 Preliminary Inspection.

110.3 Required Inspections.

110.3.1 Footing, foundation and plumbing rough-in.

110.3.2 Concrete slab and under-floor inspection.

110.3.3 Lowest floor elevation.

- 110.3.4 Framing and masonry.
- 110.3.5 Lath and gypsum board inspection.
- 110.3.6 Fire and smoke-resistant penetrations.
- 110.3.7 [Reserved].
- 110.3.8 Other inspections.
- 110.3.9 Special inspections.
- 110.3.10 Final inspection.

- 110.3.10.1 Elevation documentation.

- 110.4 Inspection Agencies.
- 110.5 Inspection Requests.
- 110.6 Approval Required.
- 111.1 Use and Occupancy.
- 111.2 Change of Use.
- 111.3 Certificate Issued.
- 111.4 Temporary Occupancy.
- 111.5 Revocation.
- 112.1 Connection of Service Utilities.
- 112.2 Temporary Connection.
- 112.3 Authority to Disconnect Service Utilities.
- 112.4 Special Permit Requirements.
- 113.1 General.
- 113.2 Rules of Procedure.
- 113.3 Limitations on Authority.
- 113.4 Decisions by Board of Appeals.
- 114.1 Unlawful Acts.
- 114.2 Notice of Violation.
- 114.3 Prosecution of Violation.
- 114.4 Violation Penalties.
- 114.5 Violation Count.
- 115.1 Authority.
- 115.2 Issuance.
- 115.3 Unlawful Continuance.
- 116.1 Conditions.
- 116.2 Record.
- 116.3 Notice.
- 116.4 Method of Service.
- 116.5 Restoration.

117.1 General.

117.2 Registration of Certified Third Party Plan Review and Inspection Service Providers.

117.3 Registration of Tradesmen.

117.4 Late Registration.

117.5 Unregistered Activity.

117.6 Transitional Arrangements.

117.6.1 Transitional registration requirements.

Footnotes:

--- (4) ---

Editor's note— The Terrebonne Parish Consolidated Building Code enacted on Dec. 1, 2010, by Ord. No. 7924, has been set out in its entirety herein as adopted.

Part I - Adoption of Code

SECTION 100 - ADOPTION

100.1 Adoption. The Louisiana State Uniform Construction Code as may from time to time be amended and promulgated by the State and all other standards and appendices referenced in adopted international codes, including Appendix J to the residential building code, are hereby adopted as the building code of this Parish for the purpose of regulating and governing the conditions and maintenance of all property, buildings, and structures in Terrebonne Parish; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary, and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures; providing for the issuance of permits and collection of fees therefor, of which not less than two (2) copies are on file in the office of the Building Official. Each and all of the regulations, provisions, penalties, conditions, and terms of said building code are hereby referred to, adopted, and made a part hereof, as if fully set out in this Article, with the additions, insertions, deletions, and changes, if any, prescribed herein.

(Ord. No. 7102, § I, 4-12-06; Ord. No. 7279, § I, 3-28-07; Ord. No. 7316, § I, 7-11-07; Ord. No. 7326, § I, 8-08-07; Ord. No. 7446, § I, 4-23-08; Ord. No. 7589, § I, 1-14-09; Ord. No. 7924, § I, 12-01-10; Ord. No. 8947, § I, 4-11-18)

Part II - Administration of the Code

SECTION 101 - GENERAL

101.1 Title. These regulations shall be known as the *Terrebonne Parish Consolidated Building Code*, hereinafter referred to as "*this code*."

101.2 Scope. The provisions of this code shall apply to the construction, alteration, movement, enlargement, repair, replacement, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

101.2.1 Detached one and two family dwellings and multiple single family dwellings (townhouses) not more than three stories above grade plane in height with separate means of egress and their accessory structures shall comply with the international residential code as amended and adopted by the State of Louisiana.

101.2.2 Live/work units in townhouses complying with the International Building Code shall be permitted to be built in accordance with the International Residential Code for one and two family dwellings. Fire suppression in such structures shall conform to the requirements of the International Building Code as amended and adopted by the State of Louisiana.

101.2.3 Owner occupied lodging houses with five or fewer guestrooms shall be permitted to be constructed in accordance with the International Residential Code for One and Two Family Dwellings when equipped with a fire sprinkler system in accordance with the requirements of the Louisiana State Uniform Fire Prevention Code.

101.3 Intent. The purpose of this code is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress, facilities, stability, sanitation, adequate light and ventilation, energy conservation and safety of life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations.

101.4 Referenced Codes. All other codes and standards adopted or referenced in the *Louisiana State Uniform Construction Code (LSUCC)* shall be considered part of the requirements of this code to the prescribed extent of each such reference.

(Ord. No. 8434, § Ia), 6-11-14; Ord. No. 8947, § I, 4-11-18)

SECTION 102 - APPLICABILITY

102.1 General. Where there is conflict between a general requirement and a specific requirement, the specific requirement shall be applicable. Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern. The provisions of this code are not intended to abrogate any authority given by the Terrebonne Parish Charter to the Parish President or the Terrebonne Parish Council over the Terrebonne Parish Consolidated Government Department of Planning and Zoning regarding building permits, and any provision of this code which results in such an abrogation shall be deemed invalid or void.

102.2 Other Laws. The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

102.3 Application of References. References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

102.4 Referenced Codes and Standards. The codes and standards referenced in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this code and referenced codes or standards, the provisions of this code shall apply.

102.5 Partial Invalidity. If any part or provision of this code is held to be illegal or void, this shall not have the effect of making void or illegal any other parts or provisions.

102.6 Existing Structures. The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the *International Property Maintenance Code* , the *International Fire Code* , or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public.

SECTION 103 - ADMINISTRATION AND ENFORCEMENT

103.1 Administration. Terrebonne Parish Consolidated Government (TPCG), hereinafter referred to as " *the jurisdiction* ", shall have full control of this code [and] shall appoint or designate a *Building Code Administrator* qualified to be responsible for all aspects of its administration and supervision of its implementation. These amended ordinances would take effect at 12:00 AM cst on April 22, 2018 upon the scheduled expiration of the Cooperative Endeavor Agreement with the South Central Regional Construction Code Council, and apply to all permits applied for on or after April 18, 2017.

103.2 Creation of Enforcement Agency. The jurisdiction shall be responsible for the overall enforcement of this code in accordance with the Charter and Code of Ordinances of the Terrebonne Parish Consolidated Government and the laws of the State of Louisiana.

103.3 Appointment of a Building Official. The Terrebonne Parish President shall appoint the Building Code Official, subject to confirmation by the Terrebonne Parish Council, who shall have the authority and responsibilities granted by the code.

103.4 Building Official Duties . The building official shall be the sole authority for interpretive and technical matters required by the code. Provided that, for the purposes of administering this code, the building code administrator appointed or designated by the jurisdiction, as the most senior construction code enforcement official employed by the jurisdiction, shall conjointly be vested with such administrative duties and powers as are herein accorded to the building official.

103.5 Deputies. Deputies shall be hired or appointed administratively by the jurisdiction, and they shall have such powers as delegated by the building official.

103.6. The Board of Appeals, created by Section 113.1 of this code, shall consist of an administrative review board, for which purpose the parish manager shall sit as chairman, with two board members: the Director of Planning and Zoning and a person designated by the Parish President for their knowledge of construction matters. The Chief Building Official shall attend the hearing. The board shall assume all authority and obligations provided for in Section 113 of this code.

(Ord. No. 8434, § Ib), 6-11-14; Ord. No. 8841, § 1, 4-26-17; Ord. No. 8947, § I, 4-11-18)

SECTION 104 - DUTIES AND POWERS OF BUILDING OFFICIAL

104.1 General. The building official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

104.2 Applications and Permits. The jurisdiction shall receive, administer and transmit to the building official applications and construction documents required for plan review and enforcement activity. The building official shall review the documentation to provide the jurisdiction with the approved documents required for the issuance of building permits; inspect the premises for which such permits have been issued; enforce compliance with the provisions of this code and issue certifications for compliance with this code for the erection, alteration, demolition, and moving of buildings and structures.

104.3 Notices and Orders. The building official shall issue all notices and orders required to ensure compliance with this code.

104.4 Inspections. The building official shall make all of the required inspections, or the building official shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The building official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

104.5 Identification. The building official shall carry proper identification when inspecting structures or premises in the performance of duties under this code.

104.6 Right of Entry. Where it is necessary to make an inspection to enforce the provisions of this code, or where the building official has reasonable cause to believe that there exists in a structure or upon a premises a condition which is contrary to or in violation of this code which makes the structure or premises unsafe, dangerous or hazardous, the building official is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises is unoccupied, the building official shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.

104.7 Department Records. The building official shall keep official records of applications received, permits and certificates is used, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records for the period required for retention of public records.

104.8 Liability. The building official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

104.9 Approved Materials and Equipment. Materials, equipment and devices approved by the building official shall be constructed and installed in accordance with such approval.

104.9.1 Used Materials and Equipment. Used materials, equipment and devices, may be used when approved by the building official as meeting the requirements of this code for new materials.

104.10 Modifications. Wherever there are practical difficulties involved in carrying out the provisions of this code, the building official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the building official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the department of building safety.

104.10.1 Flood hazard areas. The building official shall not grant modifications to any provision required in flood hazard areas unless a determination has been made that:

1. There is good and sufficient cause showing that the unique characteristics of the size, configuration, or topography of the site would otherwise render the lot undevelopable; and
2. The granting of modification will not result in increased flood heights, additional threats to public safety, extraordinary public expense, or conflict with existing laws or ordinances; and
3. The modification is the minimum necessary to afford relief, considering the flood hazard; and
4. Written notice is given to the applicant regarding increases in flood insurance and risk to life or property.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

104.11 Alternative Materials, Design and Methods of Construction and Equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material, design or method of construction shall be approved where the building official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire *resistance*, durability and safety. Where the alternative material, design, or method of construction is not approved, the building official shall respond in writing, stating the reasons why the alternative was not approved.

104.11.1 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from approved sources.

104.11.2 Tests. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the building official shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the building official shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the building official for the period required for retention of public records.

104.12 Flood Zone Construction Documents. The building code administrator and building official shall have authority to require the submission of documents not otherwise specified in this code, in order to determine compliance with requirements imposed under law by virtue of the location of a structure within a designated flood hazard area. Such documents shall include, but not be limited to, stormwater pollution prevention plans, engineering reports and surveys, together with supporting drawings, calculations and photographs.

(Ord. No. 8434, § Ic), 6-11-14; Ord. No. 8947, § I, 4-11-18)

SECTION 105 - PERMITS

105.1 Required. Any owner, or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, shall first make an application to the Jurisdiction and obtain the required permit.

105.2 Work Exempt from Building Permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner contrary to the provisions of this code, floodplain regulations and ordinances, or any other laws or ordinances of the jurisdiction.

Except as provided in other regulations or ordinances and provided that the structure or proposed structure is not located in a floodplain, building permits shall not be required for the following:

A. *Building:* Except as provided in other regulations or ordinances and provided that the structure or proposed structure is not located in a floodplain, building permits shall not be required for the following:

1. One-story detached residential accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet (18.58 m²);
2. Nonresidential farming use structure constructed on a farm, as defined by Part VI of R.S. Title 55, and not attached to any residence.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

3. Fishing Camp or other outdoor recreational structure, not located in the corporate limits of a municipality or within an approved subdivision, and not used as, or attached to, or using the same physical address as, or located on the same property as a residence and neither qualifying for homestead exemption, nor used for any commercial purpose.
4. Decks not exceeding 200 square feet (18.58 m²) in area that are less than 30 inches (762 mm) above grade at any point, are not attached to a dwelling, and do not serve an exit or opening required by code;
5. Retaining walls that are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or IIIA liquids;
6. Water tanks supported directly upon grade, if the capacity does not exceed 5000 gallons (18,927 L) and ratio, height: diameter or width does not exceed 2:1;
7. Painting, papering, tiling, carpeting, cabinets, counter tops, vinyl siding and similar finish work not impacting the structural integrity of the building or building envelope that does not involve changes to electrical or gas systems, the cost of which does not exceed \$2,500.00;
8. Temporary motion picture, television and theater stage sets and scenery;
9. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems;
10. Swings and other playground equipment accessory to detached one- and two-family dwellings;
11. Window awnings supported by an exterior wall that do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support of Group R-3 and U occupancies;
12. Movable cases, counters, and partitions not more than 5 feet 9 inches in height.

B. *Electrical:*

1. *Minor repair work:*
 - a. Attachment of listed cord and plug connected temporary decorative lighting;
 - b. Reinstallation of attachment plugs, but not the outlets therefore;
 - c. Replacement of branch circuit over-current devices of the required capacity and design in the same location;
 - d. Electrical wiring, devices, appliances, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts on energy;
 - e. The replacement of lamps, or the connection of listed portable electrical equipment to approved permanently installed receptacles;
2. *Radio and television transmitting stations:* The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installation of towers and antennas.
3. *Temporary testing systems:* A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus by a licensed electrical contractor.

Gas:

1. Portable heating, cooking, or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances in a dwelling, provided that such appliances are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

1. Portable heating, appliances;
2. Portable ventilation equipment;
3. Portable cooling unit;
4. Steam, hot or chilled water piping internal to any heating or cooling equipment regulated by this code;
5. Replacement of any part that does not alter approval of such equipment, or make it unsafe;
6. Portable evaporative cooler;
7. Self-contained refrigeration system containing 10 pounds (S kg) or less of refrigerant, or that are actuated by motors of 1 horsepower (746 W) or less,
8. Portable fuel cell appliances in a dwelling, provided that such appliances are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided that, if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, faucets, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

105.2.1 Emergency repairs. When equipment repairs and replacement must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the jurisdiction.

105.2.2 Repairs. Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

105.2.3 Public service agencies. Except as required by Section 112.4 of this code, a permit shall not be required for the installation, alteration or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

105.3 Application for Building Permit. To obtain a building permit, the applicant shall first file an application therefore in a format and on a form furnished by the jurisdiction for that purpose.

Each application shall furnish such information as shall be required by the jurisdiction for proper administration of this code and shall, at a minimum:

1. Identify and adequately describe all of the work to be covered by the permit for which application is made;
2. Describe the land on which the proposed work is to be done, by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work;
3. Indicate the use and occupancy for which the proposed work is intended;
4. Be accompanied by construction documents and other information as required in Section 107;

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

5. Provide a proper valuation of the full cost of proposed work;
6. Be signed by the applicant or applicant's authorized agent; and
7. Give such other data and information as may be required by the building official or the jurisdiction.

105.3.1 Action on application. The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefor. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a permit therefor as soon as practicable.

105.3.1.1 Substantial damage or improvement. Determination of substantial damage or substantial improvement in a flood hazard area shall be made in accordance with the local flood damage prevention ordinance.

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

105.4 Validity of Permit. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure in violation of this code or of any other ordinances of this jurisdiction.

105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for 180 days after the time when work is commenced. The jurisdiction is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extension shall be requested in writing, and justifiable cause demonstrated prior to the expiration of the relevant permit or extended permit.

105.6 Suspension or Revocation. The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or failure to pay any required fee, or in violation of any ordinance, regulation, law or any of the provisions of this code.

105.7 Placement of Permit. The building permit or copy shall be kept prominently displayed and immediately available to an inspector on the site of the work through completion of the project.

(Ord. No. 8434, § Id), 6-11-14; Ord. No. 8947, § I, 4-11-18)

SECTION 106 - FLOOR AND ROOF DESIGN LOADS

106.1 Live Loads Posted. Where the live loads for which each floor or portion thereof of a commercial or industrial building is or has been designed to exceed 50 psf (2.40 kN/m²), such design live loads shall be conspicuously posted by the owner in that part of each story in which they apply, using durable signs. It shall be unlawful to remove or deface such notices.

106.2 Issuance of Certificate of Occupancy. A certificate of occupancy required by Section 111.1 shall not be issued until the floor load signs, required by Section 106.1, have been installed.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

106.3 Restrictions on Loading. It shall be unlawful to place, or cause or permit to be placed, on any floor or roof of a building, structure or portion thereof, a load greater than is permitted by this code.

(Ord. No. 8947, § I, 4-11-18)

SECTION 107 - SUBMITTAL DOCUMENTS

107.1 General. Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional or an engineer licensed in the required specialty.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional or an engineer licensed in the required specialty if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

107.2 Construction Documents. Required construction documents shall be in accordance with Sections 107.2.1 through 107.2.6 of this code.

107.2.1 Required form. All required construction documents shall be submitted in electronic or hard-copy format, or any combination thereof, as specified by the building official and approved by the building code administrator.

107.2.2 Information on construction documents. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. When required by the building official, all braced wall lines shall be identified on the construction documents and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements and attachment of braced wall panels at top and bottom, shall be provided.

107.2.3 Fire protection system shop drawings. Shop drawings for the fire protection systems shall be submitted to indicate conformance to this code and the construction documents and shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards cited in the state adopted code.

107.2.4 Means of egress. The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, and I-I, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

107.2.5 Exterior wall envelope. Construction documents for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with this code. The construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.

The construction documents shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

107.2.6 Site plan or plot plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey.

In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

107.2.6.1 Design flood elevations. Where design flood elevations are not specified, they shall be as required by the jurisdiction's floodplain ordinance.

107.3 Examination of Documents. The building official shall examine or cause to be examined the accompanying submittal documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.

107.3.1 Approval of construction documents. When the building official issues a permit, the construction documents shall be approved, in writing or by stamp, as " *Reviewed for Code Compliance* ." One set of construction documents so reviewed shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or a duly authorized representative.

107.3.2 Previous approvals. This code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of this code and has not been abandoned.

107.3.3 Phased approval. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

107.3.4 Design professional in responsible charge.

107.3.4.1 General. When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge.

The building official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

107.3.4.2 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official.

107.4 Amended Construction Documents. Work shall be completed in accordance with the approved construction documents. Any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as amended.

107.5 Retention of Construction Documents. One set of approved construction documents shall be retained by the building official for a period of not less than 180 days from date of completion of the permitted work, or as required by state or local laws.

(Ord. No. 8947, § I, 4-11-18)

SECTION 108 - TEMPORARY STRUCTURES AND USES

108.1 General. The building official is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service, but shall not be permitted for more than 180 days. The building official is authorized to grant extensions for demonstrated cause.

108.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code to ensure public health, safety and general welfare.

108.3 Temporary Power. The building official is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in NFPA 70 - National Electrical Code.

108.4 Termination of Approval. The building official is authorized to terminate a permit for a temporary structure or use and order the temporary structure or use discontinued.

(Ord. No. 8947, § I, 4-11-18)

SECTION 109 - FEES

109.1 Payment of Fees. Notwithstanding any provision of this code to the contrary, the jurisdiction shall maintain authority to determine the amount of any permit fee(s) charged to applicants in accordance with this Section. A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. Fees shall not be discounted for any cause except as specifically provided for in this code.

109.2 Schedule of Permit Fees. On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the tables in this Chapter.

109.2.1 Payment required. A building permit shall not be issued, nor shall the application for a building permit be accepted, until the fees prescribed in this section shall have been paid. Nor shall an amendment to a permit application be approved until the additional fee, if any, due to an increase in the estimated cost of the building or structure shall have been paid. A certificate of occupancy shall not be issued, nor shall the certificate of occupancy, compliance or completion application be accepted, until the fees prescribed in this section shall have been paid.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

109.2.2 Level of fees. The required fees shall be determined by reference to Tables 109.2.2(1) through 109.2.2(4) below, except for certain residential permit fee types as noted in Section 109.2.2.1 below. Acceptance of the permit application by the jurisdiction shall not constitute consent to the commencement of work; and commencement of work prior to the issuance and display of a permit shall result in additional fees being due in accordance with Section 109.4 (below).

Section 109.2.2.1 Waiver of certain residential building permit fees. Beginning January 1, 2019, permit application fees for the following residential permit types will be waived. This waiver of fees does not preclude the requirement for obtaining a permit as described in Section 105 above.

- detached accessory structure— with 1 or more walls
- detached accessory structure not exceeding 500 square feet and without walls
- detached accessory structure greater than 500 square feet and without walls
- attached patio cover (aluminum)
- renovation or repair (cost up to \$5,000)
- renovation or repair (cost \$5,001 to \$10,000)
- renovation or repair (cost over \$10,000)
- private swimming pool
- structure shoring or leveling
- extension of permit (only before expiry date)

However, if any work is started before the necessary permits have been issued and displayed, all permit fees shall not be waived and penalties shall be assessed as per Section 109.4.

109.2.3 Third party service providers. Parish may grant a permit fee discount to applicants who have contracted with a qualified third party provider for plan reviews and inspections as required by the Louisiana Uniform Construction Code and other state or local laws which have been or may be adopted, said discount to be no greater than 40% of the standard permit fee that would otherwise be charged the applicant. In the instance that a third party provider is used for plan review only, there shall be no discount. In the instance that the third party provider is used for inspections only, the discount shall be no greater than 30% of the standard permit fee.

109.2.4 Amendment of fees. The nature and level of fees specified in Section 109.2.2.1 and Tables 109.2.2(1), (2), (3) and (4) may be amended by ordinance of the Council of the jurisdiction.

109.2.5 Accessory Structure Defined. A detached structure, without finished interior, plumbing, mechanical, or gas installation, and restricted to use for storage or parking incidental to a primary building located on the same lot. An Accessory Structure shall not constitute or be converted to living, working, or recreational space except under the authority of a new construction permit. Any accessory structure not meeting this definition shall be charged as new construction.

109.3 Discounted Fees. For a period not exceeding ninety (90) days from the date of any federal, state, or local disaster declaration, the jurisdiction may waive or discount permit fees for the immediate repair, renovation, reconstruction, elevation, or demolition of any residential structure affected by such disaster, in which case any reduction in normal fees for enforcement agency services shall be made good from the jurisdiction's general fund.

109.4 Work Commencing Before Permit Issuance. Where any work is started in relation to a building, structure, electrical, gas, mechanical or plumbing system before the necessary permits have been issued and displayed, all permit fees in respect of work to be undertaken on that building, structure, electrical, gas, mechanical or plumbing system shall be doubled, and assessed in addition to any other violation penalties.

109.5 Related Fees. Payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other lawfully prescribed fees.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Table 109.2.2(1) Commercial/Institutional Permit Fees

Purpose of Commercial/Institutional Permit	Basis of Calculation	Minimum
New construction, addition or renovation (project cost evidenced by valid contract)	\$3 per \$1,000 of contractual project value (Trade Permits Included)	\$200
New construction, addition or renovation (project cost not evidenced by valid contract)	60 cents per square foot of total floor area (Trade Permits Included)	\$200
Structure elevation, shoring or leveling	Flat Fee (Trade permits Included for subcontractors declared on permit)	\$750
Detached accessory structure	46 cents per square foot of total floor area (Trade Permits Included)	\$150
Off-street Parking Lot	\$1 per 500 square feet (Trade Permits Included)	\$75
Mobile building placement or replacement	Flat Fee (Trade Permits Included)	\$250
Discharge of industrial waste water	Flat Fee	\$50
Additional Inspection or Re-inspection	Flat Fee (for each additional inspection visit)	\$75
Extension of permit (only before expiry date)	\$1 per \$1,000 of remaining assessed cost	\$40
Certificate of: Compliance/Completion/Occupancy	Flat Fee	\$100
Demolition of the structure, not related to renovation, addition, or new construction	No Charge is made for this permit	\$0

Table 109.2.2(2) Trade Permit Fees

Purpose of Trade Permit	Basis of Calculation	Minimum
Plumbing System Permit	\$50 Base Fee plus one inspection (\$75)	\$125
Gas System Permit	\$50 Base Fee plus one inspection (\$75)	\$125
Electrical System Permit	\$50 Base Fee plus one inspection (\$75)	\$125
Mechanical System Permit	\$50 Base Fee plus one inspection (\$75)	\$125
Commercial/Institutional Maintenance Unit	Flat Fee (plus additional inspection fees)	\$200
Additional Inspection or Re-Inspection	Flat Fee (for each additional inspection visit)	\$75
Extension of permit (only before expiry date)	\$1 per \$1,000 of remaining assessed cost	\$40

*Table 109.2.2(3) Residential Construction Permit Fees (*see Section 109.2.2.1 for certain residential permit fee types waived effective January 1, 2019 and Section 109.4 for work commencing before permit issuance)*

Purpose of Residential Permit	Basis of Calculation	Minimum
New Residential Construction or Addition	45 cents per square foot. (Trade Permits Included)	\$200
Structure elevation, shoring or leveling*	Flat Fee—Trade Permits included for all sub-contractors declared on permit.	\$500
Residential Structure Relocation	Flat Fee— (Trade Permits Required)	\$250
Detached Accessory structure— with 1 or more walls*	23 cents per square foot. (Maximum of \$500) (Trade Permits Required)	\$75
Detached Accessory structure not exceeding 500 square feet and without walls*	Flat Fee (Trade Permits Required)	\$75
Detached Accessory structure greater than 500 square	Flat Fee	\$200

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

feet and without walls*	(Trade Permits Required)	
Attached patio cover (aluminum)*	Flat Fee	\$75
Renovation or Repair (cost up to \$5,000)*	Flat Fee (Trade Permits Required)	\$25
Renovation or Repair (cost \$5,001 to \$10,000)*	Flat Fee (Trade Permits Required)	\$100
Renovation or Repair (cost over \$10,000)*	Flat Fee (Trade Permits Required)	\$200
Private Swimming Pool*	Flat Fee (Trade Permits Required)	\$200
Whole House Generator	Flat Fee (Trade Permits Included)	\$200
Mobile Home placement or replacement	Flat Fee (Trade Permits Included)	\$150
Recreational vehicle (180 day placement)	Flat Fee (180 day maximum permit period)	\$100
Additional Inspection or Re-inspection	Flat Fee (for each additional inspection visit)	\$75
Extension of permit (only before expiry date)*	\$1 per \$1,000 of remaining assessed cost	\$40
Certificate of: Compliance/Completion/Occupancy	Flat Fee	\$100
Demolition of the structure	No Charge is made for this permit	\$0

Table 109.2.2(4) Miscellaneous Permit Fees

Purpose of Permit	Basis of Calculation	Minimum
Mardi Gras reviewing stand	Flat Fee (Trade Permits Required as Appropriate)	\$50
On-premises business signage	Flat Fee (Trade Permits Required as Appropriate)	\$125
Off-premises business signs and advertising	Flat Fee (Trade Permits Required as Appropriate)	\$100
Mobile Seafood Vending	Flat Fee (Trade Permits Required as Appropriate)	\$20
Miscellaneous other permits	Flat Fee (Trade Permits Required as Appropriate)	\$100

109.6 Refunds. The jurisdiction is authorized to establish a refund policy.

109.7 Multiple Contractors. Where, for whatever reason, contractors are responsible for specific segments of a contract, the permit(s) issued shall clearly identify the limits of that contractor's task. Where there is a change of contractor partway through any construction project, new permit fees shall be based on the value of the balance of work to be completed and no refund shall be made for prior permits.

109.8 Building Permit Valuations. Job cost valuations shall include the total value of all services, materials and labor costs, for the full project scope covered by the permit. Any change or increase in project scope or value shall require additional permitting.

(Ord. No. 8023, § I(Att. A), 8-10-11; Ord. No. 8434, § Ig), 6-11-14; Ord. No. 8841, § I, 4-26-17; Ord. No. 8947, § I, 4-11-18)

SECTION 110 - INSPECTIONS

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

110.1 General. Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

110.2 Preliminary Inspection. Before issuing a permit, the building official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

110.3 Required Inspections. The building official, upon notification, shall make the inspections set forth in Sections 110.3.1 through 110.3.10.

110.3.1 Footing, foundation and plumbing rough-in inspection. Footing and foundation inspections shall be made after all excavations are complete and any required reinforcing steel, poles or piers are set and supported. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job. Plumbing rough-in inspection and testing shall, at a minimum, include slab, open wall and sewer tie-in and shall be made prior to covering or concealment, before fixtures or appliances are set or installed and prior to framing inspection.

Exception: Back filling of ground source heat pump loop system tested in accordance with the requirements of the *International Mechanical Code* , as amended and adopted by the state, shall be permitted.

110.3.2 Concrete slab and under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

110.3.3 Lowest floor elevation. In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the building official shall require submission of documentation prepared and sealed by a registered land surveyor, of the elevation of the lowest floor.

110.3.4 Framing and masonry. Inspection of framing and masonry construction shall be made after the roof deck or framing, masonry, all framing, fire-blocking draft-stopping and bracing are in place; and after pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

110.3.5 Lath and gypsum board inspection. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Exception: Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.

110.3.6 Fire and smoke-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.

110.3.7 [Reserved.]

110.3.8 Other inspections. In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

110.3.9 Special inspections. For special inspections, see the *International Building Code* as adopted by the state.

110.3.10 Final Inspection. The final inspection shall be made after all work required by the building permit is completed and shall include final inspection of the work required to be completed in each of the building trades disciplines.

110.3.10.1 Elevation Documentation. If located in a flood hazard area, the required final elevation certificate shall be submitted to the building official prior to the final inspection.

110.4 Inspection Agencies. The building official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

110.5 Inspection Requests. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections that are required by this code.

110.6 Approval Required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

(Ord. No. 8434, § Ie), 6-11-14; Ord. No. 8947, § I, 4-11-18)

SECTION 111 - CERTIFICATE OF OCCUPANCY

111.1 Use and Occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has approved the issue of a certificate of occupancy or certificate of completion as provided herein. Issuance of a certificate of occupancy or certificate of completion shall not be construed as an approval of a violation of the provisions of this code or of other codes or ordinances adopted by the jurisdiction.

Exception 1: Certificates of occupancy are not required for work exempt from permits under this code.

Exception 2: Where it has not been possible to verify compliance through a full program of inspections, the building official, when satisfied that the completed structure does not represent a hazard to occupants or the community, shall issue a certificate of completion.

Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.

111.2 Change of Use. Changes in the character or use of an existing structure shall not be made other than in compliance with the *International Building Code* as adopted by the state.

111.3 Certificate Issued. After the building official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the department of building safety, the building official shall cause to be issued a certificate of occupancy or completion that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner or owner's authorized agent.
4. A description of that portion of the structure for which the certificate is issued.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the building official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy.
9. The type of construction.
10. The design occupant load.
11. If an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations and conditions of the building permit.

111.4 Temporary Occupancy. The building official is authorized to issue a temporary certificate of occupancy before completion of the entire work covered by the permit; provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.

111.5 Revocation. The building official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

(Ord. No. 8947, § I, 4-11-18)

SECTION 112 - SERVICE UTILITIES

112.1 Connection of Service Utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official.

112.2 Temporary Connection. The building official shall have the power to authorize the temporary connection, or order the disconnection, of the building or system to the temporary utility source of energy, fuel or power.

112.3 Authority to Disconnect Service Utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth therein in case of emergency, where necessary to eliminate an immediate hazard to life or property, or when such utility connection has been made without the approval required by Section 112.1 or 112.2. The building official shall notify the serving utility, and wherever possible the owner or owners's authorized agent and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or owner's authorized agent or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

112.4 Special Permit Requirements. Within the jurisdiction, there shall be no installation of any wiring, poles, pylons, duct lines, pipes, raceways, ducts, guy anchors, apparatus, devices, appliances, fixtures, equipment or building for the transmission, delivery, or distribution of energy, nor shall any substitutions, replacements, alterations, or additions be made in such system components by other than jurisdiction owned utilities, without a permit having been secured from the jurisdiction in advance [of] such works.

(Ord. No. 8947, § I, 4-11-18)

SECTION 113 - BOARD OF APPEALS

113.1 General. In order to hear and decide appeals of orders, decisions, or determinations made by the building official relative to the application and interpretation of this code, there shall be and hereby created a board of appeals. The board of appeals shall consist of an

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

administrative review board, for which purpose the Parish Manager shall sit as chairman, with two board members: the Director of Planning and Zoning and a person designated by the Parish President for their knowledge of construction matters. The Building Official shall attend the hearing.

113.2 Rules of Procedure. The following procedures shall apply to all appeals:

- a. Request for appeal shall be submitted in writing and filed with the Parish Department of Planning and Zoning within twenty (20) days of the decision against which appeal is being made;
- b. Application shall include the name and mailing address of the appellant and the reason for the appeal;
- c. Hearing shall be held within thirty (30) days of the appeal application being filed. Time for the hearing may be extended for just cause;
- d. The board shall adopt rules of procedure for conducting its business;
- e. The decisions and findings of the board shall be made in writing within seven (7) days of the hearing and service of the appeal decision shall be to the address on the appeal application with copies to the building official and the jurisdiction.

113.3 Limitations on Authority. An appeal may only be based on a claim that:

- a. The true intent of this code has been incorrectly interpreted; or
- b. The relevant provisions of this code do not apply to the structure; or
- c. An equally good or better form of construction is proposed and supported by an engineering assessment sealed by a professional engineer acting within his registered specialty.

The Board shall have no authority to waive, modify or grant variance in respect of any of the provisions of this code.

113.4 Decisions by Board of Appeals. Decisions rendered by the Board of Appeals are final and there shall be no further appeals to the Parish Council or a Court of Law.

(Ord. No. 8947, § I, 4-11-18)

SECTION 114 - VIOLATIONS

114.1 Unlawful Acts. It shall be unlawful for any person, firm or corporation to erect, place, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause or counsel same to be done, in conflict with or in violation of any of the provisions of this code. Any violation of this code shall be deemed a strict liability offense.

114.2 Notice of Violation. The building official is authorized to serve a notice of violation or order on the person or entity responsible for the erecting, placing, constructing, altering, extending, repairing, moving, removing, demolishing or occupying of a building or structure in violation of the provisions of this code, or in violation of a permit or certificate issued under the provisions of this code, or on a person or entity causing or counseling such violation. Such order shall direct the discontinuance of the illegal action and/or condition and the abatement of the violation.

114.3 Prosecution of Violation. If the notice of violation is not complied with promptly, the building official is authorized to request the jurisdiction's building code administrator to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provision of this code or of the order or direction made pursuant thereto.

114.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, or who provides

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

false or misleading information in respect of any action under this code, or who causes or counsels such violation, shall be subject to penalties as prescribed by law. Where the law prescribes no specific penalty for an unlawful act under this code, any person found guilty shall be punished by a fine not exceeding two hundred dollars (\$200) and/or imprisonment for not more than thirty (30) days in respect of each violation.

114.5 Violation Count. In calculating applicable penalties for violations of this code, the court shall have regard to the fact that each day for which each violation is continued, after service of a notice of violation or order as required herein, shall be counted and treated as a separate offense.

(Ord. No. 8434, § If), 6-11-14)

SECTION 115 - STOP WORK ORDER

115.1 Authority. When the building official finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, a stop work order shall be issued as prescribed in this code.

115.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which work will be permitted to resume.

115.3 Unlawful Continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to violation penalties as prescribed by law.

SECTION 116 - UNSAFE STRUCTURES AND EQUIPMENT

116.1 Conditions. Structures or existing equipment that are or hereafter become unsafe, unsanitary or deficient because of inadequate means of egress facilities, inadequate light and ventilation, or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition.

Unsafe structures shall be taken down and removed or made safe, as the building official deems necessary and as provided for in this section. A vacant structure that is not secured against entry shall be deemed unsafe.

Exception: The provisions of this section shall not apply in cases of grave public emergency where the structure is, in the opinion of the building code administrator, dilapidated and dangerous such as to cause possible immediate loss or damage to person or property. In such circumstances, procedures required under Louisiana R.S. 33-4762 et seq., as may be amended, shall apply as provided for in chapter 14 of the Parish Code.

116.2 Record. A report shall be filed on an unsafe condition. Such report shall state the occupancy of the structure and nature of the unsafe condition.

116.3 Notice. If an unsafe condition is found, the jurisdiction shall serve on the owner, or the owner's authorized agent, or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the jurisdiction acceptance or rejection of the terms of the order.

116.4 Method of Service. Such notice shall be deemed properly served if a copy thereof is:

- (a) Delivered to an owner or owner's agent or person in control of the structure personally; or
- (b) Sent by certified or registered mail addressed to an owner at the last known address, or last address shown by the jurisdiction's Tax Assessor; or
- (c) Delivered as otherwise prescribed by local law.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

If the certified or registered letter is returned showing that it was not delivered, a copy of the legal notice therein shall be affixed in a conspicuous place adjacent to the entrance to the structure affected by such notice. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.

116.5 Restoration. Where the structure or equipment determined to be unsafe by the building code administrator is permitted to be restored to a safe condition. To the extent that repairs, alterations or additions are made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall meet the requirements of this code and all relevant regulations or ordinances.

(Ord. No. 8947, § I, 4-11-18)

SECTION 117 - REGISTRATION AND LICENSING

117.1 General. Any person seeking registration under and part of this section shall present themselves in person at the jurisdiction permit office and, in addition to any documents required of the specific category of registration, present evidence of identity and address in the form of a valid and current photo identification issued by state or federal government and shall pay the requisite registration fee.

117.2 Registration of Certified Third Party Plan Review and Inspection Service Providers. In order to provide for proper administration and enforcement of this code, every person performing the services of a "certified third party provider" in Terrebonne Parish shall be required to annually register as a "certified third party provider" with the jurisdiction. Registrants shall pay an annual fee of one hundred dollars (\$100.00) and shall furnish at the time of application an occupational license from the jurisdiction of their domicile per Louisiana R.S. 47:362, a valid and relevant Certificate of Registration issued by the Louisiana State Uniform Construction Code Council and a valid current insurance certificate documenting at least the minimum amount of general liability insurance coverage required for state registration and licensing purposes.

117.3 Registration of Tradesmen. In order to provide for proper administration and enforcement of this code, every person engaging in plumbing, gas fitting, electrical or mechanical contracting in the jurisdiction, whether for payment or not, shall annually, on or before 31 March, register as such with the jurisdiction. Registrants shall pay an annual fee of one hundred dollars (\$100.00) and shall furnish at the time of application an occupational license from the jurisdiction of their domicile per Louisiana R.S. 47:362, a valid and relevant Certificate of Registration issued by the appropriate Louisiana licensing or registration authority, and a valid current insurance certificate documenting at least the minimum amount of general liability insurance coverage required for state registration and licensing purposes.

Exception 1: Owner in residence. The owner of a single-family dwelling used exclusively for living purposes and which is the primary residence of and currently occupied by the owner, who shall personally perform ALL work and labor on that project, after satisfying an inspector from the enforcement agency that they have sufficient knowledge, understanding and skill to complete the work in a safe manner and in compliance with all conditions imposed under the required permit.

Exception 2: Plumbing, dual certification. Except as may be required under state law, nothing in this section shall require any state licensed plumber to obtain additional state licensing in order to work on gas installations.

117.4 Late Registration. Annual registration shall expire on 31st March each year and, in addition to any penalty which may be incurred under this section and under Section 114 of this code, late renewal of registration will be subject to doubling of the normal fee for that year's registration renewal. It shall be the responsibility of the registrant to remember to renew.

117.5 Unregistered Activity. Any person who, in Terrebonne Parish, provides third party plan review or code inspection services, or who engages in plumbing, gas fitting, building, electrical or mechanical contracting while not registered with the jurisdiction where required by this section, or who causes or permits such action, shall be in violation of this code.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

117.6 Transitional Arrangements. In cases of application for registration under grandfathering provisions in place under transitional arrangements made by the state; and where state arrangements do not require state registration, licensing and general liability insurance arrangements, the jurisdiction shall be the transitional registration authority.

117.6.1 Transitional registration requirements. Any candidate for registration under Section 117.6 shall comply with the requirements of Section 117.1 and satisfy the jurisdiction's code administrator of their competence, by affidavit of experience, within the field of desired registration; and present evidence of any required state or professional licensing/registration/certification valid for at least the term of Parish registration being sought. The jurisdiction shall also require evidence of general liability insurance coverage at the same level as may be required for state registration and licensing, or at its own discretion, substitute good and solvent surety, in the sum of not less than five thousand dollars (\$5,000.00) in favor of the jurisdiction, in place of such insurance coverage.

(Ord. No. 8947, § I, 4-11-18)

The Chairman recognized Mr. Christopher Pulaski, Planning Director, who suggested that the Council amend the proposed ordinance to revise the Terrebonne Parish Consolidated Building Code by changing the definition of Residential Building Park from “a combination of single-family and two-family dwelling purposes” to “a combination of single-family, two-family, or multi-family dwelling purposes.”

Council Member G. Michel questioned if the Council had the ability to amend the motion without restarting the process to adopt the motion.

The Chairman recognized Mr. Jules Hebert, Parish Attorney, who clarified that an amendment could be made to the proposed ordinance prior to public hearing and adoption provided that the amendment is germane to the ordinance and then recommended that a unanimous vote of the Council be achieved in order to adopt a motion to amend the ordinance.

Council Member D. W. Guidry, Sr. shared his concern for following proper procedure with regards to amending the language of a proposed ordinance prior to adoption.

The Chairman recognized Mrs. Venita Chauvin, Council Clerk, who stated it is her understanding that a proposed ordinance in need of a substantial change prior to adoption would need to be reintroduced as a new ordinance in writing. She then suggested that the proposed ordinance could be adopted, as written, and that another ordinance could be introduced to incorporate the additional desired revisions to the ordinance at a later date.

The Chairman then recognized the public for comments on the following:

C. A proposed ordinance to revise the definition of Residential Building Park (RBP) to include 2 or more two-family dwellings (duplexes) and additional development standards such as recreational space and garbage can enclosures, and improvements to public infrastructure if required as per Attachment A of the backup material.

The Chairman recognized Mrs. Louise Bourg, Schriever resident, who thanked the Council for considering the proposed ordinance and shared her appreciation those people who provided their assistance in addressing a related issue in her area.

There were no further comments from the public on the proposed ordinance.

Mr. G. Michel moved, seconded by Mr. S. Dryden, “THAT the Council close the aforementioned public hearing.”

The Chairman called for a vote on the motion offered by Mr. G. Michel.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Troclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

OFFERED BY: MR. S. DRYDEN
SECONDED BY: MS. A. WILLIAMS

ORDINANCE NO. 9016

AN ORDINANCE TO AMEND CERTAIN PORTIONS OF CHAPTER 17, ARTICLE III. – RESIDENTIAL BUILDING PARKS” TO MAKE REVISIONS TO THE DEFINITION OF RESIDENTIAL BUILDING PARKS AND ADDITIONAL DEVELOPMENT STANDARDS, AS PER ATTACHMENT “A”.

SECTION I

BE IT ORDAINED by the Terrebonne Parish Council, in regular session convened, acting pursuant to the authority invested in it by the Constitution and laws of the State of Louisiana, the Home Rule Charter for a Consolidated Government for Terrebonne Parish, and including, but not limited to, LSA R.S. 33:1368 and other statutes of the State of Louisiana, to amend certain portions of Chapter 17, Article III. – Residential Building Parks to make revisions to the definition of Residential Building Parks and additional development standards, as per attachment “A”.

SECTION II

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13 (b) of the Home Rule Charter for a Consolidated Government of Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS: A. Marmande, D.J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather and D.W. Guidry, Sr.

NAYS: None.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the ordinance adopted on this, the 28th day of November 2018.

Attachment A

Proposed Revisions to Residential Building Park Regulations

Purpose: to address concerns expressed by Administration, Council, and residents concerning residential building parks and duplex developments. The change in the definition would allow for 2 single-family homes or a single-family home and a duplex to be constructed on a single parcel, but would not allow for 2 duplexes without RBP approval.

ARTICLE III. - RESIDENTIAL BUILDING PARKS

- [Share Link](#)
- [Print](#)
- [Download \(docx\)](#)
- [Email](#)
- [Compare](#)

Sec. 17-65. - Definitions.

- [Share Link](#)
- [Print](#)
- [Download \(docx\)](#)
- [Email](#)
- [Compare](#)

Dwelling: A building or portion thereof providing living facilities for one or more families.

Modular home: A sectional prefabricated building or house that consists of multiple modules or sections which are manufactured in a remote facility and then delivered to their intended site of use. Modular homes are built without axles and are transported by means of a flat bed truck.

Residential building park: A parcel or tract of land under single ownership which is or has been used or is planned or improved for the placement thereon of three (3) or more structures for either single-family or a combination of single-family and two-family dwelling purposes, or two (2) or more structures for two-family dwelling purposes in the unzoned areas of the parish. Mobile homes shall not be permitted within residential building parks.

Residential building park space: a parcel of land in a residential building park designated for the accommodation of one (1) dwelling unit.

Residential building park access drive: a private thoroughfare which affords internal circulation through a residential building park.

(Ord. No. 7762, § I, Att. A, 1-13-10)

Sec. 17-71. - Residential building park construction.

(a) *General design standards.*

(3) A development, in which existing public facilities and utilities do not meet the requirements of the Parish Subdivision Regulations, may be required to upgrade existing infrastructure standards and follow the procedures of Approval Process C. A developer desiring or required to improve an existing public facility or utility will use the procedures of Approval Process C for the review and approval of the plans for the improvement of the existing public facility or utility. A developer may request a variance from a decision to require upgraded facilities and must show that the

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

improvement is an unreasonable and arbitrary burden to his development. Such variance must conform with the procedures and standards set forth in this ordinance. The planning commission may require a developer to make improvements to an existing public facility or utility if the improvement is needed to protect the health, safety and general welfare of the public. In the case where the planning commission requires a developer to make improvements to an existing public facility or utility, plans for the required improvements will be reviewed and approved using the procedures of Approval Process C.

(b) *Residential building park location, area, and setback criteria.*

(4) Open space and recreation. The residential building park shall contain one (1) or more open space areas intended primarily for the use of park residents on a minimum ratio of one thousand (1,000) square feet for every residential building park space with adequate and safely located play areas for small children or each dwelling unit shall have at least two hundred (200) square feet of recreation area which shall be enclosed with an opaque screen or fence, a minimum of six (6) feet in height, constructed using materials similar to that of the residential structure; such area shall not be used for off-street parking, for any accessory structure, nor shall it be contained in any portion of the required front yard.

(e) Utilities.

(2) Garbage and trash disposal. The contract collector is hereby authorized and directed to collect and dispose of all garbage and trash or other waste matter as defined in Section 11-21, as is placed in the type of container, and in the manner and at place specified in Section 11-25. The contract collector is expressly prohibited from collecting any such garbage or trash or other waste matter other than that which is put out for collection in compliance with Section 11-25. If containers are to be stored collectively, the storage area shall be enclosed with an opaque screen, with gates, a minimum of six (6) feet in height, constructed using materials similar to that of the residential structures.

The Chairman recognized the public for comments on the following:

D. A proposed ordinance to amend Section 24.5.3.3 – Process C: Engineering Approval of the Subdivision Regulations in Appendix A of the Terrebonne Parish Code of Ordinances to require that engineering applications be submitted at least twenty-four (24) days prior to commission meeting date and that the report be submitted to the applicant at least seven (7) days prior to the commission meeting date as per Attachment “A”.

There were no comments from the public on the proposed ordinance.

Mr. D. J. Guidry moved, seconded by Mr. D. W. Guidry, Sr., “THAT the Council close the aforementioned public hearing.”

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

OFFERED BY: MR. D. J. GUIDRY
SECONDED BY: MR. D. W. GUIDRY, SR.

ORDINANCE NO. 9017

AN ORDINANCE TO AMEND SECTION 24.5.3.3 – PROCESS C: ENGINEERING APPROVAL OF THE SUBDIVISION REGULATIONS IN APPENDIX A OF THE TERREBONNE PARISH CODE OF ORDINANCES TO REQUIRE THAT ENGINEERING APPLICATIONS BE SUBMITTED AT LEAST TWENTY-FOUR (24) DAYS PRIOR TO COMMISSION MEETING DATE AND THAT THE REPORT BE SUBMITTED TO THE APPLICANT AT LEAST SEVEN (7) DAYS PRIOR TO THE COMMISSION MEETING DATE AS PER ATTACHMENT “A”.

SECTION I

BE IT ORDAINED by the Terrebonne Parish Council, in regular session convened, acting pursuant to the authority invested in it by the Constitution and laws of the State of Louisiana, the Home Rule Charter for a Consolidated Government for Terrebonne Parish, and including, but not limited to, LSA R.S. 33:1368 and other statutes of the State of Louisiana, to amend Section 24.5.3.3 – Process C: Engineering Approval of the Subdivision Regulations in Appendix A of the Terrebonne Parish Code of Ordinances as per Attachment “A”.

SECTION II

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13 (b) of the Home Rule Charter for a Consolidated Government of Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS: A. Marmande, D.J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather and D.W. Guidry, Sr.

NAYS: None.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the ordinance adopted on this, the 28th day of November 2018.

Attachment A

Proposed Revisions to Process C, Engineering Phase Submittal Procedure

Purpose: to allow for sufficient time for staff review process and comment submittal to applicant.

24.5.3.3 - Process C: Engineering Approval:

- [Share Link](#)
- [Print](#)
- [Download \(docx\)](#)
- [Email](#)
- [Compare](#)

The purpose of the engineering approval phase is to consider the engineering plans of the proposed subdivision. The engineering approval process cannot be requested at the same meeting that the conceptual/preliminary is submitted for approval. The prerequisites of the engineering plan are listed in [section 24.5.4.5](#).

A civil engineer registered in the State of Louisiana shall submit one (1) copy of the construction plans and specifications to the parish engineering department and one (1) copy to the commission along with the minimum number of copies of the preliminary plat as required on the application at least ~~seventeen (17)~~ [twenty-four \(24\)](#) days prior to the meeting of the commission. Partial sets of the construction plans and specifications shall be submitted to the Terrebonne Parish Consolidated Government Pollution Control Division, Consolidated Waterworks District No. 1 and the Utilities Department at the same time plans and specifications are submitted to the parish engineer. These partial sets of plans and specifications shall contain all information pertinent to the responsibilities of these entities.

An electronic copy of all drawings submitted with the application shall be submitted on 3½-inch 2HD floppy disk or, CD ROM or other electronic method accepted by the planning director.

The staff and the governmental engineer will evaluate the engineering plans along with the comments of public and private utilities and submit their comments, in writing, [at least seven \(7\) days](#) prior to the commission meeting.

Application fee: The application fee to obtain review of the engineering by the planning commission shall be in compliance with the current fee schedule.

The type of proposed subdivision based on land use, including but not limited to residential, subdivision, raw land division, family partition, commercial/industrial, etc.

After engineering approval has been granted by the planning commission, the applicant may submit his approved plans to the Terrebonne Parish Council and request confirmation that acceptance of perpetual maintenance by the Terrebonne Parish Consolidated Government for a development so constructed will be granted after final approval is received from the planning commission.

(Ord. No. 7755, § I, 12-16-09)

The Chairman recognized the public for comments on the following:

E. A proposed ordinance to amend the 2018 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:

- I. Drainage Fund, \$369,064
- II. Parish Prisoners Fund, (\$438,000)

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

- III. Road Lighting District #2, \$150,000
- IV. General Fund-Animal Shelter, \$3,171
- V. Civic Center, \$19,503
- VI. Courthouse Annex Security, \$10,000

There were no comments from the public on the proposed ordinance.

Mr. D. J. Guidry moved, seconded by Mr. S. Dryden, "THAT the Council close the aforementioned public hearing."

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

OFFERED BY: MR. D. J. GUIDRY

SECONDED BY: MR. S. DRYDEN

ORDINANCE NO. 9018

AN ORDINANCE TO AMEND THE 2018 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. DRAINAGE FUND, \$369,064**
- II. PARISH PRISONERS FUND, (\$438,000)**
- III. ROAD LIGHTING DISTRICT #2, \$150,000**
- IV. GENERAL FUND-ANIMAL SHELTER, \$3,171**
- V. CIVIC CENTER, \$19,503**
- VI. COURTHOUSE ANNEX SECURITY, \$10,000**

SECTION I

WHEREAS, Terrebonne Parish Consolidated Government entered into an Intergovernmental Agreement with Terrebonne Levee and Conservation District regarding the allocation of costs, reimbursements, and project duties concerning the flood risk with the 2018 Atchafalaya Floodway High Water Event, and

WHEREAS, funding is needed to cover the 2018 labor and material for the repairs/rehabilitation of the levees along the MTG alignment for \$369,064, and

WHEREAS, the funding source for \$362,314 will be from the Terrebonne Levee and Conservation District, and the Drainage Fund balance will cover \$6,750, and

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2018 Adopted Operating Budget be amended to recognize the funding in the Drainage Fund. (Attachment A)

SECTION II

WHEREAS, the Parish is required to recognize projected revenue which has a variance of 5% or less than the current budget, and

WHEREAS, the reimbursement from the Terrebonne Parish Sheriff's Office is more than 5% less than budget for a decrease of \$438,000.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2018 Adopted

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Operating Budget of the Terrebonne Parish Consolidated Government be amended to recognize the necessary adjustment for the reimbursement from the Terrebonne Parish Sheriff's Office. (Attachment B)

SECTION III

WHEREAS, funding is needed for the lights at the Bayou Sports Park, and

WHEREAS, the funding source is from the Road Lighting District #2 fund balance for \$150,000.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2018 Adopted Operating Budget of the Terrebonne Parish Consolidated Government be amended for the Road Lighting District #2. (Attachment C)

SECTION IV

WHEREAS, the Animal Shelter receives donations to purchase medicine for the animals at the shelter, and

WHEREAS, the donations will be put into the Medical and Drugs account for \$3,171.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2018 Adopted Operating Budget be amended for the Animal Control Department. (Attachment D)

SECTION V

WHEREAS, funding is needed for the inside painting of the Civic Center, and

WHEREAS, the funding source is from the Capital Projects Control Fund for \$19,503.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2018 Adopted Operating Budget and the 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government be amended for the Civic Center. (Attachment E)

SECTION VI

WHEREAS, funding is needed for the Old Courthouse and Courthouse Annex security, and

WHEREAS, the funding source is from the Capital Projects Control Fund for \$10,000.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2018 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government be amended for the Security of the Old Courthouse and Courthouse Annex. (Attachment F)

SECTION VII

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION VIII

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS: A. Marmande, D.J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather and D.W. Guidry, Sr.

NAYS: None.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the ordinance adopted on this, the 28th day of November 2018.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

ATTACHMENT A - Drainage

	2018		
	Adopted	Change	Amended
TLCD-Flood 2016	-	(362,314)	(362,314)
Flood 2016	-	369,064	369,064
Fund Balance (decrease)	n/a	(6,750)	n/a

ATTACHMENT B - Parish Prisoners Fund

	2018		
	Adopted	Change	Amended
Terrebonne Parish Sheriff	(1,023,770)	438,000	(585,770)
Food Service	785,835	(86,000)	699,835
Transfer from General Fund	(2,990,000)	(352,000)	(3,342,000)
Transfer to Parish Prisoners	2,990,000	352,000	3,342,000
Fund Balance (decrease)	n/a	(352,000)	n/a

ATTACHMENT C - R.L. District #2

	2018		
	Adopted	Change	Amended
Bayou Sports Park	-	150,000	150,000
Fund Balance (decrease)	n/a	(150,000)	n/a

ATTACHMENT D - Animal Shelter

	2018		
	Adopted	Change	Amended
Donations-Meds for Animal Shelter	(4,768)	(3,171)	(7,939)
Medical & Drugs	74,768	3,171	77,939

ATTACHMENT E - Civic Center

	2018		
	Adopted	Change	Amended
Civic Center Roof	19,503	(19,503)	-
Transfer to Civic Center	-	19,503	19,503
Transfer from Capital Projects Control	-	(19,503)	(19,503)
Building Repairs	50,300	19,503	69,803

ATTACHMENT F - Courthouse Annex Security

	2018		
	Adopted	Change	Amended
Tower Parking Garage Improvements	19,867	(10,000)	9,867
Courthouse Annex Security	66,542	10,000	76,542

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

The Chairman recognized the public for comments on the following:

F. The Proposed 2019 Parish Budget and Five Year Capital Outlay Budget. (continued from 10/24/18 meeting.)

There were no comments from the public on the proposed ordinance.

Mr. D. J. Guidry moved, seconded by Mr. S. Dryden, "THAT the Council close the aforementioned public hearing."

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Ms. A. Williams moved, seconded by Mr. D. W. Guidry, Sr., "THAT the Council return to the regular order of business."

The Chairman called for a vote on the motion offered by Ms. A. Williams.

THERE WAS RECORDED:

YEAS: A. Marmande, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: D. J. Guidry.

The Chairman declared the motion adopted.

Upon the Chairman's request, Mr. Mike Sobert, Consolidated Waterworks District No. 1, gave a brief update regarding the repair efforts for an unearthed leaking gas pipe in Montegut owned and maintained by South Coast Gas Company. He explained that the company, by federal regulation, has up to one year to repair the leaking pipe and that, at this time, has made no real effort in order to address or repair the leaking pipe.

The Chairman shared some of his concerns regarding the potential danger of covering the gas line and allowing the gas to collect underground then encouraged Mr. Sobert and Administration to continue communications with South Coast Gas Company in order to see the leaking pipe fixed before it can be re-covered.

OFFERED BY: MR. D. J. GUIDRY
SECONDED BY: MR. A. MARMANDE

RESOLUTION NO. 18-443

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO PURSUE FUNDING FROM THE COMMUNITY WATER ENRICHMENT FUND IN ORDER TO PROVIDE THE WATERLINES TO RESTROOMS AND THE FIRE SUPPRESSION SYSTEM.

WHEREAS, the Terrebonne Parish Consolidated Government has an opportunity to apply for funding allocated by the state for improvements to infrastructure from the Community Water Enrichment Fund (CWEF), and

WHEREAS, the sports park will have recreational public spaces which require restrooms; and

WHEREAS, due to the presence of structures fire suppression is required including hydrants; and

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

WHEREAS, the CWF program from the state is specifically intended to provide needed infrastructure of this type; and

WHEREAS, the waterline for the restrooms and fire suppression system for the sports park are eligible activities and will be necessary to operate the park;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council that the Parish President is hereby authorizing the president to seek funding from CWF for this waterline supporting the Bayou Country Sports Park.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, and C. Duplantis-Prather.

NAYS: None.

ABSTAINING: None.

ABSENT: D. W. Guidry, Sr. and A. Williams.

The Chairman declared the resolution adopted on this the 28th day of November 2018.

* * * * *

I, VENITA H. CHAUVIN, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Assembled Council in Regular Session on November 28, 2018 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 29TH DAY OF NOVEMBER 2018.

The Chairman recognized Ms. Lucretia McBride, Houma resident, who shared some of her concerns regarding potentially increasing costs incurred by the Parish associated with pauper burials. She then shared her support for the Coroner's Office and a number of her concerns for the protocols being practiced regarding pauper burials. She then suggested improvements such as substituting ground burials with cremation services that could be pursued to address a number of concerns.

Council Member C. Duplantis-Prather thanked Ms. McBride for her initiative and her sharing her information regarding improving pauper burials in Terrebonne Parish.

The Chairman recognized Mr. Christopher Pulaski, Planning Director, who stated that discussions had begun between the Planning Department and the Coroner's Office to address the issues raised by Ms. McBride and gave some suggestions for future actions once more information had been collected.

The Chairman called for a report on the Public Services Committee meeting held on November 26, 2018, whereupon the Committee Chairman rendered the following:

PUBLIC SERVICES COMMITTEE

NOVEMBER 26, 2018

The Chairman, Alidore "Al" Marmande, called the Public Services Committee meeting to order at 5:30 p.m. in the Terrebonne Parish Council Meeting Room with an Invocation offered by Committee Member S. Dryden and the Pledge of Allegiance led by Committee Member D. W. Guidry, Sr. Upon roll call, Committee Members recorded as present were: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather and D. W. Guidry, Sr. Committee Member A. Williams was recorded as absent. A quorum was declared present.

Committee Member J. Navy asked that Agenda Item No. 1- Discussion and possible action regarding additional departments/services in the Government Towers, be placed on the agenda because there are some concerns about adding additional departments to the Government Tower Building and the lack of parking. He questioned whether there is a parking plan to address the additional vehicles that may have to utilize the parking lot; and

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

stated that we have to be concerned with the needs of the residents of Terrebonne Parish when adding additional services to the Government Towers.

Parish President G. Dove explained that additional parking will be available on the side of the Government Towers Building and in the front of the parking garage; and that parking is going to be an issue, but Administration will try to find a viable solution to help alleviate this potential problem.

Upon questioning from Committee Member J. Navy as it pertains to commercial parking, Planning and Zoning Director C. Pulaski explained that commercial structures have to have parking spaces that are handicapped accessible, which is governed through the State Fire Marshal. He also explained that the number of parking spaces and location of said spaces has to comply with ADA (American Disability Act) regulations.

Parish Manager M. Toups explained that Chase Bank lease will expired on December 31, 2018 and at the beginning of 2019, Planning and Zoning will move some of their staff to offices once occupied by Chase Bank. Terrebonne Parish Recreation will move into the building and occupy office space that Planning and Zoning will move out of. He continued that Worker's Compensation will move into some of the additional spaces once occupied by Planning and Zoning, as well. He further explained that the Terrebonne Parish Customer Service Department will have a full-time employee that will be stationed at the former Chase Bank drive-through which would allow residents to pay their bills, drop off and pick up permits and other completed forms such as TPR registrations, etc. at that window. The parish's payment drop box will be moved to the area where the ATM machine once was; noting that all these changes will make it more accessible and easier for residents to pay their bills without leaving their vehicles, which will help with parking. Mr. Toups stated that he has spoken with Chief Finance Officer Kandace Mauldin to see if an agreement could be made with the Consolidated Waterworks Department to accept their bills at the upcoming location and vice versa.

Discussion continued with several Committee members agreeing that there has to be additional parking if additional services are going to be added to the Government Towers; stating that maybe additional conversations could be had with Mr. Martin Folse about possibly leasing and/or purchasing the parking spaces located on the side of the Government Towers.

Mr. J. Navy moved, seconded by Mr. S. Trosclair, "THAT, the Public Services Committee request Administration to develop a feasible parking plan for the additional services that will be provided at the Government Tower; that said plan be compliant with all state and ADA regulations to address the needs of all residents in Terrebonne Parish; and that the plan be brought back to the Council for consideration."

The Chairman called for the vote on the motion offered by Mr. J. Navy.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather and D. W. Guidry, Sr.

NAYS: None.

ABSENT: A. Williams.

The Chairman declared the motion adopted.

Council Clerk V. Chauvin announced that Committee Member A. Williams will be late for tonight's proceedings.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

OFFERED BY: MR. D. J. GUIDRY
SECONDED BY: MR. D. W. GUIDRY, SR.

RESOLUTION NO. 18-444

A RESOLUTION TO AUTHORIZE THE PARISH PRESIDENT TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT ON BEHALF OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT WITH ST. MARY LEVEE DISTRICT AND TERREBONNE LEVEE AND CONSERVATION DISTRICT TO CONTRIBUTE FUNDS TO THE ST. MARY LEVEE DISTRICT IN THE EVENT THE ST. MARY LEVEE DISTRICT ALLOCATES AND EXPENDS FUNDS FOR THE OPERATION AND CLOSURE OF BAYOU CHENE BY VIA ITS BAYOU CHENE FLOOD CONTROL AND DIVERSION INFRASTRUCTURE, AND TO PROVIDE FOR RELATED MATTERS

WHEREAS, Louisiana Revised Statute 33:1324 provides that any parish or political subdivision of the state may make agreements between or among themselves to engage jointly in the acquisition or improvement of any public project or improvement provided that at least one of the participants to the agreement is authorized under a provision of law to perform such activity for completion of the undertaking; and

WHEREAS, the St. Mary Levee District (SMLD) and the Terrebonne Levee and Conservation District (TLCD) both operate for the objects and purposes, in accordance with *La. R.S. 38:329.3 and La. R.S. 38:329* respectively, for the establishment and the construction of flood control works and the entry of agreements with other governmental bodies to carry out their works;

WHEREAS, TLCD and TPCG are each charged with the duty of providing flood protection for the residents of Terrebonne Parish and have overlapping constitutional and statutory authority with respect to providing said flood protection; and

WHEREAS, TPCG is a Home Rule Charter local government and is granted the liberally construed “right and authority to exercise any power and perform any function necessary, requisite or proper for the management of its affairs” and “to promote, protect, and preserve the general welfare, safety, health, peace and good order of the parish,” not denied by the Charter, by general law, or inconsistent with the Constitution, per Louisiana Constitution Articles VI §§ 5-6 and Terrebonne Parish Charter Sections 1-01, 1-05, 1-06, and 8-08; and

WHEREAS, *Article VI, §20 of the Constitution of the State of Louisiana* provides that “Except as otherwise provided by law, a political subdivision may exercise and perform any authorized power and function, including financing, jointly or in cooperation with one or more political subdivisions, either within or without the state, or with the United States or its agencies;”

WHEREAS, SMLD installed a temporary flood control structure across Bayou Chene during the 2011 Flood Fight, which successfully demonstrated the effectiveness of preventing backwater flooding into Assumption, Iberia, Iberville, Lafourche, St. Mary, St. Martin & Terrebonne Parishes, warranting the pursuit of a permanent flood control structure for long term protection from river flooding and hurricane storm surge;

WHEREAS, thereafter SMLD and TLCD jointly made application to the Economic Development Administration (EDA) of the US Department of Commerce which resulted in the award of a \$1.8 million grant award for design and engineering services for the Bayou Chene Flood Control and Diversion infrastructure project for partial funding of design costs estimated to be about \$7 million;

WHEREAS, SMLD, as lead agency on the project, has expended over \$2 million in the design of the project and will be obligated to continue to spend additional amounts to operate the flood control structure;

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

WHEREAS, TLCD has previously contributed \$500,000 to SMLD to partially fund design and engineering fees on the Bayou Chene Flood Control and Diversion Project, which has obtained full authority and approval;

WHEREAS, on February 28, 2018, following a declaration of emergency by the Governor of Louisiana, the Parish President of the TPCG declared a parish wide state of emergency in Terrebonne Parish in anticipation of high river water levels and potential flooding anticipated by the U.S. Corps of Engineers in the Spring of 2018;

WHEREAS, TLCD has pledged up to \$400,000.00 for the spring floods of 2018 in the event SMLD expends funds to contribute to SMLD in the event it must close the flood control structure in Bayou Chene this year;

WHEREAS, TPCG wishes to match TLCD's 2018 contribution and TPCG administration has offered an emergency ordinance to allocate up to \$400,000.00 towards the 2018 flood fight efforts;

NOW THEREFORE BE IT RESOLVED that the Parish President is authorized to enter into an Intergovernmental Agreement with the TLCD and SMLD for the purposes of partially funding SMLD's flood control efforts in Bayou Chene, which will directly benefit the 2018 high river water levels and flood fight in the Parish of Terrebonne during the current state of emergency; and

BE IT FURTHER RESOLVED that the Parish President is hereby authorized to contribute up to \$400,000.00 to the SMLD, under the said intergovernmental agreement, in the event SMLD expends funds or resources to operate and close the Bayou Chene flood control structure to alleviate flooding from high river water levels flowing into the parishes, including Terrebonne Parish, standing to directly benefit from flood control efforts in Bayou Chene.

THERE WAS RECORDED:

YEAS: Sr., A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry,.

NAYS: None.

ABSTAINING: None.

ABSENT: A. Williams.

The Chairman declared the resolution adopted on this the 26th day of November 2018.

* * * * *

Upon questioning from Committee Member D. W. Guidry, Sr. pertaining to the opening and closing of the Bayou Chene Flood Gate, Parish President G. Dove presented a brief slide-show presentation regarding the aforementioned flood control project. He explained that the plans and/or development of this structure was started by St. Mary Parish Levee District seven years ago through CPRA should go to construction in 2020; and noted that the aforementioned resolution authorizes an Intergovernmental Agreement that allow Terrebonne Parish along with four other parishes to contribute to the maintenance and design of the flood gate. President Dove further explained that Corps of Engineers permit designates the opening and closing of flood gates and that the language in the agreement will be similar to the verbiage when there are hurricanes and high tide levels.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

OFFERED BY: MR. S. TROSCLAIR
SECONDED BY: MR. D. W. GUIDRY, SR.

RESOLUTION NO. 18-445

WHEREAS, the Code of Federal Regulations, as enacted by the United States Congress, mandates that all structures defined as bridges located on all public roads shall be inspected, rated for safe load capacity, and posted in accordance with the National Bridge Inspection Standards and that an inventory of these bridges be maintained by each state, and

WHEREAS, the responsibility to inspect, rate and load post those bridges under the authority of Terrebonne Parish, in accordance with those standards, is delegated by the Louisiana Department of Transportation and Development.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Public Services Committee), on behalf of the Terrebonne Parish Consolidated Government, that for the period January 1, 2019 through December 31, 2019:

1. The Terrebonne Parish Consolidated Government will perform all interim inspections on all Parish-owned or maintained bridges in accordance with the National Bridge Inspection Standards.
2. All bridges owned or maintained by the Terrebonne Parish Consolidated Government will be structurally analyzed and rated by the Parish as to the safe load capacity in accordance with the AASHTO manual for maintenance inspection of bridges. The load posting information that has been determined by the Louisiana Department of Transportation and Development for all bridges where the maximum legal load under Louisiana State Law exceeds the load permitted under the operating rating as determined above will be critically reviewed by the Parish. Load posting information will be updated by the Parish to reflect all structural changes, any obsolete structural ratings or any missing instructional ratings.
3. All Terrebonne Parish Government-owned or maintained bridges which require load posting or closing shall be load posted or closed in accordance with the table in the DOTD Engineering Directives and Standards Manual Directive No. 1.1.1.8. All bridges shall be critically reviewed by the Terrebonne Parish Consolidated Government prior to load posting.
4. All bridges owned or maintained by the Terrebonne Parish Consolidated Government are shown on the attached list in the format specified by the Department of Transportation and Development.

BE IT FURTHER RESOLVED, that the Terrebonne Parish Consolidated Government is cognizant that these stipulations are prerequisites for participation by the Terrebonne Parish Consolidated Government in the Off-System Bridge Replacement Program.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSTAINING: None.

ABSENT: A. Williams.

The Chairman declared the resolution adopted on this the 26th day of November 2018.

* * * * *

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Mr. D. J. Guidry moved, seconded by Mr. G. Michel, "THAT, there being no further business to come before the Public Services Committee, the meeting be adjourned."

The Chairman called for the vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather and D. W. Guidry, Sr.

NAYS: None.

ABSENT: A. Williams.

The Chairman declared the motion adopted and the meeting was adjourned at 5:51p.m.

Alidore Marmande, Chairman

Tammy E. Triggs, Minute Clerk

Mr. A. Marmande moved, seconded Mr. S. Dryden, "THAT the Council accept and ratify the minutes of the Public Services Committee meeting held on November 26, 2018."

The Chairman called for a vote on the motion offered by Mr. A. Marmande.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

The Chairman called for a report on the Community Development and Planning Committee meeting held on November 26, 2018, whereupon the Committee Chairman, noting ratification of minutes calls a public hearing on December 12, 2018 at 6:30 p.m., rendered the following:

COMMUNITY DEVELOPMENT & PLANNING COMMITTEE

NOVEMBER 26, 2018

The Chairman, Dirk J. Guidry, called the Community Development & Planning Committee meeting to order at 5:52 p.m. in the Terrebonne Parish Council Meeting Room with an Invocation offered by Committee Member C. Duplantis-Prather and the Pledge of Allegiance led by Committee Member G. Michel. Upon roll call, Committee Members recorded as present were: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather and D. W. Guidry, Sr. Committee Member A. Williams was recorded as absent. A quorum was declared present.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

OFFERED BY: MS. C. DUPLANTIS-PRATHER
SECONDED BY: MR. S. TROSCLAIR

RESOLUTION NO. 18-446

A RESOLUTION AUTHORIZING THE ADOPTION OF THE
UPDATED PROJECT LIST TO MAINTAIN THE HAZARD
MITIGATION PLAN UPDATE FORMERLY ADOPTED BY THE
PARISH AND FEMA IN 2015.

WHEREAS, the Terrebonne Parish Consolidated Government is required to update the Hazard Mitigation Plan every five years in order to be eligible for disaster funding; and

WHEREAS, Terrebonne parish has submitted such a plan which was most recently approved by FEMA March 2015, and

WHEREAS, FEMA and other grant programs require proposed projects to be included in this or another vetted and adopted plan; and

WHEREAS, the Parish participation in the Community Rating System and FEMA require that the plan be revisited and maintained each of the five years that it is in force; and

WHEREAS, the attached list has been vetted through all departments and the Steering Committee formally approved in 2014 and reflects the current progress and future proposed projects and priorities;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, the updated project list is approved and adopted to update and be incorporated into the Terrebonne Parish Hazard Mitigation Plan.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSTAINING: None.

ABSENT: A. Williams.

The Chairman declared the resolution adopted on this the 26th day of November 2018.

* * * * *

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

OFFERED BY: MR. A. MARMANDE
SECONDED BY: MS. C. DUPLANTIS-PRATHER

RESOLUTION NO. 18-447

A RESOLUTION GIVING NOTICE OF INTENT TO ADOPT AN ORDINANCE TO AMEND CHAPTER 6, "BUILDINGS AND STRUCTURES "ARTICLE II "COMPREHENSIVE BUILDING CODE ENFORCEMENT PROGRAM" DIVISION 2 "PROPERTY MAINTENANCE" OF THE CODE OF TERREBONNE PARISH IN ORDER SIMPLIFY ACCESS TO AND UNDERSTANDING OF THE RELEVANT PORTION OF THE PARISH CODE, TO UPDATE THE SAID PORTION OF THE CODE FROM ITS LAST REVIEW IN 2010, AND TO ALLOW FOR RELATED AND CONSEQUENTIAL MATTERS.

WHEREAS The Parish has previously adopted, by reference and with local amendments, various editions of the *International Property Maintenance Code*, a proprietary code of the *International Code Council*; and

WHEREAS multiple revised editions of the *International Property Maintenance Code* have been issued by the *International Code Council*, since the Parish last addressed this matter in October 2010; and

WHEREAS adoption of a proprietary code with local amendments requires property owners and occupants to research and cross reference both the proprietary code and the Parish Code in order to determine their duties and obligations with regard to the maintenance of their property; and

WHEREAS the adoption and publication of the Parish Property Maintenance Code in a full text version, incorporating all of the previously adopted local amendments, simplifies access and understanding for property owners and occupants in Terrebonne Parish; and

WHEREAS the Parish has previously taken similar action by adopting a full text version of the *Terrebonne Parish Consolidated Building Code* and now wishes to follow this previously established precedent by adopting a full text version of the *Terrebonne Parish Property Maintenance Code*.

NOW THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Community Development and Planning Committee), on behalf of the Terrebonne Parish Consolidated Government, that notice of intent is given for adopting an ordinance to amend Chapter 6, "Buildings and Structures "Article II "Comprehensive Building Code Enforcement Program" Division 2 "Property Maintenance" of the Code of Terrebonne Parish and to allow for related and consequential matters; and

BE IT FURTHER RESOLVED that a public hearing on the aforementioned matter be called for Wednesday, December 12, 2018 at 6:30 p.m.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, , G. Michel, S. Dryden C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSTAINING: None.

ABSENT: A. Williams.

The Chairman declared the resolution adopted on this the 26th day of November 2018.

* * * * *

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Mr. A. Marmande moved, seconded by Mr. J. Navy, "THAT, there being no further business to come before the Community Development & Planning Committee, the meeting be adjourned."

The Chairman called for the vote on the motion offered by Mr. A. Marmande.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather and D. W. Guidry, Sr.

NAYS: None.

ABSENT: A. Williams.

The Chairman declared the motion adopted and the meeting was adjourned at 5:54 p.m.

Dirk J. Guidry, Chairman

Tammy E. Triggs, Minute Clerk

Mr. D. J. Guidry moved, seconded Mr. S. Dryden, "THAT the Council accept and ratify the minutes of the Community Development and Planning Committee meeting held on November 26, 2018."

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

The Chairman called for a report on the Budget and Finance Committee meeting held on November 26, 2018, whereupon the Committee Vice-Chairman, noting ratification of minutes calls public hearings on December 12, 2018 at 6:30 p.m., rendered the following:

BUDGET & FINANCE COMMITTEE

NOVEMBER 26, 2018

The Vice-Chairman, Dirk Guidry, called the Budget & Finance Committee meeting to order at 5:58 p.m. in the Terrebonne Parish Council Meeting Room with an Invocation offered by Committee Member D. W. Guidry, Sr. and the Pledge of Allegiance led by Committee Member J. Navy. Upon roll call, Committee Members recorded as present were: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather and D. W. Guidry, Sr. Committee Member A. Williams was recorded as entering the proceedings at 6:18 p.m. A quorum was declared present.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

OFFERED BY: MR. S. TROSCLAIR
SECONDED BY: MR. A. MARMANDE

RESOLUTION NO. 18-448

A RESOLUTION ADOPTING THE INVESTMENT POLICY AS
PREPARED BY TPCG FINANCE DEPARTMENT.

WHEREAS, R.S. 33:2955(D) requires that all political subdivisions of the state shall develop and adopt an investment policy that details and clarifies investment objectives and the procedures and constraints necessary to reach those objectives, and

WHEREAS, TPCG adopted its original investment policy on April 22, 1992, and

WHEREAS, TPCG Finance Department has prepared an updated investment policy to be adopted; and

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, adopt the Terrebonne Parish Consolidated Government Investment Policy as prepared by the Finance Department.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSTAINING: None.

ABSENT: A. Williams.

The Vice Chairman declared the resolution adopted on this the 26th day of November 2018.

* * * * *

Mr. D. W. Guidry, Sr. moved, seconded by Mr. J. Navy, "THAT, the Budget & Finance Committee introduce an ordinance to amend the 2018 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:

- I. Government Tower Generator, \$370,000
- II. FTA-City of Thibodaux, (\$18,498)
- III. City Marshal, (\$26,945)
- IV. Juvenile Detention, \$10,416
- V. General Fund-Holiday Decoration, \$21,335
- VI. Elliot Jones Pump Station, \$205,000
- VII. Eastside Police Substation, \$105,000
- VIII. 5% Budget Adjustment for Road Lighting District 8, Net 0
- IX. 5% Budget Adjustment for Road Lighting District 9, \$5,439
- X. 5% Budget Adjustment for Road Lighting District 10, \$27,500
- XI. 5% Budget Adjustment for Public Safety Fund, \$89,424
- XII. 5% Budget Adjustment for Criminal Court Fund, Net 0

and call a public hearing on said matter on December 12, 2018 at 6:30 p.m."

The Vice-Chairman called for the vote on the motion offered by Mr. D. W. Guidry, Sr.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather, D. W. Guidry, Sr.

NAYS: None.

ABSENT: A. Williams.

The Vice-Chairman declared the motion adopted.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Mr. S. Trosclair moved, seconded by Mr. A. Marmande, "THAT, the Budget & Finance committee introduce an ordinance to amend the 2018 Adopted Operating Budget and the 5-Year Capital Outlay of the Terrebonne Parish Consolidated Government for the following projects from the proceeds of revenue bonds (Parish of Terrebonne GOMESA Project), Series 2018.

- I. Revenue Bonds (Parish of Terrebonne GoMesa Project) Series 2018, \$16,855,000

and call a public hearing on said matter on December 12, 2018 at 6:30 p.m."

The Vice-Chairman called for the vote on the motion offered by Mr. S. Trosclair.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, G. Michel, S. Dryden, C. Duplantis-Prather, D. W. Guidry, Sr.

NAYS: None.

ABSENT: A. Williams.

The Vice-Chairman declared the motion adopted.

Mr. A. Marmande moved, seconded by Mr. J. Navy, "THAT, the Budget & Finance Committee introduce an ordinance to adopt the 2019 Adopted Operating and Maintenance Budget, and the Five Year Capital Improvements Budget, of the Terrebonne Parish Consolidated Government as presented by the Parish President and further amended by the Terrebonne Parish Council; to amend the Parish Compensation Plan for new and/or adjusted positions; approve a 2% Cost of Living increase for the Parish President's Departments and Council Staff; and to address other matters relative thereto and call a public hearing on said matter on December 12, 2018 at 6:30 p.m."

The Vice-Chairman called for the vote on the motion offered by Mr. A. Marmande.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Vice-Chairman declared the motion adopted.

A review of the proposed 2019 Budget began on the following funds/departmental budgets:

- a) **Council on Aging (Fund 278; Sm. Bk. 113; Big Bk. 312)** – Chief Finance Officer Kandace Mauldin presented the proposed 2019 Budget noting that a 7.50 mill ad valorem November 4, 2008 (2010-2019), will generate an estimated \$7,133,435 in 2019. The millage was renewed on November 16, 2013 for years 2020-2029, maximum 7.50 mills. Terrebonne Parish has a cooperative endeavor agreement with TCOA to provide services, \$7,000,000 estimated for 2019. An independent budget is adopted by TCOA governing authority for fiscal year ending June 30th and is submitted annually to the appointing authority. In 2019, \$84,000 for elderly programs at Mechanicville Community Center. (NO ACTION TAKEN)

Mr. Bert LeBoeuf, a volunteer member of the Council on Aging, addressed the Budget and Finance Committee relative to the budget. He stated that, in his opinion, the Council on Aging has not been treated fairly by the Council in terms of using the funding allocated to them without notification; and that the millage funding should stay in the Council on Aging's budget.

Committee Member A. Williams was recorded as entering the proceedings at 6:18 p.m.

Committee Member J. Navy explained that the funding allocated to the Mechanicville Community Center was money that was in excess of the Council on Aging budget; and noted

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

that the funding is going to be used for programs that are going to benefit the elderly residents of Terrebonne Parish.

Parish Attorney J. Hebert explained that the Council on Aging is a non-profit corporation that has been established by state law; and noted that the Council on Aging has no authority to levy a tax. He stated that the only entity that can levy a tax is the local governing body, the Terrebonne Parish Council. He further explained that the millage call states that the tax can be used for the elderly, sixty (60) years or older, for maintenance, operation, construction of capital facilities and any other programs that directly affect the elderly; and added that the Council on Aging is not the only organization that can provide for the elderly. Parish Attorney J. Hebert read aloud Attorney General Opinion No. 15-0032, dated July 17, 2015, which states “regarding the tax proceeds levied in support of the Council on Aging, of which the opinion indicates that the Terrebonne Parish Consolidated Government is the proper entity to collect, use, and administer the proceeds, as well as ensure that they are being used for specific purposes outlined in the proposition”. The local governing body is fiscally reasonable for the budget. He stated that the Council on Aging is supposed to have a “calling” of the general membership every year, which is established by the Louisiana Administrative Code for Governmental Affairs which states how the members of the Council on Aging Board are appointed and also how officers are elected. The Council does not have authority to appoint members.

Discussion ensued with several Committee Members asking how the board members are chosen and whether or not the Council on Aging has the authority to change to a taxing authority. Some Committee Members suggested that constructing and/or developing a daycare and/or daycare program(s) for the elderly in the foreseeable future would also benefit the elderly community and their caregivers; noting that other mechanisms need to be put in place to aid the elderly.

Chief Finance Officer K. Mauldin explained that the funding allocated to the Council on Aging is reflective of the money that the millage is expected to collect in 2019. The Mechanicville Community Center elderly program funding is derived from the remaining money in the fund balance; stating that this funding did not come off of the “top” of the Council on Aging budget.

Ms. Diane Edmonson, Council on Aging Executive Director, explained that the Council on Aging has been in existence for 49 years and they have served the elderly residents of Terrebonne Parish for a number of years. She stated that they feed 1,000 or more residents daily and stated that their staff starts the day at 3:00 a.m. Ms. Edmonson stated that they are good stewards of the funding that they receive and the elderly residents depend on the meals that they deliver.

Parish Attorney J. Hebert explained that the Council on Aging receives funding from the state and/or federal government along with the millage tax.

Parish President G. Dove explained that since his appointment as Parish President, his Administration has fulfilled 100% of the budget request by the Council on Aging and have given them the monies collected from the millage. He explained that the American Legion requested \$500,000 from the Council on Aging to renovate/refurbish their building but their request was denied; stating that this funding was coming from their fund balance.

Upon questioning from President Dove regarding the American Legion request, Ms. Diane Edmonson explained that the American Legion was denied because their mission differs from the mission of the Council on Aging; stating that the board offered other buildings that the American Legion members could use, if they needed to.

Mr. L. J. Folse, Chairman of the Council on Aging Board, addressed the Budget and Finance Committee relative to the Council on Aging fund balance. He stated that the Council on Aging fund balance was “grossly” understated and is controlled by the Council on Aging Board; stating that the Terrebonne Parish Council on Aging is ranked as a “premiere” board through the State of Louisiana. Mr. Folse further explained that the Council on Aging is saving funds to build additional housing units for the elderly.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Mr. Rene' Rhodes, a member of the Council on Aging Board, addressed the Budget and Finance Committee relative to the Council on Aging budget. He gave a brief history of the Council on Aging and the services that they provide for the elderly residents of Terrebonne Parish. He explained that the Council on Aging Board are good stewards of the funding that they receive from the millage tax.

Mr. C. Kirby Verret, a member of the Council on Aging Board, addressed the Budget and Finance Committee relative to the Council on Aging budget. He stated that the Council on Aging and the Council has always had a good working relationship and he hopes that it continues; stating that the elderly members of the community should be our first priority.

Ms. Diane Edmonson presented the Committee with a brief power-point presentation that detailed the services that the Council on Aging provides which includes the number of meals delivered, transportation, nutrition education, outreach, disease prevention, legal assistance and other services.

Parish President G. Dove and several Committee Members thanked Ms. Edmonson and her staff for all of the work that they do in aiding the elderly residents of Terrebonne Parish.

- b) District Attorney (Fund 151-123; Sm. Bk. 22; Big Bk. 14)** - Chief Finance Officer Kandace Mauldin highlighted the proposed 2019 Budget explaining that under Personnel, they are eliminating one (1) Assistant District Attorney. (NO ACTION TAKEN)
- c) Clerk of Court (Fund 151-124; Sm. Bk. 24; Big Bk. 15)** – Chief Finance Officer Kandace Mauldin summarized the proposed 2019 Budget stating that there were no significant changes. (NO ACTION TAKEN)
- d) Criminal Court Fund (Fund 299; Sm. Bk. 137; Big Bk. 358)** – Chief Finance Officer Kandace Mauldin reviewed the proposed 2019 Budget highlighting that Fines and Forfeitures Revenue is \$4,085,224 for 2019. General Fund Supplement, \$1,940,145, an increase of \$200,000, Juvenile Detention Supplement, \$250,000 same as 2018 and Mental Health and Drug Abuse Fund Supplement, \$47,514, same as 2018. (NO ACTION TAKEN)
- e) Parish Jail (Fund 203-201; Sm. Bk. 78; Big Bk. 68)** – Chief Finance Officer Kandace Mauldin presented the proposed 2019 Budget noting that in October 1991, the original agreement (Reference: Resolution No. 91-454) between the Parish Government and the Sheriff of Terrebonne Parish was executed to provide the parish funding assistance with the Parish Jail, with 100% of the first \$25,000 and 50% of the Department of Corrections (DOC) reimbursement. Effective July 1, 2015, under the authority of a new agreement, the Sheriff shall share with the Parish 50% of the DOC reimbursements, adjusted over time to comply with the current Louisiana Revised Statute's approved reimbursement rate. In addition, the Sheriff agrees to make a continuous good faith effort to maintain a total DOC prisoner population of two hundred fifty (250) inmates. The term of this agreement shall expire in June 30, 2019. For 2018, the Parish is estimating to receive \$667,676 from the Sheriff of Terrebonne, a decrease of \$356,094. General Fund Supplement, \$3,355,886, an increase of \$365,886. The Parish reimburses the Sheriff for feeding of the prisoners based on a flat formula of \$1.75 per day for the Department of Corrections (DOC) prisoners and \$3.50 per day for all others. The projected cost for 2019 is \$750,000, which is based on an average prison population of 650. Under Capital, they are requesting one (1) security gate (Building 1), \$13,000 and lawn equipment (Building 1), \$30,000. (NO ACTION TAKEN)
- f) Parish Jail Medical Department (Fund 203-202; Sm. Bk. 81; Big Bk. 71)** – Chief Finance Officer Kandace Mauldin summarized the proposed 2019 Budget stating that the Parish currently contracts the Haydel Clinic for physicians care at \$90,000 per year. With the inclusion of dental care, ambulance and hospital care, the medical services are estimated for 2019 at \$180,000; and prescriptions and

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

OTC medications, \$190,000. On July 8, 2016, the Parish entered into an Intergovernmental agreement with Terrebonne Parish Sheriff's Office (TPSO) for the medical administrator to become an employee of TPSO. TPCG shall reimburse TPSO for the actual base salary paid to the Medical Administrator by TPSO for only those services rendered to the Parish under the agreement. (NO ACTION TAKEN)

Upon questioning from Committee Member C. Duplantis-Prather regarding the closing of the female prison, Captain S. Bergeron explained that some of the female prisoners are "housed" in the local jail and some are "housed" in other locations; stating that they don't anticipate opening the female prison in the foreseeable future.

Chief Finance Officer K. Mauldin reviewed the proposed 2019 Budget highlights for Public Safety Fund stating that Ad valorem taxes are proposed for 2019 in the amount of \$4,376,003 from the levy of 6.38 mills (City Alimony Tax), 5.08 mills City Fire Protection, and 5.08 mills City Police Protection approved by voters on November 7, 2006, (2009-2018), and renewed November 16, 2013 (2019-2028). In 1965, the Parish levied a 1% parishwide sales tax equally divided by the Parish Police Jury, City of Houma, and Parish School Board. The 1/3 City of Houma portion has been dedicated through the budget for use by the Public Safety Fund and is projected to generate \$7,224,318, a 4.9% increase from 2017 collections and a 2.5% increase from 2018 projections. Insurance occupational licenses in the City of Houma are projected to collect \$875,000, a decrease of \$25,000, approved. Court fines are proposed at \$100,000. General Fund Supplement, \$3,252,872 (an increase of \$562,988).

- g) Police Department (Fund 204-211; Sm. Bk. 84; Big Bk. 78)** - Chief Finance Officer Kandace Mauldin reviewed that the proposed 2019 Budget highlighting that under capital, they are requesting one (1) security door replacement, \$30,000 and radio communications (Bourg Tower), \$45,000. (NO ACTION TAKEN)
- h) Fire Department (Fund 204-222; Sm. Bk. 88; Big Bk. 82)** – Chief Finance Officer Kandace Mauldin presented the proposed 2019 Budget noting that at the State Firefighters' Retirement board meeting of December 4, 2017, the following rates were adopted: 2017 - 25.25%, 2018 – 26.50%. Under Personnel, they are to receive a 2% adjustment across the board as mandated by State Law. (NO ACTION TAKEN)
- i) Parks and Grounds (Fund 205-501; Sm. Bk. 91; Big Bk. 91)** - Chief Finance Officer Kandace Mauldin highlighted the proposed 2019 Budget stating that the General Fund transfer is \$240,000, an increase of \$60,000. Sales Tax, \$111,000 from the 1/3 of 1% Sales Tax dedicated to the City of Houma (1964). The maintenance contract – grass cutting and park maintenance, \$122,000, an increase of \$297. (NO ACTION TAKEN)
- j) Recreation Department (Fund 280; Sm. Bk. 120; Big Bk. 320)** - Chief Finance Officer Kandace Mauldin summarized the proposed 2019 Budget highlighting that a 2.21 mill ad valorem tax for years 2011-2020 was approved by the voters November 4, 2008 (2011-2019), which has been levied at 2.12 mills, \$2,016,384 in 2019. Registration Fees proposed will generate an estimated \$106,600 in 2019. Tennis Membership and court fees proposed will generate an estimated \$30,000 in 2019. Special Olympics, \$26,950, Summer Camps, \$215,000 and Tennis Courts, \$30,000. Under TPR Administration, there were no significant changes. Under Sports Officials, wages and fringes of \$406,903 are allocated to the various sports programs. Under the Quality of Life Programs, the Parish Arts Funding Program, \$7,500. Under Special Olympics, there were no significant changes. Under Summer Camps, the Summer Camp Programs through Cooperative Endeavor Agreements with Recreation Districts, \$215,000. Under Tennis Courts, the tennis complex was created in 2017. The tennis memberships and court fees proposed will generate \$30,000. (NO ACTION TAKEN)

Upon questioning Committee Member C. Duplantis-Prather explained how the funding of summer camps is handled.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

- k) Public Works/Government Buildings (Fund 151-194; Sm. Bk. 43; Big Bk. 30)** - Chief Finance Officer Kandace Mauldin presented the proposed 2019 Budget explaining that there were no significant changes. (NO ACTION TAKEN)
- l) Public Works/Janitorial Services (Fund 151-198; Sm. Bk. 45; Big Bk. 33)** – Chief Finance Officer Jamie Elfert highlighted the proposed 2019 Budget noting stating that the General Fund share of the contract for cleaning services is \$248,430 for 2019. (NO ACTION TAKEN)
- m) Public Works/Engineering (Fund 151-302; Sm. Bk. 48; Big Bk. 37)** – Chief Finance Officer Kandace Mauldin summarized the proposed 2019 Budget highlighting that there were no significant changes. (NO ACTION TAKEN)
- n) Auditoriums (Fund 205-196; Sm. Bk. 92; Big Bk. 88)** – Chief Finance Officer Kandace Mauldin reviewed the proposed 2019 Budget explaining that under capital, they are requesting a replacement table and chairs, \$4,000 and air conditioner replacement, \$13,683. (NO ACTION TAKEN)
- o) Public Works/FTA Grant Fund (Good Earth Transit) (Fund 237; Sm. Bk.144; Big Bk. 193)** - Chief Finance Officer Kandace Mauldin presented the proposed 2019 Budget noting that there were no significant changes. (NO ACTION TAKEN)
- p) Public Works/FTA City of Thibodaux (Fund 238; Sm. Bk. 146; Big Bk. 207)** – Chief Finance Officer Kandace Mauldin highlighted the proposed 2019 Budget stating that no significant changes. (NO ACTION TAKEN)
- q) Public Works/Federal Highway Admin. (Rural Transit) (Fund 240; Sm. Bk. 147; Big Bk. 228)** - Chief Finance Officer Kandace Mauldin summarized the proposed 2019 Budget highlighting that the primary purpose of this grant is for the Terrebonne Parish Consolidated Government Public Transit Division is to enhance the mobility of Terrebonne Parish’s residents. To achieve this Terrebonne Parish Consolidated Government implemented and maintains a safe, effective, and efficient public transit bus system that addresses the mobility needs of the citizenry. The monies in this fund are received from the U. S. Department of Transportation, Federal Transit Administration for the implementation and operation of a public transit system in the rural areas of Terrebonne Parish. The Rural Transit operations were turned over to the Terrebonne Council on Aging on September 1, 2005. There were no significant changes. (NO ACTION TAKEN)
- r) Public Works/Parish Transportation Fund (Fund 250; Sm. Bk. 100; Big Bk.239)** – Chief Finance Officer Kandace Mauldin reviewed the proposed 2019 Budget explaining that the revenues are subject to annual state appropriation; therefore, \$600,000 is estimated through the State’s fiscal year end of June 30, 2019. Direct services for street repairs, \$600,000 are based on the estimated 2019 revenue through June 30th and unallocated fund balance at December 31, 2018. (NO ACTION TAKEN)
- s) Public Works/Road & Bridge Fund (Fund 251; Sm. Bk. 101; Big Bk. 243)** – Chief Finance Officer Kandace Mauldin explained the proposed 2019 Budget highlighting that in 1992, the voters of Terrebonne Parish approved a ¼% sales tax used to fund this division. The 2019 revenues are estimated at \$5,500,155, 4.9% more than 2017 collections and 2.5% more than 2018 projected collections. The General Fund supplements this division annually. The 2019 General Fund supplement is \$75,000. Their major operating expenditures are: Gasoline and Oil, \$130,000, \$10,000, increase, Shells, \$160,000, same as 2018, Urban Street Lights, \$168,320, same as 2018, Grass cutting Blvd., \$80,000, same as 2018, Street Repairs – Contractors, \$1,072,840, same as 2018 and Downtown Sidewalk Repairs, \$5,000, same as 2018. Under Capital, they are requesting one (1) Hydraulic Hammer Attachment (heat buckles), \$6,000, one (1) laptop (sign field), \$2,000 and Speed Radar Signs, \$40,000. Under Personnel, they are eliminating

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

one (1) Operations Manager, Grade 212 and they are adding one (1) Bridge Tender, Grade 102. (NO ACTION TAKEN)

Committee Member A. Marmande thanked Administration and the Council for supporting the construction of two (2) new bridges in District No. 7.

Committee Member D. W. Guidry, Sr. requested that the \$80,000 that was moved from the City Marshal General Fund balance transferred to the Roads and Bridge Department to repair curbs and sidewalks.

- t) **Public Works/Drainage Tax Fund (Fund 252; Sm. Bk. 104; Big Bk. 250)** – Chief Finance Officer Kandace Mauldin presented the proposed 2019 Budget noting that in 1992, the voters of Terrebonne Parish approved a ¼% sales tax used to fund this division. The 2017 collections are estimated at \$5,500,155, 4.9% more than 2017 collections and 2.5% more than 2018 projected collections. On November 16, 2013, an ad valorem tax was renewed for years 2018-2017, 7.31 mills maximum authorized, which will generate an estimated \$6,952,721 for 2019. Their major operating expenditures are: Other contracts, \$1,285,000 privatization of lateral maintenance and expand on the acreage rotation as compared to in-house work force, same as 2018, Gasoline and Oil, \$300,000 an increase of \$15,000, Diesel/Pumps, \$900,000, an increase of \$75,000, Pump repairs, \$450,000 an increase of \$50,000, Contractors repairs, \$300,000 same as 2018, Canal and Lateral Ditch Maintenance, \$80,000, an increase of \$5,000, Collection Canal Cleaning, \$20,000, same as 2018 and Permit monitoring, \$46,000, same as 2018. Under Personnel, they are adding one (1) Automation Analyst Hardware, Grade 108 and eliminating one (1) Field Tech II, Grade 104. Under Capital, they are requesting one (1) Pressure Washer Truck, \$135,000, one (1) excavator with slash buster, \$300,000, engine replacement program, \$200,000, slip-line culverts under Barataria, \$500,000, suction dredge, Bayou Grand Caillou, \$500,000 and suction dredge, Summerfield Discharge Canal, \$500,000. (NO ACTION TAKEN)

Upon questioning from Committee Member S. Trosclair regarding the Field Tech position, Parish Manager M. Toups explained that he is not sure of the duties of the Field Tech but will get the information and relay it back to the Council on tomorrow.

Chief Finance Officer K. Mauldin explained that the Field Tech position is an open position and they are just eliminating the position to move the funds somewhere else in the budget.

- u) **Public/Works/Pollution Control (Fund 310/311; Sm. Bk. 161; Big Bk. 391)** - Chief Finance Officer Kandace Mauldin highlighted the proposed 2019 Budget stating that sewer collections for 2019 are estimated at \$7,510,000. Under Sewerage Collection, their major expenditures are: Utility cost, \$495,000, 2.25% Collection Fee of all sewerage revenue collected by Consolidated Waterworks, \$160,000, Sewer Pump Repairs, \$80,000 and Contractor's Repairs, \$172,000. Under Capital (\$250,000), they are requesting a Convert lift station to submersible lift station, \$250,000. Under the Treatment Plant Department, they are eliminating one (1) WWTP Operators, Grade 105 and adding one (1) Sr. WWTP Operators, Grade 108. Under Capital, they are requesting, one (1) Utility vehicle, \$12,000, replacing North Plant Wharf, \$150,000, North Plant Aerator replacement and installation, \$140,000 and North Plant Street lighting, \$20,000. Under Pollution Control Administration, there were no significant changes. Under Sewerage Capital Additions, they are requesting under Capital (Total \$928,000), ¾ Ton pickup truck with utility/service body, \$38,000, Sewer rehabilitation-major repairs, \$125,000, Infiltration/Inflow Elimination, \$315,000, Line crew truck, \$15,000, Vacuum truck replacement, \$375,000, Large printer, scanner and copier, \$20,000 and replace surge tank at Gibson/Jarvis, \$40,000. (NO ACTION TAKEN)

- v) **Public Works/Fleet Maintenance (Fund 395; Sm. Bk. 192; Big Bk. 453)** – Chief Finance Officer Kandace Mauldin summarized the proposed 2019 Budget highlighting that their major funding source - \$1,063,965 of user fees charged to

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

user departments. Under Personnel, they are eliminating one (1) Mechanic II, Grade 106. (NO ACTION TAKEN)

- w) **Capital Projects (Fund 600's; Sm. Bk. 215 Big Bk. 521)** – Chief Finance Officer Kandace Mauldin highlighted the proposed 2019 Budget stating that total expenditures for new projects is \$1,604,000. These projects include the new Health Unit construction, replace elevators in the Government Towers, Waterlife Pavillion, an asphalt overlay project for different roads throughout the parish, engineering for Valhi Extension, Bayou Black Pump Station and Southern Ave. drainage project. (NO ACTION TAKEN)

Ms. A. Williams moved, seconded by Mr. J. Navy, “THAT, there being no further business to come before the Budget & Finance Committee, the meeting be adjourned.”

The Vice-Chairman called for the vote on the motion offered by Ms. A. Williams.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, D. W. Guidry, Sr..

NAYS: None.

ABSENT: S. Dryden and C. Duplantis-Prather.

The Vice-Chairman declared the motion adopted and the meeting was adjourned at 8:41 p.m.

Dirk J. Guidry, Vice-Chairman

Tammy E. Triggs, Sr. Minute Clerk

Mr. D. J. Guidry moved, seconded Mr. G. Michel, “THAT the Council accept and ratify the minutes of the Budget and Finance Committee meeting held on November 26, 2018.”

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Ms. A. Williams moved, seconded by Mr. D. J. Guidry, “THAT the Council approve the following street light list:

STREET LIGHT LIST

11-28-18

INSTALL ONE (1) 40 W LED STREET LIGHT ON POLE AT THE FIRST HOUSE ON LEFT ON SEA BLUE LANE; SLECA; RLD NO. 1; SCOTTY DRYDEN; DISTRICT 4

INSTALL ONE (1) 100W LED STREET LIGHT ON POLE AT 108 THOMAS BURKWELL STREET; ENTERGY; RLD NO. 3-A; CHRISTA DUPLANTIS-PRATHER; DISTRICT 5

RELOCATE POLE & UPGRADE LIGHT TO 50 LED ON THE SOUTH SIDEE AT THE INTERSECTION OF SOUTHDOWN MANDALAY ROAD AND HOLLYWOOD ROAD EXTENSION AND ADD POLE & 50 W LED LIGHT ON THE NORTH SIDE AT THE INTERSECTION OF SOUTHDOWN MANDALAY ROAD AND HOLLYWOOD ROAD EXTENSION; RLD #9; SLECA; DARRIN GUIDRY, DISTRICT 6.”

The Chairman called for a vote on the motion offered by Ms. A. Williams.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Ms. A. Williams moved, seconded by Mr. G. Michel, “THAT the Council hold nominations open for two weeks for two representatives from Covenant Christian and one alternate position (South of the Intracoastal) on the Terrebonne Parish Youth Advisory Council.”

The Chairman called for a vote on the motion offered by Ms. A. Williams.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Mr. D. W. Guidry, Sr. moved, seconded by Mr. G. Michel, “THAT the Council hold nominations open for two weeks for the one vacancy representing Recreational Fishing on the Coastal Zone Management and Restoration Advisory Committee.”

The Chairman called for a vote on the motion offered by Mr. D. W. Guidry, Sr.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Mr. G. Michel moved, seconded by Ms. C. Duplantis-Prather, “THAT the Council hold nominations open for two weeks for the one vacancy on the Downtown Development Corporation Board appointed by the Downtown Merchants.”

The Chairman called for a vote on the motion offered by Mr. G. Michel.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Mr. D. W. Guidry, Sr. moved, seconded by Ms. C. Duplantis-Prather, “THAT the Council hold nominations open for two weeks for the one vacancy on the TARC Board (local clergy).”

The Chairman called for a vote on the motion offered by Mr. D. W. Guidry, Sr.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Mr. G. Michel moved, seconded by Ms. C. Duplantis-Prather, “THAT the Council hold open nominations for two weeks for the one unexpired term on the Houma Area Convention and Visitors’ Bureau nominated by a Civic Organization.”

The Chairman called for a vote on the motion offered by Mr. G. Michel.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

Mr. G. Michel moved, seconded by Ms. C. Duplantis-Prather, "THAT the Council hold open nominations for two weeks for the unexpired term on the Recreation District No. 11 Board."

The Chairman called for a vote on the motion offered by Mr. G. Michel.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Mr. D. J. Guidry moved, seconded by Mr. G. Michel, "THAT the Council open nominations for the one vacancy to fill an unexpired term on the Recreation District No. 7 Board, nominate Ms. Donna Lirette, close nominations, and appoint Ms. Lirette to serve a term on the aforementioned board."

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

The Chairman announced that there were two terms expiring on 12/26/18 on the Houma-Terrebonne Finance Trust, two terms expiring on 12/31/18 on the Terrebonne Parish Port Commission, four terms expiring on 12/31/18 on the Terrebonne Parish Communications District, and one vacancy to fill an unexpired term on the Recreation District No. 5 Board.

Council Member C. Duplantis-Prather encouraged the public to have their pets spayed and neutered to help control the pet population.

Council Member G. Michel thanked Mrs. Mechelle Olivier for her time spent working for the Parish then wished her the best in her new job opportunity.

The Chairman encouraged the public to keep all veterans, active military, law enforcement, firefighters, and first responders in their thoughts and prayers daily.

Mr. D. J. Guidry moved, seconded by Mr. S. Dryden, "THAT the Council accept the following Monthly Engineering Reports."

A. GIS Engineering, LLC

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

The Chairman declared the motion adopted.

Mr. D. J. Guidry moved, seconded by Ms. C. Duplantis-Prather, "THAT, there being no further business to come before the Council, the meeting be adjourned."

The Chairman called for a vote on the motion offered by Mr. D. J. Guidry.

THERE WAS RECORDED:

YEAS: A. Marmande, D. J. Guidry, S. Trosclair, J. Navy, A. Williams, G. Michel, S. Dryden, C. Duplantis-Prather, and D. W. Guidry, Sr.

NAYS: None.

ABSENT: None.

MINUTES OF THE TERREBONNE PARISH COUNCIL
REGULAR SESSION OF NOVEMBER 28, 2018

The Chairman declared the motion adopted and the meeting was adjourned at 8:38
p.m.

KEITH M. HAMPTON, MINUTE CLERK

/s/STEVE TROSCLAIR, CHAIRMAN
TERREBONNE PARISH COUNCIL

ATTEST:

/s/VENITA H. CHAUVIN, COUNCIL CLERK
TERREBONNE PARISH COUNCIL