

## MINUTES

### HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)

#### MEETING OF JANUARY 19, 2012

- A. The Chairman, Dr. L.A. "Budd" Cloutier, Jr., called to order the regular meeting of January 19, 2012 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:20 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mrs. Marsha Williams.
- B. Upon Roll Call, present were: Dr. L.A. "Budd" Cloutier, Jr., Chairman; Mr. Richard Elfert; Mr. James Erny; Mr. Jeremy Kelley; Mr. Keith Kurtz; Alex Ostheimer, Vice-Chairman; Mr. Gerald Schouest; Mr. Wayne Thibodeaux; and Mrs. Marsha Williams, Secretary/Treasurer. Absent at the time of Roll Call were: None. Also present were Patrick Gordon, Director, Department of Planning & Zoning and Laddie Freeman, Legal Advisor.
- C. ACCEPTANCE OF MINUTES:
1. Mr. Erny moved, seconded by Mrs. Williams: "THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of December 15, 2011."  
  
The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Erny, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, Mr. Thibodeaux, and Mrs. Williams; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
  2. Mr. Erny moved, seconded by Mrs. Williams: "THAT the HTRPC accept the minutes, as written, for the Zoning & Land Use Commission for the regular meeting of December 15, 2011."  
  
The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Erny, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, Mr. Thibodeaux, and Mrs. Williams; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- D. Mrs. Williams moved, seconded by Mr. Erny: "THAT the HTRPC emit payment for the January 19, 2012 invoices and approve the Treasurer's Report of December 2011."  
  
The Chairman called for a vote on the motion offered by Mrs. Williams. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Erny, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, Mr. Thibodeaux, and Mrs. Williams; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. COMMUNICATIONS: None.
- F. APPLICATIONS:
1. The Chairman called to order the Public Hearing for an application by Desert Capital Venture, LLC for Process D, Minor Subdivision for Tract "A", being a portion of the Plaza Caillou tract.
    - a) Mr. Terral Martin, GSE Associates, Inc., discussed the location and division of property.
    - b) No one from the public was present to speak.
    - c) Mrs. Williams moved, seconded by Mr. Ostheimer: "THAT the Public Hearing be closed."  
  
The Chairman called for a vote on the motion offered by Mrs. Williams. THERE WAS RECORDED: YEAS: Mr. Elfert, Mr. Erny, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, Mr. Schouest, Mr. Thibodeaux, and Mrs. Williams; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.
    - d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided drainage arrows were depicted on the plat and an address was provided on Tract "A".
    - e) Discussion was held with regard to the parking requirements and whether there would still be enough parking for the shopping center after the division would take place. Mr. Gordon suggested conditioning the approval so that the parking requirements were met.

- f) Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for Tract “A” being a portion of the Plaza Caillou tract conditioned drainage arrows are depicted on the plat, an address is provided for Tract “A”, and the division does not reduce the parking requirements of the existing shopping center below what the law requires.”
- g) Discussion ensued with regard to there being additional parking in the rear of the shopping center and drainage since all of the property was impervious. Mr. Gordon stated it would be addressed at the building permit stage and that it would have to follow the same drainage system as it is now.

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

- 2. The Chairman stated the next item on the agenda was an application by Westgate Development, Inc. requesting engineering approval for Process C, Major Subdivision for Parkwood Place Subdivision (Phases A, B, & C).

- a) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo concerning the punch list items for the development [See ATTACHMENT A].
- b) Mr. Brandon Arceneaux, David A. Waitz Engineering & Surveying, Inc., stated they would comply/resolve with all items on the punch list.
- c) Discussion was held with regard to there being sidewalks, no green space due to the development tying into the existing park, flooding and drainage improvements overall, and the retention pond.
- d) Mr. Ostheimer moved, seconded by Mr. Elfert: “THAT the HTRPC grant engineering approval of the application for Process C, Major Subdivision for Parkwood Place Subdivision conditioned upon the Developer complying with all punch list items per Terrebonne Parish Engineering Division’s memo dated January 19, 2012.”
- e) Discussion ensued with regard to the 24” drain line, the variance received at conceptual & preliminary from the minimum lot size requirements, covenant restrictions, need for affordable housing but in an area of existing concern due to flooding, and the Thompson Road levee that would alleviate water on the east side.

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

G. STAFF REPORT:

- 1. Mr. Gordon stated the 2012 State Planning Conference is January 25-27, 2012 in Lake Charles, Louisiana and didn’t think anyone was planning on going.
- 2. Mr. Gordon stated the 2012 National Planning Conference is April 14-17, 2012 in Los Angeles, California and encouraged the Commission to authorize up to four people to attend. He stated Mr. Pulaski was going to attend.
  - a) Mr. Ostheimer stated it was worthwhile to attend and wouldn’t limit the authorization to four members.
  - b) Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC authorize and pay reasonable expenses as determined by the Chairman for up to six people to attend the 2012 National Planning Conference on April 14-17, 2012 in Los Angeles, California and not to exceed the budgeted travel amount.”

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

- c) Mr. Elfert stated training was required of new members within a year of their being on the Commission. Mr. Gordon stated he would also contact South Central Planning to see if they would be conducting some workshops locally.
3. Mr. Gordon discussed the possibility of taking a new photo of the Commission with the new Chairman and new members at the next meeting. The Chairman encouraged all to be present at the next meeting and arrive early as the picture will be taken before the meeting starts.
4. Mr. Gordon discussed the Louisiana 2012 Coastal Master Plan flyer he handed and encouraged the Commissioners to attend.
5. Mr. Gordon stated new Steering Committee members were needed to replace the Planning Commission members that are now on the Council. He requested anyone interested to get with the Chairman. He encouraged all members to attend the next meeting on Tuesday, February 14, 2012 at 3:30 pm at the Waterlife Museum.

#### H. ADMINISTRATIVE APPROVALS:

Mr. Ostheimer moved, seconded by Mr. Erny: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-7."

1. Survey of Revised Lots 8 & 12, Addendum No. 1 to North Terrebonne Commercial Park and Revised Lots 8 & 10, Addendum No. 1 to Energy Center of Southeast Louisiana, Property of Cropland Investment Group, LLC, Section 4, T16S-R16E and Section 4, T16S-R17E, Terrebonne Parish, LA
2. Plat showing Revised Ardoyne Plantation Homesite, Sections 13, 16, & 17, T16S-R16E, Terrebonne Parish, LA
3. Redivision of Lot 1 & A portion of Lot 2, Block 45 of the City of Houma, Section 7, T17S-R17E, Terrebonne Parish, LA
4. Plat showing Property to be purchased by Am-Per Enterprises, Inc., Section 69, T17S-R16E, Terrebonne Parish, LA
5. Resubdivision of Tracts 6, 7, 8, & 9 of the Sunrise Plantation Estates into Lots A, B, & C for Mike, Dale, & Blair DeHart, Section 18, T18S-R17E, Terrebonne Parish, LA
6. Redivision of Revised Lots 4 & 9 of Block 1, Matherne Subdivision, Sections 5 & 101, & 102, T17S-R17E, Terrebonne Parish, LA
7. Revised Lot 7 of Block 2, Shaffer Road Industrial Development & Revised Lot 10, Property belonging to Southern Outdoors & Marine, Inc. et al, Section 12, T17S-R17E & Section 1, T18S-R17E, Terrebonne Parish, LA

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

#### I. COMMITTEE REPORTS:

1. Subdivision Regulations Review Committee:
  - a) Mr. Ostheimer stated they were working on some information which will be sent to Councilman Danny Babin who now the Chairman of the Council's Subdivision Regulations Review Sub-Committee once complete.
2. Comprehensive Master Plan Update:
  - a) Mr. Gordon stated the next Steering Committee meeting was Tuesday, February 14, 2012 at 3:30 at the Waterlife Museum and encouraged all to attend.

#### J. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:
  - a) Mr. Thibodeaux asked why the meeting packets were not tabbed and stated he didn't like information waiting for him when he arrived at the meeting. Dr. Cloutier stated the packets were not tabbed but in order and that every effort possible is made to ensure the members get the information prior to the meeting but is not always the case.
  - b) Mr. Ostheimer and Mr. Gordon clarified the Administrative Approvals process for the new members.
2. Chairman's Comments:
  - a) The Chairman discussed his desire for the Commission to grow on a planning aspect. He stated that there would be a "Planning" item on the agenda between the Treasurer's Report and Communications every second month of every quarter (February, May, August, & November). He stated he would like to see every Commissioner and Staff to share one but no more than three things they would like to see for our Parish in the future (i.e. community sewer parishwide). He

said the information would then be typed up and given to the Parish Council as an informational packet.

- b) The Commission was informed of a Chili Cook-Off that was being held downtown on January 28, 2012 from 12-6 p.m. with all proceeds to benefit the Downtown Beautification project. The Chairman suggested someone from the Downtown Development Commission to attend a future meeting.

K. PUBLIC COMMENTS: None.

- L. Mr. Erny moved, seconded Mr. Ostheimer: “THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 7:17 p.m.”

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

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



P. O. BOX 6097  
HOUMA, LOUISIANA 70361  
(985) 868-5050



P. O. BOX 2768  
HOUMA, LOUISIANA 70361  
(985) 868-3000

**TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT**

January 19, 2012  
1st Review  
Item F-2

**TO: Pat Gordon**

**FROM: Gregory E. Bush, LTC, USA, Retired**

**SUBJECT: Parkwood Place Subdivision Phases A, B & C  
Review of Engineering Approval**

The Engineering Division of the Terrebonne Parish Department of Public Works has reviewed the plans and calculations for the above referenced subdivision. The plans and calculations fail to comply with Parish Ordinances and Subdivision Regulations in the following areas:

1. 24.5.4.7 Plat does not show phase lines.
2. 24.7.6.2.6 Does not conform to the SDDM
  - a. V.A.3 Extra Top of Culvert and Invert labels should be removed at the following:
    1. Brees Drive Station 14+35.5
    2. Fleur De Lis Drive Station 3+70.7
  - b. V.A.3 Saints Circle Station 13+67.5 CB02 Left and Super Bowl Drive Station 0+16.9, Invert is not consistent with plan & profile view and DOTD 6020 calculations.
  - c. V.A.8 Cross Section should be provided for turnaround.
  - d. V.B.10 Culverts with diameter 48" shall have a drainage servitude of 20'. Plan/profile sheets have incorrect dimensions for Super Bowl Drive and Brees Drive. Saints Drive does not provide a Plan/Profile for outfall culvert.
  - e. V.B.12 Elevations and pipe lengths are inconsistent on 6020 calculations and drainage plan.
  - f. V.C Cross-section and calculations need to be provided for the ditches on Tracts A & B.
  - g. V.C.14 Calculations need to be provided for outfall ditch.
  - h. VI.A.24 Additional gate should be placed in drainage right-of-way at the property line.
3. 24.5.4.6.7 No approval letter from the following:
  - a. Waterworks
  - b. Gas Utility
  - c. Department of Health and Hospitals

- d. Electric Utility
- 4. 24.7.5.2 Street Lights standards should provide the height, material, and color of the light post.
- 5. Culverts entering pond should have outlet protection.

This review does not imply that this subdivision submitted complies with all other requirements of the Parish Codes. Please feel free to contact me if you have any questions or comments.

GEB/mld

cc: Tom Bourg  
Philip Liner  
David Waitz, P.E., P.L.S.  
Planning Commission  
Engineering Division  
Reading File  
Council Reading File