

MINUTES

HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)

MEETING OF OCTOBER 21, 2010

- A. The Chairman, Mr. Daniel Babin, called to order the regular meeting of October 21, 2010 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:33 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Dr. L.A. "Budd" Cloutier and the Pledge of Allegiance led by Mr. James Erny.
- B. Upon Roll Call, present were: Mr. Daniel Babin, Chairman; Dr. L. Arnold "Budd" Cloutier, Vice-Chairman; Mr. Richard Elfert; Mr. Erny; Mr. John Navy; Mr. Alex Ostheimer; and Mrs. Marsha Williams, Secretary/Treasurer. Absent at the time of Roll Call was: Mrs. Beryl Amedée. Also present was Pat Gordon, Director, Department of Planning and Zoning and Laddie Freeman, Legal Advisor.
- C. ACCEPTANCE OF MINUTES:
1. Dr. Cloutier moved, seconded by Mrs. Williams: "THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of September 16, 2010."

The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mrs. Amedée. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
 2. Mrs. Williams moved, seconded by Dr. Cloutier: "THAT the HTRPC accept the minutes, as written, for the Zoning & Land Use Commission for the regular meeting of September 16, 2010."

The Chairman called for a vote on the motion offered by Mrs. Williams. THERE WAS RECORDED: YEAS: Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mrs. Amedée. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- D. Mrs. Williams moved, seconded by Dr. Cloutier: "THAT the HTRPC emit payment for the October 21, 2010 invoices and approve the Treasurer's Report of September 2010."

The Chairman called for a vote on the motion offered by Mrs. Williams. THERE WAS RECORDED: YEAS: Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mrs. Amedée. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. COMMUNICATIONS: None.
- F. NEW BUSINESS:
1. The Chairman stated the next item on the agenda under new business was the discussion and possible action with regard to a request by GSE Associates, Inc. to extend the construction start date by 365 days for Burnette Place Subdivision.
 - a) Terral Martin, GSE Associates, Inc., discussed the reasoning for the extension request which included Community Development Block Grant (CDBG) funds. He distributed information regarding the CDBG info and extension from Waterworks.
 - b) Discussion was held with regard to the subdivision regulations and if construction had begun within 365 days of the approval.
 - c) Discussion ensued with regard to the Developer starting some form of construction and documenting for the file.
 - d) No motion was made; therefore, no action was taken.
- G. OLD BUSINESS:
- Dr. Cloutier moved, seconded by Mrs. Williams: "THAT the HTRPC remove Old Business item G1 regarding the Redivision of Tract 2A belonging to Cajun Lodging, LLC from the table and be considered at this time."
- The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mrs. Amedée. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

1. The Chairman stated the next item on the agenda under Old Business was an application by Cajun Lodging, LLC requesting approval for Process D, Minor Subdivision for the Redivision of Tract 2A belonging to Cajun Lodging, LLC.

- a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., representing the Developer, discussed the location and division of property.
- b) Mr. Gordon discussed the Staff Report and stated Staff recommended approval conditioned drainage calculations be submitted to the Terrebonne Parish Engineering Division for review and/or approval.
- c) Mr. Ostheimer moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Redivision of Tract 2A belonging to Cajun Lodging, LLC conditioned drainage calculations be submitted to the Terrebonne Parish Engineering Division for review and/or approval."

The Chairman called for a vote on the motion offered by Mr. Ostheimer. THERE WAS RECORDED: YEAS: Mr. Babin, Mr. Erny, Mr. Navy, and Mr. Ostheimer; NAYS: Mr. Elfert, Mr. Kurtz, & Mrs. Williams; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Amedée. Mr. Babin voted in order to break a tie. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

H. APPLICATIONS:

1. The Chairman called to order the Public Hearing for an application by Southern Outdoors & Marine, Inc. requesting approval for Process D, Minor Subdivision for the Survey of Revised Lot 5 of Block 2, Shaffer Road Industrial Development and Lots 10, 11, 12, & 13, Property belonging to Southern Outdoors & Marine, Inc., et al.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, representing the Developer, discussed the location and division of property.
- b) No one from the public was present to speak.
- c) Dr. Cloutier moved, seconded by Mrs. Williams: "THAT the public hearing be closed."

The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mrs. Amedée. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval conditioned a fire hydrant is installed for Lot 13, addresses are depicted on all lots, and submittal of a letter of no objection from the Board of Health.
- e) Discussion was held with regard to the location of this development.
- f) Dr. Cloutier moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Survey of Revised Lot 5 of Block 2, Shaffer Road Industrial Development and Lots 10, 11, 12, & 13, Property belonging to Southern Outdoors & Marine, Inc., et al conditioned a fire hydrant be installed for Lot 13, addresses are depicted on all lots, and submittal of a letter of no objection from the Board of Health."

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

2. The Chairman called to order the Public Hearing for the application by R.J. Shaw Construction Co., Inc. requesting approval for Process C, Major Subdivision for Tucker Hill Subdivision.

- a) Mr. Gene Milford, Milford & Associates, Inc., representing the Developer, discussed the location and division of property.
- b) No one was present from the public to speak.
- c) Dr. Cloutier moved, seconded by Mrs. Williams: "THAT the Public Hearing be closed."

The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr.

Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mrs. Amedée. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Gordon read a letter from Kenneth Pitre, Schriever Volunteer Fire Department, opposing the development [See *ATTACHMENT A*]. He discussed the Staff Report and stated Staff recommended conditional approval provided addresses were depicted on the final plat and a letter be sent to the Schriever Volunteer Fire Department indicating the area is not zoned.
- e) Discussion was held with regard to the turn-around, the master plan, and concerns of the Fire Chief and not being comfortable with the residential area in the rear of the industrial development.
- f) Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC grant approval of the application for Process C, Major Subdivision for Tucker Hill Subdivision conditioned upon addresses being depicted on the final plat and a letter be sent to the Schriever Volunteer Fire Department indicating the area is not zoned.”

The Chairman called for a vote on the motion offered by Mr. Ostheimer. THERE WAS RECORDED: YEAS: Mr. Erny, Mr. Kurtz, and Mr. Ostheimer; NAYS: Mr. Babin, Dr. Cloutier, and Mrs. Williams; ABSTAINING: Mr. Elfert; ABSENT: Mrs. Amedée. Mr. Navy was not in the room at the time of voting. Mr. Babin voted to create a tie. Matter was reopened for discussion.

- g) Discussion was held with regard to the Master Plan, small size of the lots, no zoning, buses, and fire safety.
- h) Mr. Ostheimer moved, seconded by Mr. Navy: “THAT the HTRPC table the application for Process C, Major Subdivision for Tucker Hill Subdivision until the next regular meeting of November 18, 2010.”
- i) Discussion was held with regard to the large amount of land and submitting an entire master plan that can be changed at a later date if necessary.

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

3. The Chairman called to order the Public Hearing for an application by Aries Builders, Inc. requesting approval for Process C, Major Subdivision for Capital Commercial Development, Phase 4.

- a) Mr. Gene Milford, Milford & Associates, Inc., representing the Developer, discussed the location and division of property.
- b) No one was present from the public to speak.
- c) Dr. Cloutier moved, seconded by Mrs. Williams: “THAT the Public Hearing be closed.”

The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mrs. Amedée. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided a drainage variance is received. He also stated a letter had been received from the Board of Health.
- e) Discussion was held with regard to the previous variance from the fencing requirement.
- f) Ms. Schexnayder, TPCG Engineering Division, discussed the drainage and stated the roadside ditch for road drainage was ok and 100% drainage to the rear was okay as long as it was perpetually-privately maintained.
- g) Mr. Ostheimer moved, seconded by Mr. Navy: “THAT the HTRPC grant approval for the application for Process C, Major Subdivision for Capital Commercial Development, Phase 4 with a variance from the fence requirement

along the private borrow pits and 100% drainage to the rear of lots in the development because of the unique situation with existing public drainage completely surrounding the development.”

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

4. The Chairman called to order the Public Hearing for an application by Easy Does It Club requesting approval for Process D, Minor Subdivision for the Redivision of Lots 94, 95, 96, and a portion of Lot 93 of Crescent Plantation.

a) Mr. Galen Bollinger, Charles L. McDonald Land Surveyors, Inc., representing the Developer, discussed the location and division of property.

b) No one was present from the public to speak.

c) Dr. Cloutier moved, seconded by Mrs. Williams: “THAT the Public Hearing be closed.”

The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mrs. Amedée. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided upon the installation of a fire hydrant is installed for Tract A and addresses be depicted on the plat.

e) Dr. Cloutier moved, seconded by Mr. Erny: “THAT the HTRPC grant approval for the application for Process D, Minor Subdivision for the Redivision of Lots 94, 95, 96, and a portion of Lot 93 of Crescent Plantation conditioned upon the installation of a fire hydrant for Tract A and addresses be depicted on the plat.”

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

5. The Chairman stated the next item on the agenda was for an application by Cypress Gardens Development, LLC requesting approval for Process C, Major Subdivision for Palm Gardens Subdivision, Phase “A”.

a) Ms. Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo dated October 21, 2010 regarding punch list items for the development [See *ATTACHMENT B*].

b) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., representing the Developer, stated they would complete all punch list items and would need about 60 days to complete.

c) Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC grant approval for the application for Process C, Major Subdivision for Palm Gardens Subdivision, Phase “A” conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division’s memo dated October 21, 2010 [See *ATTACHMENT B*] and allow 60 days for completion.”

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

I. STAFF REPORT: None.

J. Dr. Cloutier moved, seconded by Mr. Ostheimer and Mrs. Williams: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-7."

1. Redivision of Nine Lots totalling 2.667 acres into Four Lots, Section 102, T14S-R17E, Terrebonne Parish, LA
2. Survey of Revised Lots 2-A & 2-B, A Redivision of Lots 2-A & 2-B of Block 4, Ashland Commercial Park Subdivision, Section 79, T18S-R18E, Terrebonne Parish, LA
3. Revised Lots 2 & 3, Block 1 of Enterprise Commercial Place, Addendum No. 1, Phase "C", Section 4, T17S-R17E, Terrebonne Parish, LA
4. Redivision of Lot 2, Block 46 of the City of Houma, Section 7, T17S-R17E, Terrebonne Parish, LA
5. Revised Tract M, Phase 3 of Denley-Grand Caillou Commercial Subdivision, Revision of Property belonging to Walter Land Company, Section 12, T17S-R17E, Terrebonne Parish, LA
6. Survey of Tracts "A" & "B" belonging to Evelyn Authement, et al, Section 14, T19S-R18E, Terrebonne Parish, LA
7. Survey of Batture Tract I-L-M-N-I and Redivision of Tracts A-B-C-D-J-K-A & J-D-E-F-G-H-I-J of Property belonging to Toby Liner, Section 9, T20S-R16E, Terrebonne Parish, LA

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

K. COMMITTEE REPORTS:

1. Subdivision Regulations Review Committee: None.
2. Comprehensive Master Plan Update:
 - a) Mr. Gordon stated the RFP package was complete, sent out, and the deadline for submittal was November 15, 2010. He stated if anyone wished to serve on the Consultant Selection Committee to contact Jennifer Robinson.
 - b) The Chairman stated himself, Mr. Erny, and Dr. Cloutier would serve on the committee for the Master Thoroughfare Plan along with Pat Gordon.

L. COMMISSION COMMENTS:

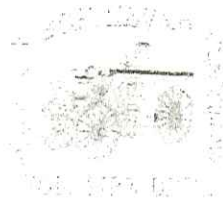
1. Planning Commissioners' Comments:
 - a) Mr. Elfert questioned when a minor subdivision approval is requested and drainage calculations are required, can they move the application to a major subdivision process. Mr. Freeman requested Mr. Elfert to email that request to him so he can have a formal response for the next meeting.
2. Chairman's Comments: None.

M. PUBLIC COMMENTS: None.

N. Dr. Cloutier moved, seconded by Mr. Kurtz: "THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 8:00 p.m."

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

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



Schriever Volunteer Fire Department

Schriever Fire Protection District

P. O. Box 83

Schriever, Louisiana 70395

Phone: 985-446-8498; Fax: 985-446-3273

"Anytime – Anywhere"

Schriever Station
1529 West Park Avenue

Gray Station
3120 West Park Avenue

Highway 311 Station
1988 Highway 311

October 18, 2010

To: Planning Commission Board

Reference: October 21st, 2010 Meeting, Section H, Item 2
Tucker Hill Subdivision

Board Members,

The Schriever Fire Protection District and the Schriever Vol. Fire Department opposes the development of a residential subdivision in the back of an industrial park. Entergy Center was developed as an industrial park and approved as such. Even though there is no zoning in the Gray area, the planning commission should use zoning policies regarding this.

This would require emergency unit to navigate through the industrial park with delivery trucks going in and out. This would also create an unsafe area for children and school buses traveling through the area. There is only one way in and out of the proposed subdivision through the industrial park.

In review the plot map, I notice some changes that we have missed or were not brought up in front of the planning commission. The revised lot 9 only accessible from a front lot and the Addendum 1 and revised lot 11. This looks like a "piggyback subdivision" which has been opposed. We are requesting that no type of building permits be allow until the applicant contacts the fire department for approval because of fire protection.

Sincerely Yours

s/ Kenneth P. Pitre

Kenneth P. Pitre
Fire Chief



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



P.O. BOX 2768
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TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

October 21, 2010
Item H-5

TO: **Pat Gordon**

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

SUBJECT: **Palm Garden Subdivision, Ph A**
Final Inspection

A final inspection of the above referenced subdivision was held by representatives of the Department of Public Works. The following punch list items remain and need to be addressed:

1. Install fencing completely around retention pond as shown on project plans with sixteen foot gates on either side of influent outfall ditch.
2. Globes on street lights have not been installed.
3. All ladder rung holes in the sewer manholes shall be filled with grout, and the exposed grout shall be coated with one coat of coal tar epoxy.
4. The interior of sewer manhole frames & manhole covers shall be coated, as necessary, with one coat of coal tar epoxy.
5. Concrete pads shall be poured over the sewer services to Lot 18, Blocks 1 & 2 where they cross beneath the invert of the drainage ditches, as per Pollution Control's letter dated June 16, 2010.
6. The sewer connection agreement must be executed with applicable fees remitted.
7. The survey plat shall show the state plan coordinate (Louisiana South Zone) of at least two (2) points with the subdivision.
8. 24.7.5.6 No approval letter from Waterworks.

Please feel free to contact Joan Schexnayder at 873-6720 if you have any questions or comments.

cc: Planning Commission
David A. Waitz, P.E., P.L.S.
Engineering Division
Reading File
Council Reading File