

MINUTES

HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)

MEETING OF JULY 21, 2011

- A. The Chairman, Daniel J. Babin, called to order the regular meeting of July 21, 2011 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:11 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Dr. L.A. "Budd" Cloutier, Jr. and the Pledge of Allegiance led by Mr. James Erny.
- B. Upon Roll Call, present were: Mrs. Beryl Amedée; Mr. Daniel Babin, Chairman; Dr. L.A. "Budd" Cloutier, Jr., Vice-Chairman; Mr. Richard Elfert; Mr. James Erny; Mr. Keith Kurtz, Mr. John Navy; Mr. Alex Ostheimer; and Mrs. Marsha Williams, Secretary/Treasurer. Absent at the time of Roll Call was: None. Also present were Patrick Gordon, Director, Department of Planning & Zoning and Laddie Freeman, Legal Advisor.
- C. ACCEPTANCE OF MINUTES:
1. Dr. Cloutier moved, seconded by Mrs. Williams & Mr. Erny: "THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of June 16, 2011."

The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Mrs. Amedée, Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
 2. Dr. Cloutier moved, seconded by Mr. Erny: "THAT the HTRPC accept the minutes, as written, for the Zoning & Land Use Commission for the regular meeting of June 16, 2011."

The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Mrs. Amedée, Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- D. Mrs. Williams moved, seconded by Dr. Cloutier: "THAT the HTRPC emit payment for the July 21, 2011 and approve the Treasurer's Report of June 2011."

The Chairman called for a vote on the motion offered by Mrs. Williams. THERE WAS RECORDED: YEAS: Mrs. Amedée, Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. The Chairman stated the Annual Financial Report was complete after the agenda was prepared and packets went out. He stated someone from Martin & Pellegrin's office wished to present the report.
 - a) Mr. Kurtz moved, seconded by Mrs. Williams & Dr. Cloutier: "THAT the HTRPC deviate from the agenda to allow a Martin & Pellegrin, CPA representative to present the HTRPC's 2010 Annual Financial Report, and for discussion and possible action regarding the same."

The Chairman called for a vote on the motion offered by Mr. Kurtz. THERE WAS RECORDED: YEAS: Mrs. Amedée, Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
 - b) No one from the Public wished to speak on the matter.
 - c) Mrs. Amedée moved, seconded by Dr. Cloutier: "THAT the public comment period be closed."

The Chairman called for a vote on the motion offered by Mrs. Amedée. THERE WAS RECORDED: YEAS: Mrs. Amedée, Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
 - d) The Chairman recognized Ms. Bonnie Naquin, Martin & Pellegrin, CPA, who discussed the annual audit performed. She stated the Commission received a good report overall. She stated the revenue was 14% under budget and recommended doing an amendment in December before the year begins.

- e) Discussion was held with regard to the depreciation of the Master Plan and there being no outstanding bonds.
- f) Mr. Erny moved, seconded by Mr. Ostheimer: “THAT the HTRPC accept the 2010 Annual Financial Report presented by Martin & Pellegrin, CPA.”

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

E. COMMUNICATIONS:

- 1. Mr. Gordon read a letter from Charles L. McDonald Land Surveyor, Inc., dated July 21, 2011, withdrawing the application for D & G Estates [See *ATTACHMENT A*].

- a) Dr. Cloutier moved, seconded by Mrs. Amedée: “THAT the HTRPC accept the letter regarding D & G Estates (Item F1) and that the matter be removed from consideration as per the developer’s request [See *ATTACHMENT A*].”

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

- 2. Mr. Gordon read a letter from Charles L. McDonald Land Surveyor, Inc., dated July 21, 2011, requesting to table the Redivision of Property belonging to Joyce Duplantis Lirette, et al until the next regular meeting of August 18, 2011 as per the developer’s request [See *ATTACHMENT B*].

- a) Dr. Cloutier moved, seconded by Mrs. Williams & Mrs. Amedée: “THAT the HTRPC accept the letter regarding the Redivision of Property belonging to Joyce Duplantis Lirette, et al (Item G3) and table the matter until the next regular meeting of August 18, 2011 as per the developer’s request [See *ATTACHMENT B*].”

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

F. OLD BUSINESS:

- 1. WITHDRAWN. D & G Estates [See *ATTACHMENT A*]

- a) The Chairman recognized Kelly Rodrigue, 202 Country Estates Drive, who requested clarification that D & G Estates was withdrawn and not tabled.

G. APPLICATIONS:

- 1. The Chairman called to order the Public Hearing for an application by Alton James, Jr. for Process B, Mobile Home Park for Alton James Jr. Mobile Home Park.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property. He stated they planned for a retention pond, privately maintained sewerage plant, and paved streets.
- b) The Chairman recognized James “JD” Guidroz (?), no address given, who has done dozer work on the property and expressed concerns of flooding, drainage, and exits & entrances into and out of the subdivision.
- c) The Chairman recognized Jessie Bourg, 206 Marietta Place, who expressed concerns of adequate entrances and exits to the subdivision with church traffic on Sundays as well as typical everyday traffic, and access for emergency vehicles.
- d) The Chairman recognized David Mounts, 313 Rhett Place, who expressed concerns of flooding.
- e) The Chairman recognized Denny Boudreaux, 304 Marietta Place, who presented pictures of flooding and standing water on the property.
- f) Discussion was held with regard to ditches, drainage, proposed retention pond, engineering, and maintenance of the pond by the landowner, mobile home park

process not allowing for engineering review, CCC ditch, drainage into the 1-1B force drainage system.

- g) Mr. Gordon stated the mobile home park proposal was almost an addition to the subdivision with streets, pond, curb & gutter, etc. and requesting Mr. Rembert to submit engineering plans for review and/or approval.
- h) Discussion was held with regard to encouraging the public to contact their Council members to express the need for new mobile home park regulations to address engineering matters and entrances/exits of the same.
- i) The Chairman recognized Helyn James, Developer's spouse, who discussed a ditch that was recently closed in that was always used for drainage. She also presented pictures and stated she would take the legal route in order for to research the drainage issues. She stated they were trying to improve the neighborhood and hoped to expand.
- j) Joan Schexnayder, Terrebonne Parish Engineering Division, stated they were working on widening/deepening the CCC ditch from Bayou Gardens Drive to Lake Houma, but they were still trying to get land rights to dredge from Bayou Gardens Drive North for which the landowners are not allowing. Discussion ensued with the next step being expropriation.
- k) The Chairman recognized Debra Bourg, 206 Marietta Place, who expressed concerns of drugs, loud music, kids breaking windshields, stealing oranges, and was concerned of even more crime with the proposed mobile home park.
- l) The Chairman recognized Albert Oncale, 302 Marietta Place, who expressed concerns of buses and fire trucks being able to turn-around, the road needing to be fixed, children walking on the streets because of no sidewalks, street flooding, traffic, and lack of communication with their council person.
- m) 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: Mrs. Amedée, Dr. Cloutier, Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: None. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- n) Mr. Gordon discussed the Staff Report and stated engineering was not required in the regulations for a mobile home park, but would request due to the proposed streets. He also requested a play area to be included in the plan.
- o) Mr. Rembert stated they have already hired Milford & Associates, Inc. to review the design, paving, sewer, etc. and the applicant had no problem doing so. Mr. Rembert, on behalf of the developer, agreed to include a play area in the proposed mobile home park.
- p) Mr. Gordon stated Staff recommended conditional approval provided that a letter from Waterworks is received by the Planning Department and that the Mobile Home Park receives engineering and final approval by the Planning Commission, and that a play area is included.
- q) Mr. Ostheimer moved, seconded by Mr. Erny: "THAT the HTRPC grant approval for Process B, Mobile Home Park for Alton James Jr. Mobile Home Park conditioned a letter from Waterworks is received by the Planning Department, engineering and final approval be received, and a play area be included as accepted by the Developer."
- r) Mr. Freeman stated that the Developer needed to provide a notarized statement indicating the maintenance of the drainage and roads being private and approval of the same by legal. This was also agreed upon by the Developer.
- s) Motion as amended: Mr. Ostheimer moved, seconded by Mr. Erny: "THAT the HTRPC grant approval for Process B, Mobile Home Park for Alton James Jr. Mobile Home Park conditioned a letter from Waterworks is received by the Planning Department, engineering and final approval be received, a play area be included, and submittal of a Road & Drainage Maintenance Agreement approved by Planning Commission's legal advisor; all conditions accepted by the Developer."

The Chairman called for a vote on the amended motion offered by Mr. Ostheimer. THERE WAS RECORDED: YEAS: Mrs. Amedée, Dr. Cloutier,

Mr. Elfert, Mr. Erny, Mr. Kurtz, Mr. Navy, Mr. Ostheimer, and Mrs. Williams; NAYS: Mrs. Williams; ABSTAINING: Mr. Babin and Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

2. The Chairman called to order the Public Hearing for an application by David & April Boudreaux for Process D, Minor Subdivision for Tract B of Property belonging to Mrs. Carolyn (Harold) Boudreaux.

- a) Mrs. April Boudreaux, applicant, 1712 Bull Run Road, discussed the location and division of property and stated they wished to divide the property in half because of mortgage purposes.
- b) No one from the public was present to speak.
- c) Dr. Cloutier moved, seconded by Mrs. Amedée: "THAT the Public Hearing be closed."

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

- d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided 911 addressing was depicted on the plat.
- e) Mr. Navy moved, seconded by Mr. Ostheimer: "THAT the HTRPC grant approval for Process D, Minor Subdivision for Tract B of Property belonging to Mrs. Carolyn (Harold) Boudreaux conditioned upon 911 addresses being depicted on the plat."
- f) Discussion was held with regard to the size of the batture lot.

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

3. TABLED. Redivision of Property belonging to Joyce Duplantis Lirette, et al [See *ATTACHMENT B*]

4. The Chairman called to order the Public Hearing for an application by Chevron U.S.A., Inc. for Process D, Minor Subdivision for the Division of Tract D along Highway 24.

- a) Mr. Joseph Fournet, T. Baker Smith, Inc., representing Chevron U.S.A., Inc., discussed the location and division of property.
- b) No one from the public was present to speak.
- c) Dr. Cloutier moved, seconded by Mrs. Amedée: "THAT the Public Hearing be closed."

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

- d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided that fire hydrants and waterline is installed, address of 2219 West Park Avenue is depicted on the plat, and a driveway permit from LA DOTD is obtained.
- e) Discussion was held with regard to drainage/engineering which would be acquired by Jacobs Engineering at the permit stage. Ms. Schexnayder indicated everything was approved and they were just waiting for LA DOTD to approve.
- f) Mr. Ostheimer moved, seconded by Dr. Cloutier: "THAT the HTRPC grant approval for Process D, Minor Subdivision for the Division of Tract D along Highway 24 conditioned upon the installation of fire hydrants and the waterline, address of 2219 West Park Avenue be depicted on the plat, and clearance from the Terrebonne Parish Engineering Division."

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

ABSTAINING: Mr. Babin; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

5. The Chairman stated the next item on the agenda was an application by Hollygrove Estates, LLC requesting engineering approval for Process C, Major Subdivision for Concord Business Park.

- a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., representing the Developer, discussed the location and division of property.
- b) Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo concerning the punch list items for the development [See *ATTACHMENT C*].
- c) Mr. Waitz stated a variance was already granted for item 1 regarding block length at the Conceptual & Preliminary stage and requested a variance for item 4d for Lots 1-8 due to the slip and Intracoastal.
- d) Mr. Ostheimer moved, seconded by Dr. Cloutier: “THAT the HTRPC grant engineering approval for Process C, Major Subdivision for Concord Business Park with a variance for punch list item 4(d) for Lots 108 and conditioned upon the Developer complying/resolving with all remaining punch list items (with the exception of item 1 for which a variance has already been granted) per Terrebonne Parish Engineering Division’s memo dated July 21, 2011 [See *ATTACHMENT C*].”

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

6. The Chairman stated the next item on the agenda was an application by Hollygrove Estates, LLC requesting final approval for Process C, Major Subdivision for Hollygrove Subdivision.

- a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., representing the Developer, discussed the location and division of property.
- b) Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo concerning the punch list items for the development [See *ATTACHMENT D*].
- c) Mr. Waitz stated most of the items on the list were already addressed. He requested to not tie in the slip to the Intracoastal until the Developer’s boathouse was built due to the ease of building on dry ground.
- d) Discussion was held with regard to approval of the subdivision in order to apply for permitting to build the boathouse.
- e) Mr. Ostheimer moved, seconded by Dr. Cloutier: “THAT the HTRPC grant final approval for Process C, Major Subdivision for Hollygrove Subdivision conditioned upon the Developer complying/resolving all punch list items with the exception of item 7 which is to be completed prior to any Certificates of Occupancy being issued for any residences built within the subdivision, per Terrebonne Parish Engineering Division’s memo dated July 21, 2011 [See *ATTACHMENT D*] and agreed to by the Developer.”

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

7. The Chairman called to order the Public Hearing for an application by Rutter Land Company, Inc. for Process D, Minor Subdivision for the Redivision of Tract B-6A and a portion of the Remaining Property belonging to Rutter Land Company into Tracts B-6A-1, B-6A-2, B-6A-3, & B-6A-4.

- a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., 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. Amedée: “THAT the Public Hearing be closed.”

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

- d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided that the Planning Department receive all utility letters and addresses be depicted on the plat.
- e) Mr. Erny moved, seconded by Mr. Ostheimer & Dr. Cloutier: “THAT the HTRPC grant approval for Process D, Minor Subdivision for the Redivision of Tract B-6A and a portion of the Remaining Property belonging to Rutter Land Company into Tracts B-6A-1, B-6A-2, B-6A-3, & B-6A-4 conditioned upon the submittal of all utility letters and addresses being depicted on the plat.”

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

H. STAFF REPORT: None.

I. Dr. Cloutier moved, seconded by Mr. Erny: “THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-8.”

- 1. Redivision of portions of Lots 93, 94, 95, & 96 of Crescent Plantation, Section 101, T17S-R17E, Terrebonne Parish, LA
- 2. Redivision of Tract 1A into Tract 1A-1 & 1A-2, Raw Land, Sections 25, 26, 27, 28, & 29, T18S-R17E, Terrebonne Parish, LA
- 3. Survey and Division of Property belonging to John W. Gautreaux, William B. Gautreaux, Robert P. Gautreaux, and James E. Gautreaux, III, Section 77, T15S-R16E, Terrebonne Parish, LA
- 4. Revised Lots 10 & 11, Addendum No. 1 to Energy Center of Southeast Louisiana, Property of Cropland Investment Group, L.L.C., Section 4, T16S-R2+E & Section 4, T16S-R17E, Terrebonne Parish, LA
- 5. Revised Property Lines belonging to Louis J. Arceneaux, Jr., et als, Section 41, T17S-R18E, Terrebonne Parish, LA
- 6. Survey of Revised Lots 2 and 3 of Block 8, Village Heights Subdivision, Section 48, T18S-R19E, Terrebonne Parish, LA
- 7. Revised Tracts C-3-H1 and C-3-F1, 3040 Commercial Park Subdivision, Sections 5 & 33, T17S-R17E, Terrebonne Parish, LA
- 8. Survey of Tract A-B-C-D-E-F-A and Tract B-G-H-C-B, A Redivision of Property belonging to Huffaker Industries, L.L.C., Section 2, T17S-R17E, Terrebonne Parish, LA

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

J. COMMITTEE REPORTS:

- 1. Subdivision Regulations Review Committee: None.
- 2. Comprehensive Master Plan Update:
 - a) Mr. Gordon discussed the upcoming local meetings for the Master Plan Update and encouraged everyone to attend at least one meeting to help show their support.

K. COMMISSION COMMENTS:

- 1. Planning Commissioners' Comments:
 - a) Mr. Elfert provided an update on the fire districts.
- 2. Chairman's Comments:
 - a) The Chairman informed everyone of the meeting he attended with fire district personnel.

L. PUBLIC COMMENTS: None.

M. Dr. Cloutier moved, seconded by Mr. Elfert: “THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 8:14 p.m.”

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

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

Item F1

Charles L. McDonald
Land Surveyor, Inc.
P O Box 1390
Gray, Louisiana 70359
Tele: (985) 876-4412 Fax: (985) 876-4806

Charles L. McDonald, PLS

Galen F. Bollinger, PLS

21 July 2011

Houma Terrebonne Regional Planning Commission
Attn: Becky Becnel
P O Box 1446
Houma, LA 70361

Re: D&G Estates (Old Business application – July 21, 2011 agenda)

Dear Becky:

I'm requesting that the above referenced item on tonight's planning commission agenda be permanently withdrawn.

Feel free to call me if you have any questions.

Sincerely,



Galen Bollinger,
agent for D & G Rentals, LLC

11

10:58:41

JUL-21-2011 11:42 AM FROM: CHARLES L. McDONALD TO: BECKY BECNEL

Item G3

Charles L. McDonald

Land Surveyor, Inc.

P O Box 1390

Gray, Louisiana 70359

Tele: (985) 876-4412 Fax: (985) 876-4806

Charles L. McDonald, PLS

Galen F. Bollinger, PLS

21 July 2011

Houma Terrebonne Regional Planning Commission

Attn: Becky Becnel

P O Box 1446

Houma, LA 70361

Re: Redivision of property belonging to Joyce Duplantis Lirette, et al
(Application Item #3 – July 21, 2011 agenda)

Dear Becky:

I'm requesting that the above referenced item on tonight's planning
commission agenda be **tabled** until the next planning commission
meeting.

Feel free to call me if you have any questions.

Sincerely,



Galen Bollinger,
agent for Joyce Duplantis Lirette, et al



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



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

TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

July 21, 2011
1st Review
Item G-5

TO: **Pat Gordon**

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

SUBJECT: **Concord Business Park
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. 24.7.6.3 The block length of Concord Road Extension exceeds the 600 ft. maximum length by 1000 feet. This design was approved at Conceptual and Preliminary Phases.
2. 24.5.4.6.5 Plat should be provided depicting latest Parish adopted Vertical Datum.
3. 24.7.6.1.7 Signage plan should be included in subdivision plans; with a note stating Street and Traffic signs should be in accordance with "Manual on Uniform Traffic Control Devices."
4. Does not conform to the SDDM
 - a. IV.D.1 DOTD HYDR6020 shall be consistent with drainage plan.
 - b. V.A.3 Finished centerline slopes, finished grade at right-of-way, utility line size, type, invert elevation, and top elevation should be depicted on plan/profile sheets. Drainpipe sizes are inconsistent on the plan/profile sheets.
 - c. V.A. 4 Design sketches of tributary areas, watershed boundaries, and drainage areas should be provided for entire watershed. Graphic representation of surface flow and a legend should be depicted on drainage map.
 - d. V.A.6, 24.7.1.2.6 All lots inside the Urban Services District and Urban Planning Area shall be graded to drain to the street or to a Major Drainage Artery.
 - e. V.B.3 Closed storm drainage system is not sized to operate full with a minimum self cleansing velocity.
 - f. V.B.5 Maximum catch basin spacing shall not exceed 250'.
 - g. V.B.7 A minimum vertical distance of 6" from bottom of pavement to top of drain pipe is required for a drain pipes.
 - h. V.B.8 All drainage pipes under roadway shall be joined in conformance with LaDOTD Type 3 joints.

- i. V.B.9 The latest Standard plan details were not used for CB-07, EC-01, and MC-01
 - j. V.B.11 Inlet spacing is required to have gutter flow less than 10 cfs, width of flooding less than 8', and spacing less than 250'.
 - k. V.B.14 Calculations show flow in ditch is outside of the banks.
 - l. V.B.18 Water surface profile should be computed and shown on final drawings for all ditches.
6. 24.7.6.1.8 Fire hydrant spacing should be 300' or less.
 7. 24.5.4.6.7 No approval letter from the following:
 - a. Waterworks
 - b. Gas Utility
 - c. Department of Health and Hospitals
 - d. Electricity
 9. 24.7.5.2 Latest standards were not used for street lights.
 10. 24.7.6.4 Benchmark made of brass or aluminum disk should be located in the street near the centerline of each road intersection shown on engineering plan denote the location, description, elevation, and datum used.
 11. Concord Road median should end before cul-de-sac.
 12. Sufficient detail should be provided for the tie in to the existing Concord Road.

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/mlld

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



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



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

TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

July 21, 2011
Item G-6

TO: **Pat Gordon**

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

SUBJECT: **Hollygrove Subdivision**
Final Inspection

On July 13, 2011 at 2 p.m. representatives of the Terrebonne Parish Department of Public Works conducted a Final inspection for the above reference subdivision. The following punch list items remain and need to be addressed:

1. The survey plat shall show the state plane coordinate (Louisiana South Zone) of at least two (2) points with the subdivision with bearings and approximate distances.
2. Municipal street addresses of each lot shall be shown on the final plat.
3. Final survey plat shall show the center natural ground elevation of each proposed lot and the FEMA first floor elevation requirements shall be shown as of the date of the plat.
4. All permanent benchmarks shall be shown on the final survey plat including elevation, datum, date, & three point ties.
5. Survey plat should be cleared marked Final.
6. All property corners shall be monumented and flagged prior to the planning commission signing the final survey plat.
7. Slip must be connected with Intracoastal Canal.
8. Lot grading needs to be completed.
9. Levee between subdivision and pump station needs to be raised to a +10.0 elevation.
10. Profile and cross section of levee is required.
11. A letter from Pollution Control dated July 20, 2011 was received and is attached.

Hollygrove Subdivision

Final Inspection

GEB Memo to PG dated 7/21/11

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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



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



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TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

July 19, 2011

Mr. Brandon M. Arceneaux, P.E.
David A. Waitz Engineering and Surveying, Inc.
P. O. Box 1203
Thibodaux, LA 70302

RE: Hollygrove, A Single Family Residential Development
Located in Section 104, T17S-R17E, Terrebonne Parish, Louisiana
Developer: Hollygrove, L.L.C.
(Revised Punch List – Disregard the July 15, 2011 Punch List)

Dear Mr. Arceneaux:

We have reviewed the Record Drawings for the above referenced development, submitted under your letter dated July 5, 2011. We also attended the final inspection on Wednesday, July 7, 2011, and performed a video inspection of the sewer system on Monday, July 11, 2011. The following items must be addressed prior to final acceptance:

RECORD DRAWINGS & ENGINEERING

1. Contractor's tee-sheets shall be submitted.
2. Engineer's certification shall be submitted.
3. Record Drawing, Sheet 10, 10+76; Text for the slope of the new sewer line is incorrect at 3.32%. A revised Sheet 10 shall be submitted.

CONSTRUCTION

4. The manhole covers (lids) have prefabricated holes in them. All lids must be replaced with a type that is solid (no holes).
5. Some manholes have ladder rungs in them. The ladder rungs shall be removed or cut as close to the wall of the manhole as possible, and any remaining holes or protruding portions of the rungs must be grouted over.

Mr. Brandon M. Arceneaux, P.E.
David A. Waitz Engineering and Surveying, Inc.
July 19, 2011
Page 2

ADMINISTRATION

6. The sewer connection charge agreement must be executed with applicable fees remitted. The following must be submitted in order to prepare a Sewer Connection Charge Agreement:
 - a. Legal Name and Address of the Property Owner
 - b. Legal Size Plat and Description of the Property
 - c. Corporate Resolution and/or Legal Documentation authorizing a Representative to sign on behalf of the Corporation/Company

Although an effort has been made to be thorough and accurate, this review does not imply that all other requirements of this development are met. Future, necessary or unforeseen compliance requirements are the responsibility of the developer.

Should you have any questions, please feel free to contact this office.

Very truly yours,

TERREBONNE PARISH GOVERNMENT



Donnie R. Porche, Engineering Analyst
Pollution Control Division

DRP/dr

cc: TPCG Planning Department
TPCG Engineering Department
Division Files