

MINUTES

HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)

MEETING OF NOVEMBER 17, 2011

- A. The Chairman, Daniel J. Babin, called to order the regular meeting of October 20, 2011 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:05 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. Keith Kurtz.
- 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; 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: "THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of October 20, 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 October 20, 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 & Mr. Erny: "THAT the HTRPC emit payment for the November 17, 2011 and approve the Treasurer's Report of October 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.
- E. COMMUNICATIONS:
1. Mr. Gordon read a letter from Milford & Associates, Inc. concerning public hearing notice signage and lettering and suggested the matter be brought to the Planning Commission's Subdivision Regulations Review Committee [See *ATTACHMENT A*].
 2. Mr. Gordon read a letter from David A. Waitz Engineering & Surveying, Inc. requesting to withdraw the request to consider amending the Final Approval of Hollygrove Subdivision [See *ATTACHMENT B*].
- F. OLD BUSINESS:
1. Withdrawn, Amendment to Hollygrove Subdivision [See *ATTACHMENT B*]
 2. The Chairman stated the next item under Old Business was a request by Keneth L. Rembert Land Surveyors for consideration of a variance from the minimum setback requirements for Sonoco Mobile Home Park.
 - a) Since he was absent at the previous meeting discussing Sonoco Mobile Home Park, Mr. Ostheimer reclused himself from this matter.
 - b) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the reasoning for the variance request due to large oak trees in the way.
 - c) The Chairman recognized Richard Vigie, 209 Connelly Street, Sonoco, who stated they wished to comply with all requirements but did not want to have to cut down the large oak trees to meet the setbacks.
 - d) Discussion was held with regard to the layout of the mobile homes and alleviation of space.

- e) Mr. Gordon discussed the Staff Report and stated Staff recommended approval of the variance from the required setback requirements for the mobile home park and that the existing trailer remains as is.
- f) Dr. Cloutier moved, seconded by Mr. Erny: “THAT the HTRPC grant approval of a variance from the required setback requirements for Sonoco Mobile Home Park and the existing trailer remains as is.”
- g) Discussion was held with regard to the road right-of-way.
- h) The Chairman recognized Mr. Mark Hepburn, 136 Sontheimer Court, Sonoco, who clarified the entrance to the mobile homes and roadway locations.
- i) Discussion ensued with regard to the road right-of-ways and tree lines.

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

G. APPLICATIONS:

1. The Chairman called to order the Public Hearing for an application by Patrick E. Dupre, et ux for Process D, Survey of Tracts 1A-1 & 1A-2, A Redivision of Tract 1A, Property belonging to Patrick E. Dupre, et ux.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, 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: 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 the travel trailer on the property complies with the Board of Health’s requirements.
- e) Discussion was held with regard to a portion of the property being located in Lafourche Parish and a letter of no objection from the same.
- f) Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC grant approval of the application for Process D, Survey of Tracts 1A-1 & 1A-2, A Redivision of Tract 1A, Property belonging to Patrick E. Dupre, et ux conditioned that the travel trailer on the property complies with the Board of Health’s requirements.”

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.

2. The Chairman called to order the Public Hearing for an application by Robert E. Golmon for Process D, Minor Subdivision for the Resubdivision of Lot 7, Lot 8, & Part of Lot 9 of Square 1 of Park View Subdivision into Lots 7-1, 7-2, & 8-2.

- a) Mr. Robert Golmon, 701 Williams Avenue, applicant, discussed the location and division of property.
- b) No one from the public was present to speak.
- c) Mrs. Amedée moved, seconded by Dr. Cloutier: “THAT the Public Hearing 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 PUBLIC HEARING CLOSED.

- d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided Lot 7-1's frontage is increased to 25', Pollution Control letter is complied with, fire hydrant is depicted on the lot, and all utility letters are received.
- e) Mr. Erny moved, seconded by Mrs. Williams: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Resubdivision of Lot 7, Lot 8, & Part of Lot 9 of Square 1 of Park View Subdivision into Lots 7-1, 7-2, & 8-2 conditioned upon Lot 7-1's frontage be increased to 25', Pollution Control letter is complied with, fire hydrant is depicted on the lot, and all utility letters are received."
- f) Discussion was held with regard to clarification of the owner of all the lots to be Mr. Golmon, receiving a variance from the Board of Adjustments for minimum lot size and setbacks, and a dedication block on the plat for the current and future owners of Lot 2.
- g) *Motion as amended.* Mr. Erny moved, seconded by Mrs. Williams: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Resubdivision of Lot 7, Lot 8, & Part of Lot 9 of Square 1 of Park View Subdivision into Lots 7-1, 7-2, & 8-2 conditioned upon Lot 7-1's frontage be increased to 25', Pollution Control letter is complied with, fire hydrant is depicted on the lot, all utility letters are received, and dedication block be placed on the plat granting a servitude in favor of the current and future owners of Lot 2 for access (not proposed)."
- h) Discussion was held with regard to if the home should catch fire or be demolished, a new home would have to be of similar footprint, the Planning Commission granting a variance for the minimum lot size requirement as well as the Board of Adjustments, and age of the existing buildings, and the applicant moving the fence 5' on the south side.
- i) *Motion as amended.* Mr. Erny moved, seconded by Mrs. Williams: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Resubdivision of Lot 7, Lot 8, & Part of Lot 9 of Square 1 of Park View Subdivision into Lots 7-1, 7-2, & 8-2 conditioned upon Lot 7-1's frontage be increased to 25', Pollution Control letter is complied with, fire hydrant is depicted on the lot, all utility letters are received, dedication block be placed on the plat granting a servitude in favor of the current and future owners of Lot 2 for access (not proposed), and the applicant moving the fence 5' on the south side."

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

The Chairman recognized Councilman Billy Hebert in the audience.

3. The Chairman called to order the Public Hearing for an application by Matherne Realty Partnership for Process D, Minor Subdivision for Tract "B", Matherne Realty Partnership, L.L.C.

- a) Mr. Gene Milford, Milford & Associates, 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 Mr. Erny: "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 water service is installed to facilitate Tract "B".
- e) Discussion was held with regard to the ditch being filled in; whereas, Ms. Schexnayder stated the filled-in portion of the ditch was no longer needed and the drainage flowing to Bayou Cane. Discussion ensued with regard to drainage, the property being piece-mealed, requesting a revised master plan, etc.

- f) Mr. Gordon stated the master plan on file for the Matherne Property is very outdated and very preliminary.
- g) Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for Tract “B”, Matherne Realty Partnership, L.L.C. conditioned water service is installed to facilitate Tract “B”.”
- h) Discussion was held with regard to the master plan, drainage, changing markets, and requesting Matherne Realty to submit an updated master plan.
- i) *Motion as amended.* Mr. Ostheimer moved, seconded by Mr. Erny: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for Tract “B”, Matherne Realty Partnership, L.L.C. conditioned water service is installed to facilitate Tract “B” and that Administration sends a letter to Matherne Realty Partnership, LLC requesting an updated master plan.”

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, and Mrs. Williams; NAYS: Mr. Ostheimer; ABSTAINING: Mr. Babin; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

4. The Chairman called to order the Public Hearing for an application by Matherne Realty Partnership for Process D, Minor Subdivision for Emerson Subdivision.

- a) Mr. Gene Milford, Milford & Associates, 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. 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.

- d) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided all utility letters were received.
- e) Ms. Schexnayder requested the right-of-way for the 50-acre pond be shown on the plat.
- f) Discussion was held with regard to the proposed Westside Boulevard and connectivity of the same.
- g) Dr. Cloutier moved, seconded by Mrs. Amedée: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for Emerson Subdivision conditioned upon the submittal of all utility letters.”

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.

5. The Chairman called to order the Public Hearing for a conceptual and preliminary application by Coastal Home Builders for Process C, Major Subdivision for Colonial Acres Subdivision.

- a) Mr. Gene Milford, Milford & Associates, Inc., representing the developer, discussed the location and division of property.
- b) The Chairman recognized Councilman Johnny Pizzolatto who requested to extend this matter so a meeting can take place to address the drainage issues in the area.
- c) The Chairman stated if the matter were tabled, they would continue the Public Hearing as well.

- d) The Chairman recognized Councilman Billy Hebert, 302 Richard Drive, who stated they received a petition from 400 residents concerned about the retention pond and they would like to meet to address the drainage issues. He requested the matter be tabled after receiving such an overwhelming response from the area.
- e) The Chairman recognized Heather Loquette, 503 Cavaness, who expressed concerns of getting input from all the schools in the Bayou Cane area and requested to consider the impact on the roads, schools, and bus routes.
- f) The Chairman recognized Delvin Foret, 209 Louis Drive, who expressed concerns of getting this matter over and done with.
- g) No one else spoke and the Chairman stated the Public Hearing would be continued.
- h) Dr. Cloutier moved, seconded by Mrs. Amedée: “THAT the HTRPC table the conceptual and preliminary application for Process C, Major Subdivision for Colonial Acres Subdivision until the next regular meeting of December 15, 2011 and continue the public hearing in order for Administration to meet concerning the drainage issues in the area.”

The Chairman called 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.

- 6. The Chairman called to order the Public Hearing for the conceptual & preliminary application by Burnley Enterprises, L.L.C. for Process C, Major Subdivision for Sonnier Estates.
 - a) Mr. Brandon Arceneaux, David A. Waitz Engineering & Surveying, Inc., representing the Developer, discussed the location and division of property.

Mr. James Erny left the meeting at this time – 7:25 p.m.

- b) The Chairman recognized Jeff Miller, 104 Del Rey Blvd., who expressed concerns of only receiving the notice eight days prior and questions to be asked of the developer. Mr. Gordon stated it was ample time and sometimes the mail runs late. The Chairman clarified that this was only the conceptual and preliminary phase and the subdivision still had a ways to go to get final approval.
- c) The Chairman recognized Michael Hughey, 220 St. Patrick St., who requested notification at the Engineering Stage.
- d) The Chairman recognized Roger Adams, 116 Kyle Court, who expressed concerns of developing property in the rear of his home and access through the servitude that may be done away with. Mr. Gordon stated Engineering would look at the issue at the Engineering phase.
- e) Discussion was held with regard to having conceptual & preliminary phases first in order to bring up questions that may need to be looked into at the Engineering stage.
- f) Mr. Arceneaux stated he was under the impression that both landowners were party to the servitude and the Developer was to request revocation of the same but can only do so if agreed upon by the two landowners.
- g) The Chairman recognized Dwayne Cunningham, 218 St. Patrick Street, who expressed concerns of flooding in the area.
- h) 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. Kurtz, Mr. Navy, Mr. Ostheimer and Mrs. Williams; NAYS: None; ABSTAINING: Mr. Babin; ABSENT: Mr. Erny. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- i) Mr. Gordon discussed the Staff Report and stated Staff recommended conditional approval provided the street name is identified for the PUD, parking is depicted on the site plan, recreation space to be used in common with the PUD be identified on the plat at 2,000 sq. ft. per lot, and architectural renderings of the structures are submitted at the engineering stage.

- j) Discussion was held with regard to a multi-use retention/detention pond, the configuration of the development, square footage of lots in a PUD, elimination of the cul-de-sacs and running the street to the property line on the southern side, multi-use property, and minimum lot sizes being met without the use of servitudes, etc.
- k) Dr. Cloutier moved, seconded by Mr. Ostheimer: “THAT the HTRPC grant conceptual & preliminary approval of the application for Process C, Major Subdivision for Sonnier Estates conditioned the street name is identified for the PUD, parking is depicted on the site plan, recreation space to be used in common with the PUD be identified on the plat at 2,000 sq. ft. per lot, architectural renderings of the structures are submitted at the engineering stage, the streets go all the way through to the property line, and that the minimum lot size requirement for PUDs are met.”

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

- 7. The Chairman stated the next item on the agenda was an application by Rutter Land Company, Inc. requesting engineering approval for Process C, Major Subdivision for Sugar Mill Olde Towne, Phase B.

- a) Joan Schexnayder, Terrebonne Parish Engineering Division, read a memo concerning the punch list items for the development [See *ATTACHMENT C*].
- b) Mr. Brandon Arceneaux, David A. Waitz Engineering & Surveying, Inc., representing the Developer, stated they would comply/resolve with all of the punch list items.
- c) Mr. Ostheimer moved, seconded by Dr. Cloutier: “THAT the HTRPC grant engineering approval for Process C, Major Subdivision for Sugar Mill Olde Towne, Phase B conditioned upon the Developer complying/resolving with all punch list items per the Terrebonne Parish Engineering Division’s memo dated November 17, 2011.”

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

H. STAFF REPORT:

- 1. Discussion was held with regard to changing the meeting date in October 2012 to the fourth Thursday which would be October 25, 2012 due to a scheduling conflict with Mr. Pat Gordon.

- a) Dr. Cloutier moved, seconded by Mrs. Williams: “THAT the HTRPC authorize the October 2012 meeting to be on the fourth Thursday, October 25, 2012 due to a scheduling conflict with Mr. Pat Gordon.”

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

- I. Dr. Cloutier moved, seconded by Mrs. Williams: “THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-7.”

- 1. Map showing Division of Tract 2 belonging to Bobby Marmande into Tract 2A-1 and 2A-2, Sections 26, 27, 28, & 29, T18S-R17E, Terrebonne Parish, LA
- 2. Revised Lot 3, A Redivision of Lots 3, 4, a portion of Lot 5 and Tract 2A, Block 1 of Caliste Subdivision, in Lot 86 of Honduras Subdivision, Section 105, T17S-R17E, Terrebonne Parish, LA
- 3. Survey of Revised Lots 12 & 14 of Block 1, A Redivision of Lots 12 & 14, Matherne Subdivision, Sections 5, 101, & 102, T17S-R17E, Terrebonne Parish, LA
- 4. Property Line Shift of Parcels H, I, and J of Property belonging to Devland Corporation, being a portion of Lot 172, Honduras Plantation Subdivision, Section 105, T17S-R17E, Terrebonne Parish, LA

5. Survey of Revised Lots 36 & 38, A Redivision of Lots 35, 36, 37, & 38 of Block 2, Waterproof Plantation Estates, Phase 2, Section 62, T17S-R16E, Terrebonne Parish, LA
6. Revised Tracts 3 & 4, A Redivision of Lots 2, 3, 4, & 5, North Terrebonne Commercial Park, Property belonging to North Terrebonne Investors, L.L.C., Section 4, T16S-R16E, Terrebonne Parish, LA
7. Survey of Revised Lots 10 & 12, A Redivision of Lots 10, 11, and 12 of Block 1 to Southgate Estates Subdivision, Section 10, T17S-R18E, Terrebonne Parish, LA

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

J. COMMITTEE REPORTS:

1. Subdivision Regulations Review Committee:
 - a) Mr. Ostheimer stated they would hold a meeting after Thanksgiving to address a list of items they have working on to review.
2. Comprehensive Master Plan Update:
 - a) Mr. Gordon stated there was a Steering Committee meeting a few weeks ago and would try to arrange the same presentation given at that meeting to be shown to the Commission.

K. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:
 - a) Mr. Ostheimer expressed the need for Valhi Boulevard to be extended to Hwy. 90 and a general idea needed as to where the road will be placed.
 - b) Mr. Gordon stated they need to plan from Savanne Road to Hwy. 90 to be included in the Master Thoroughfare Plan.
 - c) Mrs. Beryl Amedée read her resignation letter to the Commission due to her being elected into the Terrebonne Parish Council.
2. Chairman's Comments:
 - a) The Chairman congratulated Mr. John Navy and Mrs. Beryl Amedée as being elected into the Terrebonne Parish Council along with himself.

L. PUBLIC COMMENTS: None.

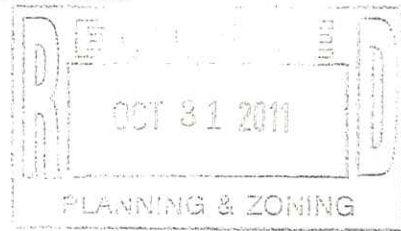
- M. Dr. Cloutier moved, seconded Mrs. Williams: "THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 8:15 p.m."

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

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

MILFORD & ASSOCIATES, INC.
CIVIL & CONSULTING ENGINEERS

October 27, 2011



Houma-Terrebonne Regional Planning Commission
P.O. Box 1446
Houma, LA 70361

ATTN: Mr. Pat Gordon

RE: PUBLIC HEARING NOTICE
Process C Preliminary Approval

Dear Mr. Gordon:

In reference to the notice for a public hearing, I am requesting some written guidance to ensure compliance with the recent change to the regulations.

Section 24.5.3.2 was recently modified. Part of these modifications specifies certain text on the public notice sign. I am unclear, based on punctuation, as to exactly what must be two inch high letters. Is the reference for the text height applicable to all items listed? As you know, the standard C size paper, commonly used, is 24"x36" and thus is limits the number of characters on a single sheet. In the past, we have used three inch letters for the title "Public Hearing" followed by smaller text often accompanied with drawing of the development all on a single 24"x36" sheet of paper which is affixed to the 4'x4' sheet of plywood painted white as required.

Also, Section 24.5.4.4, the planning commission's checklist, does not reflect the recently added requirement to submit a dated photograph of the sign as part of the submittal process. If this added requirement to submit a dated photograph is to remain part of the regulations, then this requirement should be propagated throughout the regulations. I would however, suggest that the dated photograph submittal requirement be removed as excessive regulation which is well above public notice requirements that in my opinion only serves to hinder development more than protects the public.

If you have any questions or comments, please contact me at your convenience.

Very truly yours,

MILFORD & ASSOCIATES, INC.

F. E. Milford, III, P. E.

cc: Reading File, 11-01

11-01 27oct11 pgordon.docx

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Houma, Louisiana 70360
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<http://bellsouthpwp.net/m/i/milfordassociate/>

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DAVID A. WAITZ ENGINEERING AND SURVEYING, INC.
Civil Engineers & Professional Land Surveyors

David A Waitz, P.E., P.L.S.

Brandon M. Arceneaux, P. E.

November 17, 2011

Houma-Terrebonne Regional
Planning Commission
P. O. Box 1446
Houma, LA 70361-1446

Attention: Mr. Patrick Gordon, Director

RE: REQUEST FOR PROJECT TO BE REMOVED FROM THE AGENDA OF THE MEETING OF THE PLANNING COMMISSION SCHEDULED FOR NOVEMBER 17, 2011 – HOLLYGROVE, A SINGLE FAMILY RESIDENTIAL DEVELOPMENT - LOCATED IN SECTION 104, T17S-R17E, TERREBONNE PARISH, LOUISIANA – DEVELOPER: HOLLYGROVE, L.L.C. - ENGINEER'S PROJECT NO. 2009-009

Dear Mr. Gordon:

We are requesting that the above referenced project listed on the Agenda for the Thursday, November 17, 2011 Meeting of the Planning Commission be removed from the Agenda as instructed by the developer and our client, South Hollywood Properties, #1, L.L.C. We apologize for this inconvenience, however the developer wishes to delay this matter until further notice.

Thank you in advance for your cooperation and assistance in this matter. Please advise me if you should have any questions or require additional information.

Sincerely,

DAVID A. WAITZ
ENGINEERING AND SURVEYING, INC.


David A. Waitz, P.E., P.L.S.

DAW/dth

Cc: Mr. Michel Claudet, Parish President
Ms. Becky Becnel, Secretary/Planning Commission
Hollygrove, L.L.C.
File & Reading File

1107 Canal Blvd. • Thibodaux, Louisiana 70301 • (985) 447-4017 (Phone) • (985) 447-1998 (Fax)
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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

November 17, 2011
1st Review
Item G-7

TO: Pat Gordon
FROM: Gregory E. Bush, LTC, USA, Retired
SUBJECT: Sugar Mill Old Towne Ph B
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. 24.5.4.6.5 Plat should be provided depicting latest Parish adopted Vertical Datum.
2. Does not conform to the SDDM
 - a. V.A.2 Sewer manholes and lines should be depicted on proposed site plan.
 - b. V.A.3 Sewer manholes and lines should be depicted on profile section of plan/profile sheets including the size, type, invert elevation, and top elevation of line.
 - c. V.A.8 Cross Section should be provided for turnaround and changes to existing ditch.
 - d. V.B.2 Minimum Service Life for culverts with a diameter less than 48" should be 50 years.
 - e. V.B.8 All drainage pipes under roadway shall be joined in conformance with LaDOTD Type 3 joints.
 - f. V.B.9 The latest Standard plan details were not used for EC-01 and MC-01
 - g. V.B.11 Gutter capacity formula is incorrect and width of flooding should be shown with decimals to the 10th decimal place.
 - h. V.B.12 Maximum hydraulic clearance at gutter line should no more than 0.2' above gutter line.
 - i. VII.A.3-5 & B & C.1-6 Erosion & Sediment Control Design, Maintenance Agreement, and Best Management Practices are not in conformance with SDDM.
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 Latest standards were not used for street lights.
5. 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.

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