

## MINUTES

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

#### MEETING OF AUGUST 15, 2019

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., called to order the regular meeting of August 15, 2019 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 him and the Pledge of Allegiance led by Mrs. Angi Falgout.
- B. Upon Roll Call, present were: Mr. Joseph “Joey” Cehan; Dr. L.A. “Budd” Cloutier, Jr., Chairman; Mrs. Angi Falgout, Secretary/Treasurer; Mr. Kyle Faulk; Mr. Keith Kurtz; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call were: Mrs. Gloria Foret; Mr. Jeremy “Digger” Kelley, Vice-Chairman; and Mr. Phillip Livas. Also present were Mr. Christopher Pulaski, Director, Department of Planning & Zoning, Mr. Laddie Freeman, Legal Advisor, and Ms. Joan Schexnayder, TPCG Engineering Division.
- C. CONFLICTS DISCLOSURE: The Chairman reminded the Commissioners that if at any time tonight, a conflict of interest exists, arises or is recognized, as to any issue during this meeting, he or she should immediately disclose it, and is to recuse him or herself from participating in the debate, discussion, and voting on that matter.
- D. ACCEPTANCE OF MINUTES:
1. Mrs. Falgout moved, seconded by Mr. Cehan: “THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of July 18, 2019.”  
  
The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Mrs. Falgout moved, seconded by Mr. Faulk: “THAT the HTRPC emit payment for the August 15, 2019 invoices and approve the Treasurer’s Report of July 2019.”  
  
The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. COMMUNICATIONS:
1. Mr. Pulaski read a letter from Charles L. McDonald Land Surveyor, Inc., dated August 15, 2019, requesting to table Item G.1 with regard to the Redivision of Property belonging to Kenneth H. Wright, et ux until the next regular meeting of September 19, 2019 [See ATTACHMENT A].
    - a) Mr. Faulk moved, seconded by Mr. Cehan: “THAT the HTRPC table the application by Neta Wright for Process D, Minor Subdivision for the Redivision of Property belonging to Kenneth H. Wright, et ux until the next regular meeting of September 19, 2019 as per the Developer’s request [See ATTACHMENT A].”  
  
The Chairman called for a vote on the motion offered by Mr. Faulk. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
  2. The Chairman discussed applications being continuously tabled and the time and materials it takes to make packets for every meeting.
- G. OLD BUSINESS:
- Mr. Kurtz moved, seconded by Mr. Faulk: “That the Old Business be removed from the table and considered at this time.”  
  
The Chairman called for a vote on the motion offered by Mr. Kurtz. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. Withdrawn. *Redivision of Property belonging to Kenneth H. Wright, et ux* [See ATTACHMENT A]

2. The Chairman called to order an application by Scott G. & Rana Moise requesting approval for Process D, Minor Subdivision, for Lots 6A-1 and 6A-2, Block 6, Addendum No. 2, A Redivision of Revised Lot 6A of Hollywood Fields Subdivision.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, stated the waterline was installed and they were just awaiting the approval letter from Waterworks.
- b) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided upon the submittal of an approval letter from Consolidated Waterworks District No. 1.
- c) Mrs. Falgout moved, seconded by Mr. Faulk: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Lots 6A-1 and 6A-2, Block 6, Addendum No. 2, A Redivision of Revised Lot 6A of Hollywood Fields Subdivision conditioned upon the submittal of an approval letter from Consolidated Waterworks District No. 1."

The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

3. The Chairman called to order the Public Hearing for an application by Patricia Gouner Gilbert requesting approval for Process D, Minor Subdivision, for the Division of Property belonging to Patricia Gouner Gilbert.

- a) No one was present to represent the application.
- b) Mr. Pulaski discussed the Staff Report and stated Staff recommended denying the application due to various discrepancies with the application and no communication with the Surveyor or applicant [See *ATTACHMENT B*].
- c) Mr. Thibodeaux moved, seconded by Mrs. Angi Falgout: "THAT the HTRPC deny the application for Process D, Minor Subdivision, for the Division of Property belonging to Patricia Gouner Gilbert due to numerous application deficiencies [See *ATTACHMENT B*]."
- d) Discussion was held with regard to adding the staff report and preliminary review letter to minutes and letter to Mr. Woodard. Discussion ensued with regard to no longer accepting handwritten drawings in the future.

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

4. The Chairman called to order an application by Arthur A. Eschete requesting approval for Process D, Minor Subdivision, for Tracts B-1-A thru B-1-D, A Redivision of Tract B-1 belonging to Arthur Anthony Eschete.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, stated the fire hydrant was installed.
- b) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided the location of the newly installed hydrant be indicated on the plat.
- c) Mr. Kurtz moved, seconded by Mrs. Falgout: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts B-1-A thru B-1-D, A Redivision of Tract B-1 belonging to Arthur Anthony Eschete conditioned upon the location of the newly installed fire hydrant be indicated on the plat."

The Chairman called for a vote on the motion offered by Mr. Kurtz. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

5. The Chairman called to order an application by Arthur A. Eschete requesting approval for Process D, Minor Subdivision, for Tracts 2-A, 2-B, 2-C, & 2-D, A Redivision of Tract 2 belonging to Arthur Anthony Eschete.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, stated the fire hydrant was installed.

- b) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided the location of the newly installed hydrant be indicated on the plat.
- c) Mrs. Falgout moved, seconded by Mr. Thibodeaux: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts 2-A, 2-B, 2-C, & 2-D, A Redivision of Tract 2 belonging to Arthur Anthony Eschete conditioned upon the location of the newly installed fire hydrant be indicated on the plat.”

The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

- 6. The Chairman called to order the Public Hearing for an application by Thomas Chauvin requesting approval for Process A, Raw Land Division, for the Survey of Tract of Land belonging to Chauvin Brothers, Inc. into Tract “A” (Raw Land) & Tract “B” (Raw Land).

- a) Mr. Prosper Toups, Delta Coast Consultants, LLC, discussed the location and division of property. He indicated he revised the application to request a variance from the required right-of-way.
- b) No one was present to speak on the matter.
- c) Mr. Thibodeaux moved, seconded by Mrs. Falgout: “THAT the Public Hearing be closed.”

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Discussion was held with regard to the raw land property with portions of it in the marsh.
- e) Mr. Faulk moved, seconded by Mr. Cehan: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for the Survey of Tract of Land belonging to Chauvin Brothers, Inc. into Tract “A” (Raw Land) & Tract “B” (Raw Land) with a variance from the 25’ frontage requirement in lieu of a 30’ servitude of passage for access to Tract B.”
- f) Mr. Freeman stated that the word “proposed” be removed from the plat and it state who the servitude was in favor of.
- g) *Motion as amended.* Mr. Faulk moved, seconded by Mr. Cehan: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for the Survey of Tract of Land belonging to Chauvin Brothers, Inc. into Tract “A” (Raw Land) & Tract “B” (Raw Land) with a variance from the 25’ frontage requirement in lieu of a 30’ servitude of passage for access to Tract B and conditioned upon a servitude of passage block stating who in favor of being indicated on the plat and removal of the word ‘proposed’.”

The Chairman called for a vote on the amended motion offered by Mr. Faulk. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE AMENDED MOTION ADOPTED.

- 7. The Chairman called to order the Public Hearing for an application by Dantin Bruce Development requesting conceptual and preliminary approval for Process C, Major Subdivision, for Adley Oaks.

- a) Mr. Ross Bruce, Developer, discussed the location and 226-lot development that would be completed in three phases.
- b) Discussion was held with regard to the pond being accessible by the property owners for recreational use.
- c) Mr. Joe Labbe, Quality Engineering & Surveying, LLC, indicated that revised maps were presented based on comments from Mr. Pulaski’s preliminary review letter.
- d) No one from the public was present to speak on the matter.

- e) Mrs. Falgout moved, seconded by Mr. Faulk: “THAT the Public Hearing be closed.”

The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- f) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided the applicant adjust the block length between Hummingbird Drive and Sparrow Drive to be 1,500’ or less prior to the submittal of the engineering application.

- g) Mrs. Falgout moved, seconded by Mr. Cehan: “THAT the HTRPC grant conceptual and preliminary approval of the application for Process C, Major Subdivision, for Adley Oaks conditioned upon the applicant adjusting the block length between Hummingbird Drive and Sparrow Drive to be 1,500’ or less prior to the submittal of the engineering application.”

The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

H. APPLICATIONS:

- 1. The Chairman called to order the Public Hearing for an application by Robert Carriles, et ux requesting approval for Process D, Minor Subdivision, for Lots 1-12, A Redivision of Revised Tract 3B-1a belonging to Robert J. Carriles, 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 on the matter.

- c) Mrs. Falgout moved, seconded by Mr. Faulk: “THAT the Public Hearing be closed.”

The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval of the application.

- e) Mr. Faulk moved, seconded by Mrs. Falgout: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Lots 1-12, A Redivision of Revised Tract 3B-1a belonging to Robert J. Carriles, et ux.”

The Chairman called for a vote on the motion offered by Mr. Faulk. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

- 2. The Chairman called to order the Public Hearing for an application by Warren A. Morvant, Jr. requesting approval for Process D, Minor Subdivision, for Tracts 4A & 4B, A Redivision of a portion of Tract 4 belonging to Warren A. Morvant, Jr.

- 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 on the matter.

- c) Mrs. Falgout moved, seconded by Mr. Thibodeaux: “THAT the Public Hearing be closed.”

The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided the applicant provides an approval letter from the Department of Health.
- e) Mr. Kurtz moved, seconded by Mrs. Falgout: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts 4A & 4B, A Redivision of a portion of Tract 4 belonging to Warren A. Morvant, Jr. conditioned upon the submittal of an approval letter from the Department of Health.”

The Chairman called for a vote on the motion offered by Mr. Kurtz. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

I. STAFF REPORT: None.

J. ADMINISTRATIVE APPROVALS:

Mr. Cehan moved, seconded by Mr. Faulk: “THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-6.”

1. Lot Line Shift for Tracts 7-A and 9-A of the Division of Property belonging to Huey Authement; Section 1, T18S-R17E, Terrebonne Parish, LA
2. Revised Tracts 3B-1a and 3B-2a, A Redivision of Tracts 3B-1a and 3B-2a, Section 65, T19S-R17E, Terrebonne Parish, LA
3. Lot Line Shift between Property belonging to Lonnie W. & Pamela Matherne and Gary J. and Jill Nelton, Section 44, T18S-R18E, Terrebonne Parish, LA
4. Revised Tracts "A" & "B", A Redivision of Property belonging to Patrick J. Kane, et al, Section 28, T16S-R17E, Lafourche Parish and Section 61, T16S-R17E, Terrebonne Parish, LA
5. Revision of Lot Lines of Tracts 6 & 7 of the Leo Jos. Callahan Estate, Section 101, T15S-R16E, Terrebonne Parish, LA
6. Redivision of Tract 1 of the Estate of Lance P. Brien, Sr. & Tracts belonging to Lawrence F. Brien, or assigns, Section 63, T16S-R17E, Terrebonne Parish, LA

The Chairman called for a vote on the motion offered by Mr. Cehan. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

K. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee:
  - a) Mr. Pulaski discussed the matters from the meeting of August 8 to include mobile home parks and bonds on temporary turnarounds. Discussion was held with regard to looking in notification procedures for schools when large subdivisions are being developed.

L. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:
  - a) Mr. Kurtz discussed notification to the school board for large developments.
2. Chairman's Comments: None.

M. PUBLIC COMMENTS: None.

N. Mr. Thibodeaux moved, seconded Mr. Cehan: “THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 6:52 p.m.”

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Faulk, Mr. Kurtz, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mrs. Foret, Mr. Kelley, and Mr. Livas. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

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



**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

August 15, 2019

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

Re: August 15, 2019 Agenda Item G.1. a) – Redivision of Property  
belonging to Kenneth H. Wright, et ux / Process D. Minor  
Subdivision / 6622 West Park Avenue, Terrebonne Parish, LA /  
Council District 3 / Bayou Cane Fire District / Neta Wright /  
Charles L. McDonald Land Surveyor, Inc.

Dear Becky:

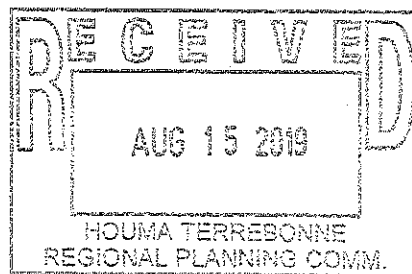
I'm requesting that the above referenced agenda item on the August  
15, 2019 Planning Commission's agenda be tabled until the next  
following agenda, due to the fire hydrant installation is incomplete.

Feel free to call me if you have any questions.

Sincerely,



Alisa Champagne,  
(agent for Neta Wright)





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<b>SUBDIVISION NAME:</b>	Division of Property belonging to Patricia Gouner Gilbert	<b>APPLICANT:</b>	Patricia Gouner Gilbert
<b>APPROVAL REQUESTED:</b>	Process D, Minor Subdivision	<b>LOCATION:</b>	4552 North Bayou Black Drive, Gibson
<b>RECOMMENDATION:</b>	<b>Denial</b>		

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**PROPOSAL:**

Minor subdivision to create two lots for residential use.

**ANALYSIS:**

It seems from reviewing Clerk of Court records that an act of cash sale occurred prior to the property receiving subdivision approval by the HTRPC. Applicant was also made aware of several deficiencies through a preliminary review letter attach to this staff report. Prior to the June 2019 meeting, applicant had indicated that they would be requesting the matter be tabled to the next regular meeting. Applicant also indicated to Staff that they would be resubmitting a revised plat prepared on CAD and more legible along with addressing the items identified in the preliminary review letter. To date, no revised plans or communication from the applicant has been received. Application was tabled at the July meeting by the HTRPC as per Staff recommendation.

**RECOMMENDATION:**

**Denial** based on the following deficiencies:

1. Land use is not depicted on the plat (24.5.1.8.C).
2. Need to use current standard signature block for approval by the Planning Commission. Plat currently has administrative approval signature block (24.5.1.8.K).
3. Plat should indicate either NGS Monument or Parish GIS Monument or coordinate points or bearing and distance to closest parish road intersection (24.5.1.8.N.1 or 24.5.1.8.N.2).
4. Need to submit all utility service availability letters (24.5.6).
5. Method of sewerage disposal needs to be depicted on the plat 24.5.6.6).
6. Plat needs to indicate location and description of at least one permanent type benchmark (24.7.6.4).

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Christopher M. Pulaski, PLA, Director  
Planning & Zoning Department  
Terrebonne Parish Consolidated Government



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



P. O. BOX 2768  
HOUMA, LOUISIANA 70361  
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## TERREBONNE PARISH CONSOLIDATED GOVERNMENT

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June 12, 2019

*VIA EMAIL*

Allen R. Woodard, P.L.S.  
200 Ringo Cocke Road  
Schriever, LA 70395

Re: Division of Property belonging to Patricia Gouner Gilbert  
*Agenda Item #4*

Dear Mr. Woodard:

A preliminary review has been conducted by staff pursuant to the referenced application submitted for the June 20, 2019 Houma-Terrebonne Regional Planning Commission meeting. The following deficiencies were noted:

1. Land use is not depicted on the plat (24.5.1.8.C).
2. Need to use current standard signature block for approval by the Planning Commission. Plat currently has administrative approval signature block (24.5.1.8.K).
3. Plat should indicate either NGS Monument or Parish GIS Monument or coordinate points or bearing and distance to closest parish road intersection (24.5.1.8.N.1 or 24.5.1.8.N.2).
4. Need to submit all utility service availability letters (24.5.6).
5. Method of sewerage disposal needs to be depicted on the plat (24.5.6.6).
6. Plat needs to indicate location and description of at least one permanent type benchmark (24.7.6.4).

Should you have any questions regarding these items, please refer to the Subdivision Regulations code referenced in italics. Please submit these item(s) 48 hours prior to the meeting date. Should you have any questions, please call me or Becky at (985) 873-6569.

Best Regards,

Christopher M. Pulaski, PLA, Director  
Department of Planning & Zoning

cc: Council Reading File  
Correspondence File