

## MINUTES

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

#### MEETING OF DECEMBER 15, 2016

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., called to order the regular meeting of December 15, 2016 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 him and the Pledge of Allegiance led by Mr. Alex Ostheimer.
- B. Upon Roll Call, present were: Mr. Joseph Cehan, Jr.; Dr. L.A. “Budd” Cloutier, Jr., Chairman; Mr. James Erny; Mrs. Angi Falgout; Mrs. Gloria Foret; Mr. Jeremy Kelley; Mr. Keith Kurtz; Mr. Alex Ostheimer, Vice Chairman; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call were: None. Also present was Mr. Christopher Pulaski, Director, Department of Planning & Zoning, and Mr. Laddie Freeman, Legal Advisor.
- 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. Mr. Erny moved, seconded by Mr. Thibodeaux: “THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of November 17, 2016.”
- The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Cehan, Mr. Erny, Mrs. Falgout, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Mrs. Falgout moved, seconded by Mr. Erny: “THAT the HTRPC emit payment for the December 15, 2016 invoices and approve the Treasurer’s Report of November 2016.”
- The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mr. Erny, Mrs. Falgout, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. Mr. Erny moved, seconded by Mr. Thibodeaux: “THAT the HTRCP approve and accept the proposed 2017 budget as presented.
- The Chairman called for a vote on the motion offered by Mr. Erny. THERE WAS RECORDED: YEAS: Mr. Cehan, Mr. Erny, Mrs. Falgout, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. ANNUAL ORGANIZATIONAL MEETING:
1. The Chairman stated that three proposals were received to perform the 2016 audit.
- a) T.S. Kearns & Co. - \$2,900.00  
Stagni & Company, LLC - \$2,500.00  
Martin & Pellegrin, CPAs - \$2,500.00
- b) Discussion was held with regard to the proposals, past auditors’ service, and the desire to have an oral presentation on the audit once completed.
- c) Mr. Cehan moved, seconded by Mr. Kurtz: “THAT the HTRPC accept the proposal of \$2,500.00 from Martin & Pellegrin, CPAs to perform the 2016 audit.”
- d) Mr. Ostheimer requested the motion be amended to include that the report be given out to the Commissioners in ample time prior to the meeting for review and that an oral presentation be given at the appropriate meeting regarding the audit results.
- e) *Motion as amended.* Mr. Cehan moved, seconded by Mr. Kurtz: “THAT the HTRPC accept the proposal of \$2,500.00 from Martin & Pellegrin, CPAs to perform the 2016 audit, the audit report be given to the Commissioners in ample time prior to the meeting for review, and an oral presentation be given at the appropriate meeting regarding the audit results.”

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

2. The Chairman stated the next item on the agenda was Election of Officers for 2017.
  - a) Mr. Ostheimer nominated Dr. L.A. "Budd" Cloutier, Jr. to remain in the position of Chairman.

- (1) Mr. Ostheimer moved, seconded by Mr. Kelley: "THAT the nominations for the position of Chairman be closed and Dr. L.A. "Budd" Cloutier, Jr. be elected as Chairman by acclamation."

- (2) Mr. Thibodeaux offered a substitute motion, seconded by Mr. Ostheimer: "THAT all existing officers remain the same and all be elected by acclamation."

\* Dr. L.A. "Budd" Cloutier, Jr., Chairman

\* W. Alex Ostheimer, Vice-Chairman

\* Angi Falgout, Secretary/Treasurer

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

G. COMMUNICATIONS: None.

H. OLD BUSINESS:

Mrs. Falgout moved, seconded by Mr. Thibodeaux: "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 Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mr. Erny, Mrs. Falgout, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

1. The Chairman called to order a Public Hearing for an application by Viking Partners, LLC requesting approval for Process D, Minor Subdivision, for the Resubdivision of Tract D into Tracts D-1 & D-2, Estate of Carrol J. Matherne.

- a) Mr. Byron Oncale, Acadia Land Surveying, LLC, discussed the location and division of property.

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

- c) Mr. Erny moved, seconded by Mr. Cehan: "THAT the Public Hearing be closed."

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

- d) Discussion was held with regard to agreements for the common infrastructure such parking, etc. between the buildings.

- e) Mr. Pulaski indicated the applicant received a Letter of No Objection from the Parish.

- f) Discussion ensued with regard to parking for each facility included on the individual lot.

- g) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval conditioned upon center natural ground elevations being depicted on the plat, the fire hydrant on the northwestern corner of the property be clearly depicted, and the submittal of all utility letters.

- h) Discussion ensued with regard to the property line of Tract D-2 crossing over a building and both properties being owned by the same company and an Administrative Approval could be obtained should the owner decide to sell the property.
- i) Mr. Freeman agreed with Mr. Pulaski that the division of property was okay as is because it was all the same owner and an Administrative Approval could be obtained at a later date if necessary.
- j) Discussion ensued with regard to setback requirements and it was determined that the carwash didn't meet the setback and approval would have to be granted from the Board of Adjustment for a variance.
- k) Mr. Ostheimer moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Resubdivision of Tract D into Tracts D-1 & D-2, Estate of Carrol J. Matherne conditioned upon center natural ground elevations being depicted on the plat, fire hydrant on the northwestern corner of the property be clearly depicted, submittal of all utility letters, and approval of a rear yard variance from the Board of Adjustment."
- l) Discussion ensued with regard to revising the lots to accommodate setbacks.
- m) *Motion as amended.* Mr. Ostheimer moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Resubdivision of Tract D into Tracts D-1 & D-2, Estate of Carrol J. Matherne conditioned upon center natural ground elevations being depicted on the plat, fire hydrant on the northwestern corner of the property be clearly depicted, submittal of all utility letters, and approval of a rear yard variance from the Board of Adjustment or revise the plat to comply with setback requirements."

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

2. The Chairman called to order a Public Hearing for an application by Viking Partners, LLC requesting approval for Process D, Minor Subdivision, for the Resubdivision of Tracts B-1, B-3, & E-2 into Tracts B-3-A, B-3-B, B-3-C, & E-2-A, Estate of Carrol J. Matherne.

- a) Mr. Byron Oncale, Acadia Land Surveying, LLC, discussed the location and division of property.
- b) No one from the public was present to speak on the matter.
- c) Mr. Erny moved, seconded by Mr. Cehan: "THAT the Public Hearing be closed."

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

- d) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval conditioned upon center natural ground elevations being depicted on the plat, submittal of all utility letters, and obtain a rear yard variance from the Board of Adjustment or revise the plat to comply with setback requirements.
- e) Discussion was held with regard to this application being similar to the previous concerning setbacks. Mr. Pulaski stated the lots were configured to accommodate the proper parking.
- f) Mr. Ostheimer moved, seconded by Mr. Erny: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision for the Resubdivision of Tracts B-1, B-3, & E-2 into Tracts B-3-A, B-3-B, B-3-C, & E-2-A, Estate of Carrol J. Matherne conditioned upon center natural ground elevations being depicted on the plat, submittal of all utility letters, and obtain a rear yard variance from the Board of Adjustment or revise the plat to comply with setback requirements."
- g) Discussion was held with regard to ingress/egress and shared driveways. It was determined that at this time, one owner owned all of the property involved in the application and was just leasing out divided parcels.

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

I. APPLICATIONS:

1. The Chairman called to order an application by Professional Construction & Leasing, L.L.C. requesting final approval for Process C, Major Subdivision, for Acadian Pointe Subdivision, Phase A.
  - a) Ms. Joan Schexnayder, on behalf of the Terrebonne Parish Engineering Division, read a memo dated December 15, 2017 with regard to the punch list items for the development [See *ATTACHMENT A*].
  - b) Mr. John Daigle, David A. Waitz Engineering & Surveying, Inc., stated they would comply/resolve all punch list items and requested 60 days for completion.
  - c) Mr. Erny moved, seconded by Mr. Thibodeaux: "THAT the HTRPC grant final approval of the application for Process C, Major Subdivision, for Acadian Pointe Subdivision, Phase A conditioned upon the Developer complying/resolving all punch list items per the Terrebonne Parish Engineering Division's memo dated December 15, 2017 and allow 60 days for completion [See *ATTACHMENT A*]."

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

J. STAFF REPORT:

1. Mr. Pulaski discussed the 2017 American Planning Association's Louisiana Chapter Conference to be held in New Orleans and asked about sponsorship.
  - a) Mr. Freeman indicated he looked at it at the beginning of the year when Houma was the host and stated the Commission would have to show that they received equivalent value of the sponsorship in return and didn't see how that could be done.
  - b) Mr. Pulaski stated that instead, the Commission authorized and paid for attendance from all of the Commissioners as a way of "sponsoring" the event and suggested they do the same in 2017.
  - c) Mr. Thibodeaux moved, seconded by Mr. Erny: "THAT the HTRPC, authorize and pay for all Commissioners to attend the 2017 American Planning Association's Louisiana Chapter Conference in New Orleans."

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

K. ADMINISTRATIVE APPROVALS:

Mr. Erny moved, seconded by Mr. Kelley: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-4."

1. Revised Lots 7 & 8 of Block 2, A Redivision of Revised Lots 7 & 8, Lewis Subdivision, Section 102, T17S-R17E, Terrebonne Parish, LA
2. Lot Line Shift of 1.107 Acres Boundary Survey & 35' Wide Easement, Section 84, T16S-R17E, Terrebonne Parish, LA
3. Redivision of Property belonging to Dwayne Bourg, et ux, Gerald Porche, et al & Beverly P. Cadiere, Section 59, T16S-R17E, Terrebonne Parish, LA
4. Lot Line Shift between Lots 32 and 33, South Ellendale Estates Subdivision, Sections 72 & 81, T17S-R16E, Terrebonne Parish, LA

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

L. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee: None.

M. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:

a) Mr. Cehan thanked everyone for a great year and wished everyone a Merry Christmas and a Happy New Year.

2. Chairman's Comments:

a) The Chairman thanked everyone for another year as Chairman.

N. PUBLIC COMMENTS: None.

O. Mrs. Falgout moved, seconded Mr. Erny: "THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 6:57 p.m."

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

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



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



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

**TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT**

December 15, 2016

**TO: Christopher M. Pulaski**

**FROM: Joan E. Schexnayder, P.E. *JES***  
**Staff Engineer**

**SUBJECT: Acadian Pointe 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. Silt fencing should be removed once the grass begins to grow.
2. A sewer connection charge agreement must be executed, with fees remitted.
3. Concrete panels that were replaced due to construction need to be sealed.
4. Shoulder along Laban Avenue needs to be repaired.
5. A fire hydrant is not installed.
6. No approval from waterworks.

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

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

Saltwater Fishing Capital of the World®