

## MINUTES

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

#### MEETING OF JUNE 21, 2018

- A. The Chairman, Dr. L.A. “Budd” Cloutier, Jr., Chairman, called to order the regular meeting of June 21, 2018 of the Houma-Terrebonne Regional Planning Commission (HTRPC) at 6:04 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mr. Wayne Thibodeaux.
- B. Upon Roll Call, present were: Mr. Joseph “Joey” Cehan; Dr. L.A. “Budd” Cloutier, Jr., Chairman; Mrs. Angi Falgout, Secretary/Treasurer; 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 was: Mr. James Erny. 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. Cehan moved, seconded by Mrs. Falgout: “THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of May 17, 2018.”  
The Chairman called for a vote on the motion offered by Mr. Cehan. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Erny. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Mrs. Falgout moved, seconded by Mr. Ostheimer: “THAT the HTRPC emit payment for the June 21, 2018 invoices and approve the Treasurer’s Report of May 2018.”  
The Chairman called for a vote on the motion offered by Mrs. Falgout. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Erny. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. COMMUNICATIONS:
1. Mr. Pulaski read a letter from Keneth L Rembert Land Surveyors requesting to withdraw Item G.1 with regard to Revised “D-1” & Lots 1 thru 4, A Redivision of Tract “D-1”, Property belonging to S & A Capital Investments, L.L.C. [See *ATTACHMENT A*].
    - a) Mr. Thibodeaux moved, seconded by Mrs. Falgout: “THAT the HTRPC withdraw the application for Process D, Minor Subdivision, for Revised “D-1” & Lots 1 thru 4, A Redivision of Tract “D-1”, Property belonging to S & A Capital Investments, L.L.C. [See *ATTACHMENT A*] as per the Developer’s request.”  
The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Erny. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
  2. Mr. Pulaski read an email from Leonard Chauvin P.E., P.L.S., Inc. requesting to table Item G.4 with regard to the Division of Lot 2 of the Estate of Mrs. H.L. Smith, et al to create Lots 2A & 2B until the next regular meeting of July 19, 2018 [See *ATTACHMENT B*].
    - a) Mr. Thibodeaux moved, seconded by Mrs. Falgout: “THAT the HTRPC table the application for Process D, Minor Subdivision, for the Division of Lot 2 of the Estate of Mrs. H.L. Smith, et al to create Lots 2A & 2B until the next regular meeting of July 19, 2018 as per the Developer’s request [See *ATTACHMENT B*].”  
The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Erny. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

G. APPLICATIONS:

1. WITHDRAWN. Revised "D-1" & Lots 1 thru 4, A Redivision of Tract "D-1", Property belonging to S & A Capital Investments, L.L.C. [See ATTACHMENT A]
2. The Chairman called to order the Public Hearing for an application by Abby-Ashland, L.L.C. requesting approval for Process A, Re-Subdivision, for the Redivision of Lots 11, 12, 24, and 25, Block 7, Phase II, Ashland North Subdivision.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property. He requested a variance from the 50 x 50 box requirement.
- b) Discussion was held with regard to placing a stipulation on the plat indicating only single-wide mobile homes be placed on the lots and no double-wides.
- c) No one from the public was present to speak.
- d) 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, Mrs. Foret, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Erny. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- e) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided the variance from the 50 x 50 box requirement was granted, applicant place a note on the plat stating "Individual lots shall allow for placement of only single-wide mobile homes. Multiple adjacent lots may be utilized for placement of double-wide mobile homes or frame houses," submittal of all utility letters, and installation of sewer taps.
- f) Discussion was held with regard to only one mobile home being placed on each lot and two would require mobile home park approval. Discussion ensued with regard to density because of the smaller lots and setbacks being included on the plat.
- g) Mr. Ostheimer moved, seconded by Mr. Thibodeaux: "THAT the HTRPC grant approval of the application for Process A, Re-Subdivision, for the Redivision of Lots 11, 12, 24, and 25, Block 7, Phase II, Ashland North Subdivision with a variance granted from the 50 x 50 box requirement and conditioned upon a note on the plat stating "Individual lots shall allow for placement of only single-wide mobile homes. Multiple adjacent lots may be utilized for placement of double-wide mobile homes or frame houses," submittal of all utility letters, installation of sewer taps, and 30' front yard setback and 10' side yard setback note be placed on the plat."
- h) Discussion was held with regard to drainage calculations that were already submitted and approved and that each individual lot shall provide for *only* one single-wide mobile home.

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

3. The Chairman called to order the Public Hearing for an application by Linton Road Company, LLC requesting conceptual and preliminary approval for Process C, Major Subdivision, for Belmont Place.

- a) Mr. Gene Milford, Milford & Associates, Inc., discussed the location and division of property.
- b) The Chairman recognized Mr. Tab Benoit, 227 Ouiski Bayou Drive, who expressed concerns of the type of housing and possible devaluation of his property.
- c) It was clarified that the property was zoned as single-family residential and no mobile homes would be allowed and that the Developer could place covenant restrictions on the property as well.
- d) Mr. Kelley moved, seconded by Mr. Cehan: "THAT the Public Hearing be closed."

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

- e) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval with no conditions.
- f) Discussion was held with regard to the proposed pump station in the area to include Ouiski Bayou residents to help with drainage issues and flooding. Discussion ensued with regard to ownership of Ouiski Bayou and the property lines extending to the middle of the bayou.
- g) Mr. Kelley moved, seconded by Mr. Cehan: "THAT the HTRPC grant conceptual and preliminary approval of the application for Process C, Major Subdivision, for Belmont Place."

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

- 4. TABLED. Division of Lot 2 of the Estate of Mrs. H.L. Smith, et al to create Lots 2A & 2B [See *ATTACHMENT B*]
- 5. The Chairman called to order the application by Gem Builders, LLC requesting engineering approval for Process C, Major Subdivision, for Evangeline Estates, Phase A.
  - a) Ms. Joan Schexnayder, on behalf of the TPCG Engineering Division, read the memo concerning the punch list items dated June 14, 2018 [See *ATTACHMENT C*].
  - b) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., representing the Developer, stated they would comply/resolve all of the punch list items.
  - c) Discussion was held with regard to the architectural drawings received only accounting for one property layout and not both. Discussion ensued with regard to the subdivision regulation requirements as far as drawings received and it being an incomplete application.
  - d) Mr. Ostheimer moved, seconded by Mr. Thibodeaux: "THAT the HTRPC table the engineering application for Process C, Major Subdivision, for Evangeline Estates, Phase A until the next regular meeting of July 19, 2018."

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

*Angi Falgout left the meeting at this time – 6:55 p.m.*

#### H. STAFF REPORT:

- 1. Discussion was held with regard to whether the Planning Commission members should be using the IRS Standard Rate of \$.545 that the Parish Council uses or the Parish Administration/Employee rate of \$.315.
  - a) The standard procedure and consideration of a new policy was discussed. Mr. Freeman indicated that the Planning Commission was not bound to the Parish rules and they could adopt their own policy with regard to mileage reimbursement.
  - b) Mr. Thibodeaux moved, seconded by Mr. Cehan: "THAT the HTRPC adopt the standard mileage rate of \$.545 as set by the Internal Revenue Service for personal travel reimbursement for approved out of town meetings."

The Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Cehan, Mrs. Falgout, Mr. Kelley, Mr. Kurtz, Mr. Ostheimer, and Mr. Thibodeaux; NAYS: Mrs. Foret; ABSTAINING: Dr. Cloutier; ABSENT: Mr. Erny. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

2. Mr. Pulaski discussed possible revisions to the application and comment issuance deadlines related to Process C Engineering Phase and Final Approval Phase. He suggested bringing the matter to the HTRPC Subdivision Regulations Review Committee to be held July 12 at 3:30 p.m. to discuss in further detail. He indicated the problems with the submittal deadline and the time frame to get input from outside agencies. The deadline for engineering and final phases would be 21 days rather than the 17 that would still be in effect for conceptual and preliminary submittals.
  - a) The Chairman expressed the desire to get the letters from engineering in a timelier manner rather than the day of the meeting if the deadlines were to change.
3. Mr. Pulaski discussed Administrative Approvals and the current administration's desire to encourage development and more stream-lined procedures. He discussed possibly allowing the creation of five lots or fewer to be handled administratively rather than going to the full commission for review and consideration.
  - a) Discussion was held with regard to the best interest of the public to be able to have a voice on property divisions.
  - b) Discussion ensued with regard to raw land divisions and trying to stop permits getting approved for raw land property inadvertently. Addressing of raw land lots would be helpful to include in the permit system that would flag the address and not allow a permit to be approved without going back to the Commission for a minor subdivision.
  - c) Mr. Pulaski stated they could discuss the matter further at the next Subdivision Regulations Review Committee meeting.

I. ADMINISTRATIVE APPROVALS:

Mr. Ostheimer moved, seconded by Mr. Thibodeaux: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-3."

1. Lot Line Shift between property belonging to Melodie Gilbert & Lot 13, Block 2 of Bent Place Subdivision, Section 4, T17S-R17E, Terrebonne Parish, LA
2. Revised Tract "C", A Redivision of Property belonging to Melvin P. Malbrough, et al, Section 32, T18S-R17E, Terrebonne Parish, LA
3. Revised Tracts "C" & "D", Property belonging to A.K.C.C. Holdings, L.L.C. and S & A Capital Investments, L.L.C., Sections 7 & 8, T16S-R17E, Terrebonne Parish, LA

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

J. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee:
  - a) A meeting will be scheduled for Thursday, July 12, 2018 at 3:30 p.m.

K. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:
  - a) Mr. Ostheimer discussed Mr. Heck having to place restrictions on the plat for the redivision in Ashland North Subdivision versus covenant restrictions.
2. Chairman's Comments:
  - a) The Chairman expressed the importance of architectural drawings being submitted with PUD applications for the Planning Commission to review.

L. PUBLIC COMMENTS:

1. The Chairman recognized Ms. Louise Bourg, 204 North Project Road, who expressed concerns of the Minor Subdivision on Horseshoe Road (Division of Lot 2 of the Estate of Mrs. H.L. Smith, et al to create Lots 2A & 2B) to include added traffic to a minor road, no road shoulder, driveway too close to a 4-way stop, trash and debris on the property and neighbor's property, muddy roads and driveways, and the plat not showing a 20' drainage servitude.

M. Mr. Kelley moved, seconded Mr. Cehan: “THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 7:23 p.m.”

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

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

Item G.1.

*Keneth L. Rembert*

LAND SURVEYORS

since 1973

635 SCHOOL ST. HOUMA, LA. 70360  
985-879-2782 (FAX) 985-879-1641

June 15, 2018

Houma-Terrebonne Planning & Zoning  
P. O. Box 1446  
Houma, LA 70361

Att: Mr. Chris Pulaski:

Re: APPLICATIONS- Item 1: Revised Tract "D-1" and Lots 1 thru 4 of Tract "D-1", property of  
S & A Capital Investments, L.L.C.

Dear Chris:

Please remove the above item from the agenda for the meeting of June 21, 2018.

Thank you.

Sincerely,

  
Kenneth L. Rembert

KLR/apr

**From:** Christopher Pulaski  
**Sent:** Thursday, June 21, 2018 10:44 AM  
**To:** Becky Becnel  
**Subject:** Fwd: Fire Hydrant  
**Attachments:** RevLtr - Div Lot 2 Estate of H L Smith.pdf; ATT00001.htm

Request to table.

Begin forwarded message:

**From:** Tre Chauvin <tre@ljcpe.com>  
**Date:** June 21, 2018 at 10:26:50 AM CDT  
**To:** 'Christopher Pulaski' <cpulaski@tpcg.org>  
**Subject:** RE: Fire Hydrant

Chris,

Please table this item until the July meeting. This should give us sufficient time to get the fire hydrant installed and get approval from engineering. Give me a call if you have any questions.

Sincerely,

Tre' Chauvin  
 LEONARD CHAUVIN P.E., P.L.S. INC.  
 Phone: (985) 449-1376  
 Fax: (985) 449-1050

**From:** Christopher Pulaski [mailto:cpulaski@tpcg.org]  
**Sent:** Wednesday, June 20, 2018 9:15 AM  
**To:** Tre Chauvin <tre@ljcpe.com>  
**Subject:** RE: Fire Hydrant

I have seen PC grant conditional approval for fire hydrant install, and I would be ok recommending that for this application as well if it were just the hydrant. However, since there is still engineering that needs to be resolved, I am recommending that it be tabled.

Christopher M. Pulaski, PLA  
 Terrebonne Parish Planning & Zoning  
 (985) 873-6569  
[cpulaski@tpcg.org](mailto:cpulaski@tpcg.org)  
 "Saltwater Fishing Capital of the World"

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**From:** Tre Chauvin [mailto:tre@ljcpe.com]  
**Sent:** Wednesday, June 20, 2018 9:12 AM  
**To:** Christopher Pulaski  
**Subject:** RE: Fire Hydrant





TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT

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

P.O. BOX 2768  
HOUMA, LOUISIANA 70361

June 14, 2018  
1<sup>st</sup> Review  
Item No. G-5

TO: Christopher M. Pulaski  
FROM: Joan E. Schexnayder, P.E. *JES*  
SUBJECT: Evangeline Estates Ph. A  
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. 24.7.6.2.6 Does not conform to the SDDM:
  - a. V.A.3 The length of the drainpipes are not shown on the profile.
  - b. V.A.3 Servitude is not labeled on the plan/profile.
  - c. V.A.4 Servitude is not labeled on the drainage plan.
  - d. V.A.6 All lots are not graded to drain to the street or to major drainage artery. The HTRPC can allow a portion to drain to the rear if drainage to the rear is to be dedicated provided that it does not exceed 60% of the total depth of lots up to 225 feet. These lots qualify for the exception. The developer's engineer has requested this exception.
  - e. V.A.8 An addition cross section is required between lots 5 & 6 block 1.
  - f. V.A.8 Cross section 1 & 2 are not shown to the property line.
  - g. V.B.12 The HYDR6020 for Rue Des Affaires does not match the plans. Line 92 is missing 100 feet of pipe and lines 80-86 are missing 12 feet of pipe.
2. 24.5.4.6.7 Approval letters should be provided from the following utilities:
  - a. Waterworks
  - b. Department of Health and Hospitals for water and sewer
  - c. Pollution Control
3. 24.7.5.2 Approval from TPCG Utilities for street lights should be provided.

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.

JES/bbd

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

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