

**MINUTES**  
**HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION**  
**MEETING OF DECEMBER 16, 2021**

- A. The Vice-Chairman, Mr. Robbie Liner, called the meeting of December 16, 2021 of the HTRPC to order at 6:03 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Mr. Thibodeaux and the Pledge of Allegiance led by Ms. Ellender. The Chairman was unable to make the meeting.
- B. Upon Roll Call, present were: Mr. Ross Burgard; Ms. Rachael Ellender, Secretary/Treasurer; Rev. Corion Gray; Mr. Robbie Liner, Vice-Chairman; Mr. Jan Rogers; Mr. Barry Soudelier; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call was: Mr. Kyle Faulk, Chairman. Also present were Mr. Christopher Pulaski, Director, Department of Planning & Zoning, Ms. Joan Schexnayder, TPCG Engineering Division; and Mr. Derick Bercegeay, Legal Advisor.
- C. **CONFLICTS DISCLOSURE:** The Vice-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 himself or herself from participating in the debate, discussion, and voting on that matter.
- D. **APPROVAL OF THE MINUTES:**
1. Mr. Rogers moved, seconded by Mr. Burgard: “THAT the HTRPC accept the minutes as written, for the Regional Planning Commission for the regular meeting of November 18, 2021.”
- The Vice-Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Ms. Ellender moved, seconded by Mr. Soudelier: “THAT the HTRPC remit payment for the December 16, 2021 invoices and approve the Treasurer’s Report of November 2021.”
- The Vice-Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.
1. Ms. Ellender moved, seconded by Mr. Thibodeaux: “THAT the HTRPC accept and approve the proposed 2022 Budget.”
- The Vice-Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. **ANNUAL ORGANIZATIONAL MEETING:**
1. Ms. Ellender moved, seconded by Rev. Gray: “THAT the HTRPC ratify the acceptance of Martin & Pellegrin, CPAs for the 2021 Audit per the 3-year Engagement approved December 2019.”
- The Vice-Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.
2. Election of Officers for 2022:
- a) Mr. Burgard nominated Mr. Robbie Liner for the position of Chairman.
- (1) Mr. Soudelier moved, seconded by Mr. Rogers: “THAT the nominations for the position of Chairman be closed and Robbie Liner be elected as Chairman by acclamation.”
- The Vice-Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.
- b) Rev. Gray nominated Ms. Rachael Ellender and Ms. Ellender nominated Mr. Jan Rogers for the position of Vice-Chairman.

- (1) Mr. Soudelier moved, seconded by Mr. Burgard: “THAT the nominations for the position of Vice-Chairman be closed and Jan Rogers be elected as Vice-Chairman by acclamation.”

The Vice-Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

- c) Mr. Soudelier nominated Ms. Rachael Ellender for the position of Secretary/Treasurer.

- (1) Mr. Rogers moved, seconded by Mr. Soudelier: “THAT the nominations for the position of Secretary/Treasurer be closed and Rachael Ellender be elected as Secretary/Treasurer by acclamation.”

The Vice-Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

G. COMMUNICATIONS: None.

H. OLD BUSINESS:

Ms. Ellender moved, seconded by Mr. Soudelier: “THAT the Old Business be removed from the table and be considered at this time.”

The Vice-Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

1. The Vice-Chairman called to order the application by Leonard J. Folsie for Process D, Minor Subdivision, for Lots 11-A thru 11-C. A Redivision of Lot 11 of Barrios Subdivision #2.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, stated that due to an application mishap, the variance requested for the fire hydrant distance was not published on the agenda accordingly and the matter would have to be tabled again.

- b) Mr. Pulaski discussed the Staff Report and stated that Staff would recommend consideration of Lot 11-B be tabled due to the fire hydrant variance not being published and a note being placed on the plat indicating Lot 11-B is not approved by HTRPC at this time; however, recommend that Lots 11-A & 11-C be conditionally approved provided municipal addresses are placed on the plat.

- c) Mr. Rogers moved, seconded by Ms. Ellender: “THAT the HTRPC table a portion of the application for Process D, Minor Subdivision, with regard to the consideration of Lot 11-B until the next regular meeting of January 20, 2022, as per the Developer’s request along with a note on the plat indicating Lot 11-B is not approved by the HTRPC at this time and grant approval of the portion of the application with regard to Lots 11-A & 11-C conditioned upon the municipal addresses being depicted on the plat.”

The Vice-Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

I. APPLICATIONS / NEW BUSINESS:

1. The Vice-Chairman called to order the Public Hearing for an application by Bon Villa Mobile Home Park, LLC requesting conceptual & preliminary approval for Process B, Mobile Home Park, for Bon Villa Mobile Home Park, Phase 2.

- a) Mr. Gene Milford, Milford & Associates, Inc., discussed the location, division of property, and expansion of the mobile home park.

- b) There was no one present to speak on the matter.

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

The Vice-Chairman called for a vote on the motion offered by Mr. Thibodeaux. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend approval with no conditions.

- e) Mr. Soudelier moved, seconded by Rev. Gray: “THAT the HTRPC grant approval of the conceptual & preliminary application for Process B, Mobile Home Park, for Bon Villa Mobile Home Park, Phase 2.”

The Vice-Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

- 2. The Vice-Chairman called to order the Public Hearing for an application by Marfo, Inc. for Process D, Minor Subdivision, for the Division of Property belonging to Martin P. Folse and Bradley Doyle into Lot 1, Lot 2, and Bradley Doyle Revised.

- a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., discussed the location and division of property.

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

- c) Mr. Rogers moved, seconded by Ms. Ellender: “THAT the Public Hearing be closed.”

The Vice-Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend tabling the application to allow time for the submittal of as-builts for Folse Drive extension for TPCG Engineering’s review and approval, confirmation of fire hydrant distance to be depicted on the plat, submittal of all utility service availability letters, municipal addresses be depicted on the plat, and location and depiction of at least one permanent type benchmark be depicted on the plat.

- e) Mr. Thibodeaux moved, seconded by Ms. Ellender: “THAT the HTRPC table the application for Process D, Minor Subdivision, for the Division of Property belonging to Martin P. Folse and Bradley Doyle into Lot 1, Lot 2, and Bradley Doyle Revised until the next regular meeting of January 20, 2022.

- f) Mr. Waitz questioned the application being tabled because the as-built drawings were submitted and worked out with the Parish Manager. Calls were made and determined that to be accurate.

- g) Mr. Thibodeaux withdrew his motion.

- h) Mr. Rogers moved, seconded by Mr. Soudelier: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for the Division of Property belonging to Martin P. Folse and Bradley Doyle into Lot 1, Lot 2, and Bradley Doyle Revised conditioned upon confirmation of fire hydrant distance to be depicted on the plat, submittal of all utility service availability letters, municipal addresses be depicted on the plat, and location and depiction of at least one permanent type benchmark be depicted on the plat.”

The Vice-Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner & Mr. Thibodeaux; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

- 3. The Vice-Chairman called to order the Public Hearing for an application by Bonnie Blanchard Cenac for Process D, Minor Subdivision, for the Survey and Division of Tract 4 belonging to the Seth Louis Cenac Trust, et al into Tract 4A and Tract 4B.

a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., discussed the location and division of property. He stated that he needed to request a variance for the fire hydrant distance allowance and would like to table the matter after the public hearing is held.

b) There was no one present to speak on the matter.

c) Mr. Burgard moved, seconded by Ms. Ellender: "THAT the Public Hearing be closed."

The Vice-Chairman called for a vote on the motion offered by Mr. Burgard. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

d) Mr. Rogers moved, seconded by Mr. Burgard: "THAT the HTRPC table the application for Process D, Minor Subdivision, for the Survey and Division of Tract 4 belonging to the Seth Louis Cenac Trust, et al into Tract 4A and Tract 4B until the next regular meeting of January 20, 2022 as per the Developer's request."

The Vice-Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

J. STAFF REPORT:

1. Staff indicated that the only members who had not yet completed the Ethics Training were Mr. Burgard, Rev. Gray, and Mr. Liner and only two members, Mr. Burgard and Mr. Faulk had not completed the harassment training.

K. ADMINISTRATIVE APPROVAL(S):

Ms. Ellender moved, seconded by Mr. Soudelier & Mr. Thibodeaux: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-6."

1. Revised Lot 12, A Redivision of Lots 11 & 12, Block 2 of Hillcrest Estates, Section 101 & 144, T15S-R16E, Terrebonne Parish, LA
2. Revised Tracts 3, 4, & 5, A Redivision of Revised Tracts 3 & 4, and Tract 5 belonging to Guy A. Lirette, et al, Section 32, T18S-R17E, Terrebonne Parish, LA
3. Tracts W-X-Y-Z-W and Z-W-X-OO-PP-QQ-RR-SS-TT-UU-VV-Z, Property of Enterprise Capital, LLC, et al, Section 101, T17S-R17E, Terrebonne Parish, LA
4. Revised Lots 14 & 16, Former Steve Hebert et al Subdivision, Section 6, T17S-R18E, Terrebonne Parish, LA
5. Tract "A", Property of Michael A. Thomas, et ux, Section 11, T17S-R16E, Terrebonne Parish, LA
6. Tracts Z-W-OO-NN-Z ad Z-NN-PP-QQ-RR-SS-TT-UU-VV-WW-Z, A Redivision of Tracts W-X-Y-Z-W and Z-W-X-OO-PP-QQ-RR-SS-TT-UU-VV-Z, Property of Enterprise Capital, L.L.C., et al, Sections 5 & 101, T17S-R17E, Terrebonne Parish, LA

The Vice-Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

L. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee: None.

M. COMMISSION COMMENTS:

1. Planning Commissioners' Comments: None.

2. Vice-Chairman's Comments: None.

N. PUBLIC COMMENTS: None.

O. Mr. Rogers moved, seconded by Mr. Soudelier: “THAT there being no further business to come before the HTRPC, the meeting be adjourned at 6:25 p.m.”

The Vice-Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Rev. Gray, Mr. Rogers, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Faulk. THE VICE-CHAIRMAN DECLARED THE MOTION ADOPTED.

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