

**MINUTES**  
**HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION**  
**MEETING OF DECEMBER 19, 2024**

- A. The Chairman, Mr. Robbie Liner, called the meeting of December 19, 2024 of the HTRPC to order at 6:03 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mr. Terry Gold.
- B. Upon Roll Call, present were: Mr. Michael Billiot; Mr. Terry Gold; Mr. Robbie Liner, Chairman; Mr. Clarence McGuire; Mrs. Angele Poiencot; Mr. Jan Rogers, Vice-Chairman; Mr. Travion Smith; and Mr. Barry Soudelier, Secretary/Treasurer. Absent at the time of Roll Call was: Mr. Wayne Thibodeaux. Also present were Mr. B.J. Schmill, Department of Planning & Zoning; Ms. Joan Schexnayder, TPCG Engineering Division; and Mr. Derick Bercegeay, Legal Advisor. *Mr. Pulaski was unable to attend the meeting.*
- 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 himself or herself from participating in the debate, discussion, and voting on that matter. *There were no conflicts to disclose.*
- D. **APPROVAL OF THE MINUTES:**
1. Mr. Rogers moved, seconded by Mr. Smith: “THAT the HTRPC accept the minutes as written, for the Regional Planning Commission for the regular meeting of November 21, 2024.”  
  
The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Mr. Soudelier moved, seconded by Mr. Rogers: “THAT the HTRPC remit payment for the December 19, 2024 invoices and approve the Treasurer’s Report of November 2024.”  
  
The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. Mr. Soudelier moved, seconded by Mr. Smith: “THAT the HTRPC approved the proposed budget for 2025.”  
  
The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. **ANNUAL ORGANIZATIONAL MEETING:**
1. Mr. Soudelier moved, seconded by Mr. Rogers: “THAT the HTRPC ratify the acceptance of Martin & Pellegrin, CPAs for the 2024 audit per the 3-year engagement approved December 2022 for years 2022, 2023, & 2024.”  
  
The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
  2. Mrs. Poiencot moved, seconded by Mr. Billiot & Mr. Gold: “THAT the HTRPC nominate and elect the current officers to remain in their positions for 2025; Mr. Robbie Liner, Chairman; Mr. Jan Rogers, Vice-Chairman; and Mr. Barry Soudelier, Secretary/Treasurer.”  
  
The Chairman called for a vote on the motion offered by Mrs. Poiencot. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- G. **COMMUNICATION(S):**
1. Mr. Schmill read a letter from Keneth L. Rembert Land Surveyors requesting to withdraw Item H.1 regarding Low Land Construction Co., LLC [See *ATTACHMENT A*].

- a) Mr. Smith moved, seconded by Mrs. Poiencot: “That the HTRPC withdraw the Process D, Minor Subdivision, for Tracts “A” & “B,” A Redivision of Tract C-D-F-K-R-S-T-U-C belonging to Low Land Construction Co., LLC as per the Developer’s request [See *ATTACHMENT A*].”

The Chairman called for a vote on the motion offered by Mr. Smith. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

H. OLD BUSINESS:

1. *WITHDRAWN* Tracts “A” & “B,” A Redivision of Tract C-D-F-K-R-S-T-U-C belonging to Low Land Construction Co., Inc. [See *ATTACHMENT A*]

I. APPLICATIONS / NEW BUSINESS:

1. The Chairman called to order the application by Onshore Materials, LLC requesting final approval for Process C, Major Subdivision, for Imperial Landing Subdivision, Phase D.

- a) Mr. Stephen Waitz, David A. Waitz Engineering & Surveying, Inc., stated they were requesting final approval.
- b) Ms. Joan Schexnayder, TPCG Engineer, read a memo, dated December 19, 2024, regarding the punch list items for the development [See *ATTACHMENT B*].
- c) Mr. Schmill discussed the Staff Report and stated Staff would recommend conditional approval provided the applicant agrees to meet all the items on the TPCG Engineering Division’s punch list.
- d) Mr. Waitz stated they would comply/resolve all punch list items.
- e) Mr. Soudelier moved, seconded by Mr. Smith: “THAT the HTRPC grant final approval of Process C, Major Subdivision, for Imperial Landing Subdivision conditioned upon the Developer complying/resolving all punch list items per TPCG Engineering Division’s memo dated December 19, 2024 [See *ATTACHMENT B*].”

The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

J. STAFF REPORT:

1. The Commissioners who had completed the Ethics Training and Sexual Harassment Training were acknowledged and the ones who had not yet completed the trainings were encouraged to complete by the end of 2024.
2. The next National Planning Conference is going to be held in Denver, Colorado March 29-April 1, 2025 and online April 23-25, 2025. The matter will be placed on the January agenda for Commissioner approval to attend if so desired.

K. ADMINISTRATIVE APPROVAL(S):

Mr. Rogers moved, seconded by Mrs. Poiencot: “THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-2.”

1. Revised Lots 9 & 10, A Redivision of Lots 9 & 10, Block 5 of Luke Subdivision belonging to Robert P. Chouest, et al; Section 105, T17S-R17E, Terrebonne Parish, LA (1500 & 1502 Maxine Street / Councilman Charles "Kevin" Champagne, District 5)
2. Tract "A-1" & Revised Tract 2, A Redivision belonging to Lionel P. Falgout, et al; Section 10, T17S-R18E, Terrebonne Parish, LA (Nolan Street & Highway 24 / Councilman Steve Trosclair)

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

L. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee: None.

M. COMMISSION COMMENTS:

1. Planning Commissioners' Comments: None.
2. Chairman's Comments: None.

N. PUBLIC COMMENTS: None.

- O. Mr. Smith moved, seconded Mr. Billiot & Mr. Rogers: "THAT there being no further business to come before the HTRPC, the meeting be adjourned at 6:12 p.m."

The Chairman called for a vote on the motion offered by Mr. Smith. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.



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

Keneth L. Rembert

LAND SURVEYORS

since 1973

635 SCHOOL ST. HOUMA, LA. 70360  
985- 879-2782 EMAIL [KLR SURVEYORS@AOL.COM](mailto:KLR SURVEYORS@AOL.COM)

December 19, 2024

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

Att: Mr. Chris Pulaski:

Re: Tabled Old Business- Item No. 1 Tracts "A" & "B", Low Land Construction

Dear Chris:

Please let this letter serve as a request to allow the above item to be removed from further consideration.

Thank you.

Sincerely,



Keneth L. Rembert

KLR/apr



TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT

P.O. BOX 2768 • HOUMA, LOUISIANA 70361  
985-868-5050 • WWW.TPCG.ORG



December 19, 2024

TO: **Christopher M. Pulaski**

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

SUBJECT: **Imperial Landing Phase D**  
**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. Drainage:
  - a. Monroe St.
    1. Sta. 1+67.31, item 77, CB-02 LF, reseal top, grout voids around 30" pipe.
  - b. Core Dr.
    1. Sta. 5+91.18, item 7, CB-02 Rt., reseal top, grout voids around 18" pipe.
    2. Sta. 5+91.18, item 43, CB-01 LF., grout voids around 18" pipe.
    3. Sta. 7+58.10, item 41, CB-01 LF., reseal top.
2. Roads:
  - a. Core Drive
    1. Cracked curbs: Lot 1, 7, 10, 11, 17, 21, & 24
    2. Cracked panels: Lot 13, 19 & in both cul-de-sacs
    3. All-way plaques need to be added to the stop signs
3. Utilities:
  - a. No lights installed.

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

cc: Jacob A. Waitz, P.E., L.S.I. (email)  
Utilities (email)  
Planning Commission (email)  
Engineering Division  
Reading File (electronic)  
Council Reading File (electronic)