

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION
MEETING OF DECEMBER 21, 2023

- A. The Chairman, Mr. Robbie Liner, called the meeting of December 21, 2023 of the HTRPC to order at 6:13 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Mr. Thibodeaux and the Pledge of Allegiance led by Mr. Travion Smith.
- B. Upon Roll Call, present were: Mr. Ross Burgard; Mr. Robbie Liner, Chairman; Mr. Clarence McGuire; Mr. Jan Rogers, Vice-Chairman; Mr. Travion Smith; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call were: Ms. Rachael Ellender, Secretary/Treasurer and Mr. Barry Soudelier. Also present were Mr. Christopher Pulaski, Director, Department of Planning & Zoning; Ms. Joan Schexnayder, TPCG Engineering Division; and Mr. Derick Bercegeay, Legal Advisor. *There were only eight (8) active members due to Mr. Kyle Faulk's position not being filled.*
- 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 report.*
- 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 16, 2023."
- The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Mr. McGuire, Mr. Rogers, Mr. Smith, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Ms. Ellender and Mr. Soudelier. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Mr. Rogers moved, seconded by Mr. Burgard: "THAT the HTRPC remit payment for the December 21, 2023 invoices and approve the Treasurer's Reports of November 2023."
- The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Mr. McGuire, Mr. Rogers, Mr. Smith, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Ms. Ellender and Mr. Soudelier. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. Mr. Rogers moved, seconded by Mr. Burgard: "THAT the HTRPC accept and approve the proposed 2024 Budget."
- The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Mr. McGuire, Mr. Rogers, Mr. Smith, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Ms. Ellender and Mr. Soudelier. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. **ANNUAL ORGANIZATIONAL MEETING:**
1. Mr. Rogers moved, seconded by Mr. Burgard: "THAT the HTRPC ratify the acceptance of Martin & Pellegrin, CPAs for the 2023 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. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Mr. McGuire, Mr. Rogers, Mr. Smith, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Ms. Ellender and Mr. Soudelier. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
2. Election of Officers:
- a) Mr. Rogers nominated Mr. Robbie Liner for the position of Chairman.
- (1) Mr. Rogers moved, seconded by Mr. Burgard: "THAT nominations for the position of Chairman be closed."
- The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Mr. McGuire, Mr. Rogers, Mr. Smith, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Ms. Ellender and Mr. Soudelier. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

- (2) Mr. Rogers moved, seconded by Mr. Burgard: “THAT Mr. Robbie Liner be elected as Chairman by acclamation.”

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

- b) Mr. Burgard nominated Mr. Jan Rogers for the position of Vice-Chairman.

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

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

- (2) Mr. Burgard moved, seconded by Mr. McGuire: “THAT Mr. Jan Rogers be elected as Vice-Chairman by acclamation.”

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

- c) Mr. Rogers nominated Mr. Ross Burgard for the position of Secretary/Treasurer.

- (1) Mr. Rogers moved, seconded by Mr. McGuire: “THAT nominations for the position of Secretary/Treasurer be closed.”

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

- (2) Mr. Rogers moved, seconded by Mr. Smith: “THAT Mr. Ross Burgard be elected as Secretary/Treasurer by acclamation.”

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

G. COMMUNICATIONS:

1. Mr. Pulaski read a letter from Keneth L. Rembert Land Surveyors dated December 21, 2023 requesting to table Item H.2 regarding the Eric Newman property until the next regular meeting [See *ATTACHMENT A*].”

- a) Mr. Rogers moved, seconded by Mr. Burgard: “THAT the HTRPC continue the Public Hearing and table the application by Eric Newman and Monique Savoy for Process D, Minor Subdivision, for the Survey of 30.75 acre tract belonging to Eric A. Newman, et al formerly being a portion of property belonging to Ellender Land, L.L.C. until the next regular meeting of January 18, 2024 as per the Developer’s request [See *ATTACHMENT A*].”

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

H. OLD BUSINESS:

- Mr. Rogers moved, seconded by Mr. Thibodeaux: “THAT Old Business be removed from the table and be considered at this time.”

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

1. The Chairman called to order an application by Evangeline Business Park, LLC requesting final approval for Process C, Major Subdivision, for Evangeline Oaks Subdivision.
 - a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., was present to represent the application.
 - b) Ms. Joan Schexnayder, TPCG Engineer, read a memo dated December 21, 2023 regarding the punch list items for the subdivision [See *ATTACHMENT B*].
 - c) Mr. Pulaski stated Staff recommend conditional approval provided upon TPCG Engineering Division's punch list being completed.
 - d) Mr. Waitz discussed Item 4 on the punch list whereas power had not yet been installed to the 31 streetlights and requested the submittal of a bond in order to get conditional approval for the subdivision while waiting for Entergy. A bond in the amount of \$38,750.00 was agreed upon by TPCG Engineering Division and the Developer.
 - e) Discussion was held regarding the stumps that were ultimately removed from the ditches but not the pond and have been removed from the punch list.
 - f) Mr. Burgard moved, seconded by Mr. Rogers: "THAT the HTRPC grant final approval for the application for Process C, Major Subdivision, for Evangeline Oaks Subdivision with the acceptance of a bond in the amount of \$38,750.00 for the unenergized streetlights and conditioned upon the Developer complying/resolving the remaining punch list items on TPCG Engineering Division's memo dated December 21, 2023 [See *ATTACHMENT B*]."

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

2. *Continued Public Hearing, Application tabled until January 18, 2024 as per the Developer's request.* Survey of 30.75 acre tract belonging to Eric A. Newman, et al formerly being a portion of property belonging to Ellender Land, L.L.C. [See *ATTACHMENT A*]

I. APPLICATIONS / NEW BUSINESS:

1. The Chairman called to order the application by Houma-Terrebonne Airport Commission requesting engineering approval of Process C, Major Subdivision, for RPA Campus Roads.
 - a) Mr. Gene Milford, Milford & Associates, Inc., was present to represent the application.
 - b) Ms. Joan Schexnayder, TPCG Engineer, read a memo dated December 20, 2023 regarding the punch list items for the subdivision [See *ATTACHMENT C*].
 - c) Mr. Pulaski stated Staff recommend conditional approval provided upon TPCG Engineering Division's punch list being completed.
 - d) Mr. Rogers moved, seconded by Mr. Burgard: "THAT the HTRPC grant engineering approval for the application for Process C, Major Subdivision, for RPA Campus Roads conditioned upon the Developer complying/resolving all punch list items per TPCG Engineering's letter dated December 20, 2023 [See *ATTACHMENT C*]."
 - e) Discussion was held regarding the Developer on behalf of Mr. Milford that they would comply with the punch list.

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

J. STAFF REPORT:

1. Mr. Rogers moved, seconded by Mr. Burgard: "THAT the HTRPC approve the change to the 2024 HTRPC Meeting Schedule & Deadlines as submitted."

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

K. ADMINISTRATIVE APPROVAL(S):

Mr. Rogers moved, seconded by Mr. Burgard: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-7."

1. Lot Line Adjustment of Revised Tract A-6 and Tract A-5 into Revised-2 Tract A-6 and Revised Tract A-5; Section 3, T17S-R17E, Terrebonne Parish, LA (1861 & 1873 Martin Luther King Blvd. / Councilman Gerald Michel, District 3)
2. Lot Line Shift Tract "B" and Tract "C" of the Partition of the Estate of Edme Theriot; Sections 23 & 24, T19S-R16E, Terrebonne Parish, LA (2121 & 2123 Brady Road / Councilman Danny Babin, District 7)
3. Lot Line Adjustment of Property belonging to Dean T. Dupre and Carolyn Ann Cox Dupre; Section 47, T17S-R16E, Terrebonne Parish, LA (4289 Bayou Black Drive / Councilman Danny Babin, District 7)
4. Tracts 2-A and 2-B, A Redivision of Property belonging to Sarah Aycock Walker, et al; Section 18, T18S-R17E, Terrebonne Parish, LA (805 Bayou Dularge Road / Councilman Danny Babin, District 7)
5. Revised Lots 1 & 23, A Redivision of Lots 1, 2, & 23, Block 3, Voisin Place Subdivision; Section 105, T17S-R17E, Terrebonne Parish, LA (1210 Ellender Street & 624 Engeron Street / Councilwoman Jessica Domangue, District 5)
6. Lots 1 & 2, A Redivisiion of Property belonging to Logan Marie Hymel; Section 31, T17S-R18E, Terrebonne Parish, LA (727 Bayou Blue Road / Councilman Steve Trosclair, District 9)
7. Revised Lots 7 & 8, A Redivision of Lots 7 & 8 of Block 4, Add. No. 1 to Greenacre Estates Subdivision; Sections 6, 7, & 14, T17S-R18E, Terrebonne Parish, LA (103 Menard Drive & 4100 Country Drive / Councilman Steve Trosclair, District 9)

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

L. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee: None.

M. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:
 - a) Mr. Smith discussed becoming more pedestrian friendly with more sidewalks. Mr. Pulaski discussed the MPO and a public survey that was available to suggest improvements in accordance with the Master Transportation Plan and "Safe Routes." Mr. Pulaski stated he would email the website to the Commission in order to complete the survey.
 - b) Mr. Burgard questioned Administration about the topic of flood maps and where the Planning & Zoning Department stood on the matter. Mr. Pulaski indicated the flood maps and insurance rates were under litigation and looking to be in our favor but nothing official has been released. Mr. Pulaski discussed the CLOMER that was being put together which would be our own community maps that would include our levees and such to be brought to FEMA in Denton, Texas or Washington DC. He also discussed LOMERs that can be done individually on a more detailed scale with costs for a surveyor but would still be less than the insurance rates. He stated the new Administration was all on board with the proposals.
 - c) Discussion ensued regarding the sidewalks in Gray and Schriever that were placed due to the help of the MPO and state grants.
 - d) Mr. Pulaski stated he would get the MPO meeting schedule out to the Commissioners.
2. Chairman's Comments: None.

N. PUBLIC COMMENTS: None.

O. Mr. Smith moved, seconded Mr. Rogers: "THAT there being no further business to come before the HTRPC, the meeting be adjourned at 6:57 p.m."

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

Becky M Becnel

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

Keneth L. Rembert

LAND SURVEYORS

since 1973 (50 years of service)

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

December 21, 2023

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

Att: Mr. Chris Pulaski:

Re: OLD BUSINESS ITEM 2, ERIC NEWMAN 30.75 ACRE TRACT

Dear Chris:

Please let this letter serve as a request to leave the above item on the table at tonight's meeting and place it on the agenda for the next meeting. The plans for the proposed "Dry Hydrant" planned for this property are incomplete at this time.

Thank you.

Sincerely,


Keneth L. Rembert

KLR/apr



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

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December 21, 2023
Item No. H.1

TO: **Christopher M. Pulaski**

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

SUBJECT: **Evangeline Oaks**
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. The ditches in the rear of the lots Block 1 Lot 6-38 & 53-83 need stumps, fallen trees, and branches removed.
2. Warranty items for the previous Evangeline Subdivisions (Parc Evangeline Ph B and Evangeline Estates Ph A & B) have yet to be completed. The first subdivision this applies to dates back to July of 2020. This is for informational purposes.
3. Roads:
 - a. Rue Jean Luc, Rue Evangeline, Rue Des Affaires - replace cracked curbs and cracked panels.
4. Utilities:
 - a. Street lights do not have power.

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)
David Rome (email)
Utilities (email)
Planning Commission (email)
Engineering Division
Reading File (electronic)
Council Reading File (electronic)



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December 20, 2023
2nd Review

TO: **Christopher M. Pulaski**

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

SUBJECT: **RPA Campus Roads
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. IV.A Discharge is not limited to 10-year, 24-hour pre-development rate and there are no calculations showing there are no adverse impacts.
 - b. V.A.4 Hydrographs need to be provided.
 - c. V.B.11 Inlet spacing and gutter calculations need to be provided.
2. 24.5.4.6.7 Letters and/or signed plats need to be provided from the following utilities showing approval of location of the utility servitudes:
 - a. Electric Utility
 - b. Pollution Control
 - c. Gas Utility
 - d. Department of Health and Hospitals for water and sewer.
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: F.E. Milford, III, P.E. (email)
Utilities (email)
Planning Commission (email)
Engineering Division
Reading File (electronic)
Council Reading File (electronic)