

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION
MEETING OF FEBRUARY 20, 2025

- A. The Chairman, Mr. Robbie Liner, called the meeting of February 20, 2025 of the HTRPC to order at 6:32 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Mr. Wayne Thibodeaux and the Pledge of Allegiance led by Mr. Clarence McGuire.
- B. Upon Roll Call, present were: Mr. Michael Billiot; Mr. Terry Gold; Mr. Robbie Liner, Chairman; Mr. Clarence McGuire; Mr. Jan Rogers, Vice-Chairman; Mr. Travion Smith; Mr. Barry Soudelier, Secretary/Treasurer; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call was: Mrs. Angele Poiencot. Also present were Mr. Christopher Pulaski, Department of Planning & Zoning; Ms. Joan Schexnayder, TPCG Engineering Division; and Mr. Derick Bercegeay, 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 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. Soudelier moved, seconded by Mr. Rogers: "THAT the HTRPC accept the minutes as written, for the Regional Planning Commission for the regular meeting of January 16, 2025."
- The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mrs. Poiencot. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Mr. Soudelier moved, seconded by Mr. Rogers: "THAT the HTRPC remit payment for the February 20, 2025 invoices and approve the Treasurer's Report of January 2025."
- The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mrs. Poiencot. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. Mr. Rogers moved, seconded by Mr. Soudelier: "THAT the HTRPC accept the Louisiana Compliance Questionnaire for the 2024 Audit."
- The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mrs. Poiencot. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. **COMMUNICATION(S):**
1. Mr. Pulaski read a letter from Milford & Associates, Inc., dated February 4, 2025, requesting to table Item G.2 regarding Bon Villa Mobile Home Park [See *ATTACHMENT A*].
- a) Mr. Soudelier moved, seconded by Mr. Smith: "That the HTRPC table the final approval application for Process B, Mobile Home Park, for Bon Villa Mobile Home Park until the next regular meeting of March 20, 2025 as per the Developer's request [See *ATTACHMENT A*]."
- The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mrs. Poiencot. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- G. **OLD BUSINESS:**
- Mr. Rogers moved, seconded by Mr. Billiot: "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. Billiot, Mr. Gold, Mr. McGuire, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mrs. Poiencot. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

1. The Chairman called to order the application by Theresa-Marie Ellender requesting approval for Process D, Minor Subdivision, for Revised Lot “A” and Lots “C-1” & “C-2,” A Redivision of Lots “A” & “C” belonging to the Estate of Wallace R. Ellender, III.
 - a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property.
 - b) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval of the application.
 - c) Mr. Rogers moved, seconded by Mr. McGuire: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Revised Lot “A” and Lots “C-1” & “C-2,” A Redivision of Lots “A” & “C” belonging to the Estate of Wallace R. Ellender, III.”

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

2. *TABLED until next regular meeting of March 20, 2025* Bon Villa Mobile Home Park [See *ATTACHMENT A*]

H. APPLICATIONS / NEW BUSINESS:

1. The Chairman called to order the Public Hearing for an application by Durwin Wunstell requesting approval for Process D, Minor Subdivision, for Tracts T-2-1 thru T-2-4, A Redivision of Tract T-2 belonging to Durwin J. Wunstell, et ux.
 - a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property. He stated that drainage calculations were needed, and he’d like to table the matter after the public hearing.
 - b) There was no one present to speak on the matter.
 - c) Mr. Thibodeaux moved, seconded by Mr. Rogers: “THAT the Public Hearing be continued and the matter be tabled until the next regular meeting of March 20, 2025 as per the Developer’s request.”

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

2. The Chairman called to order the Public Hearing for an application by Rocky Hickman requesting approval for Process D, Minor Subdivision, for Tracts A & B, A Redivision of Tract A-B-C-D-E-A belonging to Rocky J. Hickman, et ux.
 - a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property.
 - b) There was no one present to speak on the matter.
 - c) Mr. Soudelier moved, seconded by Mr. Rogers: “THAT the Public Hearing be closed.”

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

- d) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided upon the submittal of an approval letter from LA Department of Health and municipal addresses were depicted on the plat.
- e) Mr. Smith moved, seconded by Mr. Rogers: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts A & B, A Redivision of Tract A-B-C-D-E-A belonging to Rocky J. Hickman, et ux conditioned upon the submittal of an approval letter from LA Department of Health and municipal addresses be depicted on the plat.”

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

ABSENT: Mrs. Poiencot. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

3. The Chairman called to order the Public Hearing for an application by Sandh, LLC requesting approval for Process D, Minor Subdivision, for Revised Lots 4 & 5, Block 4, Maurice Place Subdivision, Property belonging to Sandh, LLC.

- a) Mr. Prosper Toups, Delta Coast Consultants, LLC, discussed the location and division of property. He stated they were requesting a variance from the minimum lot size for the parking lot.
- b) There was no one present to speak on the matter.
- c) Mr. Smith moved, seconded by Mr. Soudelier: "THAT the Public Hearing be closed."

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

- d) Mr. Pulaski discussed the Staff Report and stated Staff recommended approval of the variance and conditional approval provided upon the land use being depicted on the plat.
- e) Mr. Thibodeaux moved, seconded by Mr. Soudelier: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Revised Lots 4 & 5, Block 4, Maurice Place Subdivision, Property belonging to Sandh, LLC with a variance from the minimum lot size requirement (5,620sf in lieu of required 6,000sf) and conditioned upon the land use be depicted on the plat."

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

4. The Chairman called to order the Public Hearing for an application by Rouse Holdings, LLC requesting approval for Process D, Minor Subdivision, for Tracts 1-D & 1-E, Resubdivision of Tract 1-A, Rouse Holdings, LLC.

- a) Mr. Brandon Bergeron, Duplantis Design Group, PC, discussed the location and division of property.
- b) There was no one present to speak on the matter.
- c) Mr. Rogers moved, seconded by Mr. Smith: "THAT the Public Hearing be closed."

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

- d) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided upon the fire hydrant be located and labeled along the West Main corridor approximately 112' north of Tract 1-D, municipal address for subject lots and structures be depicted on the plat, signature block be corrected, method of sewerage disposal be depicted on the plat, and location and description of at least one permanent type benchmark be depicted on the plat.
- e) Mr. Rogers moved, seconded by Mr. Thibodeaux: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts 1-D & 1-E, Resubdivision of Tract 1-A, Rouse Holdings, LLC conditioned upon the fire hydrant be located and labeled along the West Main corridor approximately 112' north of Tract 1-D, municipal address for subject lots and structures be depicted on the plat, signature block be corrected, method of sewerage disposal be depicted on the plat, and location and description of at least one permanent type benchmark be depicted on the plat."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Billiot, Mr. Gold, Mr. McGuire, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr.

Liner; ABSENT: Mrs. Poiencot. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

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

- a) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., stated they were prepared to comply will all items on the punch list.
- b) Mrs. Joan Schexnayder, TPCG Engineer, read a memo dated February 19, 2025 regarding the punch list items for the subdivision [See *ATTACHMENT B*].
- c) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided upon the Developer's compliance with TPCG Engineering's punch list.
- d) Mr. Soudelier moved, seconded by Mr. Smith: "THAT the HTRPC grant final approval of the application for Process C, Major Subdivision, for Imperial Landing Subdivision, Phase C conditioned upon the Developer complying/resolving all items on TPCG Engineering's punch list dated February 19, 2025."

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

I. STAFF REPORT:

1. Mr. Pulaski stated that the Planning Commission heavy duty file system is at its capacity and an additional unit is needed. He stated a quote would be presented at the next meeting requesting approval.

J. ADMINISTRATIVE APPROVAL(S):

Mr. Rogers moved, seconded by Mr. Smith: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-6."

1. Revised Tract E containing 7.241 acres belonging to Catering Consultants of Louisiana, L.L.C.; Section 5, T16S-R16E, Terrebonne Parish, LA (*157 Tourist Drive / Councilman Carl "Carlee" Harding, District 2*)
2. Revised Lots 22 & 23, A Redivision of Property belonging to Rembert Management Company, Inc.; Section 79, T18S-R18E, Terrebonne Parish, LA (*3119 Grand Caillou Road / Councilman Brien Pledger, District 1*)
3. Tract "G-3" & Revised Tract "F," A Redivision of Property belonging to Roddy L. Matherne, et al; Section 77, T17S-R19E, Terrebonne Parish, LA (*478 & 516 Bourg-Larose Highway / Councilman Steve Trosclair, District 9*)
4. Revised Tracts 2 & 3, A Redivision of Tract 2 & Revised Tract 3 belonging to Chester F. Morrison, Jr., et al; Section 8, T16S-R16E, Terrebonne Parish, LA (*758 Highway 311 / Councilman Carl "Carlee" Harding, District 2*)
5. Survey & Division of Property belonging to Richard J. LeBlanc and Lucille D. LeBlanc into Lot 1 and Lot 2; Section 78, T15S-R16E, Terrebonne Parish, LA (*117 & 119 Calumet Street / Councilman John Amedée, District 4*)
6. Revised Tract A-5 and Revised Tract A-4 into Revised-2 Tract A-5 and Revised-2 Tract A-4; Section 3, T17S-R17E, Terrebonne Parish, LA (*1873 & 1885 Martin Luther King Blvd / Councilman Clayton Voisin, Jr., District 3*)

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

K. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee:
 - a) Discussion was held about having a committee meeting to discuss tiny homes.
 - b) The Chairman appointed Mr. Billiot, Mr. Smith, & Mr. Soudelier to be on the committee. The meeting would tentatively be held on Thursday, March 13, 2025 at 3:30 p.m.

L. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:

- a) Mr. Smith inquired about the status of the Parish garage. Mr. Pulaski stated Council was currently approving a contractor to prepare a demo plan and that they would try to save the first-floor drive-thru so they could continue to serve the public wishing to pay their utility bills. He stated a new garage, that would meet the tower's parking requirements, would be built once funding was secured.
- b) Mr. Smith inquired about all the makeshift RV parks popping up throughout the parish. Mr. Pulaski discussed RV parks and their approval process, and that the Parish had no RV Park regulations. Mr. Thibodeaux suggested bringing the matter of RV Parks to the Subdivision Regulations Review Committee as well as the tiny homes.
- c) Mr. Thibodeaux inquired about the status post Ida funding. Mr. Pulaski stated applications were sent to the state at the end of November and were pushing out information to the public. He stated that CSRS personnel were in the Planning office to help facilitate the project.
- d) Mr. Bercegeay reminded the Commissioners to complete their ethics and sexual harassment training. He also discussed open meeting laws with the national planning conference should all nine members or at least a quorum should attend.

2. Chairman's Comments: None.

M. PUBLIC COMMENTS: None.

N. Mr. Soudelier moved, seconded Mr. Smith: "THAT there being no further business to come before the HTRPC, the meeting be adjourned at 7:16 p.m."

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



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

MILFORD & ASSOCIATES, INC.
CIVIL & CONSULTING ENGINEERS

February 4, 2025

Houma-Terrebonne Regional Planning Commission
P.O. Box 1446
Houma, LA 70361

ATTN: Mr. Christopher Pulaski

**RE: Bon Villa MHP Phase 2
Final Approval**

Dear Mr. Pulaski:

We are requesting that the above referenced project, be tabled from the meeting agenda, scheduled for Thursday, February 20 2025, and be placed on the next meeting agenda for March 20, 2025.

If additional information is required, please advise.

Very truly yours,

MILFORD & ASSOCIATES, INC.


F. E. Milford, III, P. E.

FEMIII/sr

cc: 21-62, Reading File
TPCG Public Work Eng. Dept.

1538 Polk Street
Houma, Louisiana 70360
(985) 868-2561 / FAX (985) 868-2123

21-62 04Feb2025 H-TRPC tabled from agenda ltr.doc milfordassociate@bellsouth.net

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TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

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



February 19, 2025
Item H-5

TO: **Christopher M. Pulaski**

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

SUBJECT: **Imperial Landing Phase C**
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. Plat does not show the datum and date of the benchmark.
2. Drainage:
 - a. Culverts at pond will need rip rap for erosion control.
 - b. Gravity Drainage was unable to inspect due to water in the system.
 - c. Record drawings should show the type of pipe not SDP.
 - d. Plat does not show a drainage servitude for the pond.
3. Roads:
 - a. Core Drive
 1. Cracked curbs: Lot 3 Block 2
 2. Cracked panels: Lots 3, 12 and 15 Block 2
 3. Joints are not sealed.
 4. End of Roadway sign is in the wrong location.
 5. Repavement of PCC panels must be at least one-half of the existing slab panel, but not less than five (5) feet. In addition, the remaining one-half of the slab panel may not be less than five (5) feet. If such is the case, the entire panel must be replaced joint to joint.
4. Utilities:
 - a. 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)
Utilities (email)
Planning Commission (email)
Engineering Division
Reading File (electronic)
Council Reading File (electronic)