

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION
MEETING OF FEBRUARY 22, 2024

- A. The Chairman, Mr. Robbie Liner, called the meeting of February 22, 2024 of the HTRPC to order at 6:02 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mr. Jan Rogers.
- B. Upon Roll Call, present were: Mr. Robbie Liner, Chairman; Mr. Clarence McGuire; Mrs. Angele Poiencot; Mr. Jan Rogers, Vice-Chairman; Mr. Travion Smith; Mr. Barry Soudelier; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call was: Mr. Terry Gold. Also present were Mr. Christopher Pulaski, Director, Department of Planning & Zoning 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 January 18, 2024."
- The Chairman called for a vote on the motion offered by Mr. Rogers. **THERE WAS RECORDED: YEAS: Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.**
- E. Mr. Soudelier moved, seconded by Mr. Rogers: "THAT the HTRPC remit payment for the February 22, 2024 invoices and approve the Treasurer's Report of January 2024."
- The Chairman called for a vote on the motion offered by Mr. Soudelier. **THERE WAS RECORDED: YEAS: Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.**
1. Mr. Smith moved, seconded by Mr. Soudelier: "THAT the HTRPC accept the Louisiana Compliance Questionnaire for the 2023 Annual Audit."
- The Chairman called for a vote on the motion offered by Mr. Smith. **THERE WAS RECORDED: YEAS: Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.**
- F. **COMMUNICATION(S):**
1. Mr. Pulaski read a letter from Ken L. Rembert Land Surveyors, dated February 22, 2024, requesting to table the application by Ennis Paul Luke, et al, Item H.2, until the next regular meeting due to not requesting a variance and it not being published [See *ATTACHMENT A*].
- a) Mr. Rogers moved, seconded by Mr. Soudelier: "THAT the HTRPC grant a motion to table Process D, Minor Subdivision, for Revised Lot 3-A & Lot 3-C, A Redivision of Lot 3-A belonging to Ennis Paul Luke, Sr., et al until the next regular meeting of March 21, 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. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.**
- G. **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. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux;**

NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

1. The Chairman called to order the Public Hearing for an application by Eric Newman & 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.

- a) Mr. Beth Arceneaux, Keneth L. Rembert Land Surveyors, stated they Milford & Associates provided plans for the dry hydrant to the State Fire Marshal and the local fire chief and wished to move forward with the minor subdivision.
- b) There was no one from the public present to speak on the matter.
- c) Mr. Smith moved, seconded by Mr. Thibodeaux: "THAT the Public Hearing be closed."

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

- d) Mr. Pulaski read a letter from Chief Tony Pellegrin, Bourg Volunteer Fire Department, dated February 22, 2024, regarding the dry hydrant [See *ATTACHMENT B*]. He then discussed the Staff Report and stated Staff would recommend conditional approval provided upon conditions 1-4 as stated in the Bourg Volunteer Fire Department's letter be adhered to [See *ATTACHMENT B*], submittal of approval letter and/or Letter of No Objection from the State Fire Marshal's office, confirmation of a sufficient pump test by the Bourg Volunteer Fire Department once the dry hydrant has been installed, and submittal of all utility service letters.
- e) Discussion was held regarding annual maintenance, code regulations that need to be followed, a possible partnership between Terrebonne & Lafourche Parish to install a waterline in the future, and dry hydrants being privately owned as well as owned by local fire districts.
- f) The Chairman recognized April Trahan, attorney for Mr. Newman, who discussed the process her client has been through to get this property approved.
- g) Discussion ensued regarding the plat being signed once all the conditions are met and that the State Fire Marshal will be doing a courtesy review since they usually only take care of commercial matters.
- h) Mr. Thibodeaux moved, seconded by Mr. Smith: "THAT the HTRPC grant approval to 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. conditioned upon conditions 1-4 as stated in the Bourg Volunteer Fire Department's letter be adhered to [See *ATTACHMENT B*], submittal of approval letter and/or Letter of No Objection from the State Fire Marshal's office, confirmation of a sufficient pump test by the Bourg Volunteer Fire Department once the dry hydrant has been installed, and submittal of all utility service letters."

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

H. APPLICATIONS / NEW BUSINESS:

1. The Chairman called to order the application by Ernie J. Crochet requesting approval of Process D, Minor Subdivision, for Tracts "A" & "B," A Redivision of Property belonging to Ernie J. Crochet, et al.

- a) Mrs. Beth Arceneaux, 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. Rogers moved, seconded by Mr. Soudelier: "THAT the Public Hearing be closed."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE 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 Mr. Thibodeaux: "THAT the HTRPC grant approval of Process D, Minor Subdivision, for Tracts "A" & "B," A Redivision of Property belonging to Ernie J. Crochet, et al."
- f) Discussion was held regarding the sewerage type required to be placed on the plat.

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

2. *Tabled until the next regular meeting as per the Developer's request.* Revised Lot 3-A & Lot 3-C, A Redivision of Lot 3-A belonging to Ennis Paul Luke, Sr., et al [See ATTACHMENT A].

3. The Chairman called to order the application by O'Neil & Donna Malbrough requesting approval of Process D, Minor Subdivision, for Revised Parcel H and Lots 3 through 10 of Norby Estates Subdivision.

- a) Mr. Kevin Keiser, GIS Engineering, LLC, discussed the location and division of property.
- b) The Chairman recognized Mr. Eric Ricker, 4944 Highway 56, who expressed concerns of the lot line shift affecting the covenant restrictions.
- c) The Chairman recognized Councilwoman Kim Chauvin, District 8, who requested the matter be tabled until they can confirm the covenant restrictions would not be affected.
- d) Discussion was held regarding covenant restrictions and not regulated by the Planning Commission. Mr. Pulaski reminded the Commission that they generally honor a councilperson's request to table a matter.
- e) Discussion ensued regarding the covenants and the simple lot line shift not affecting any neighboring property except for removing the pond out of the rear of a few select highway properties. It was determined that Mr. Ricker and Councilwoman Chauvin were satisfied with the outcome of the discussion.
- f) The Chairman recognized Eddie Pitre, no address given, who stated he owned some property "on the other side of the pond" and inquired about what was happening to the pit. Mr. Keiser stated only the property lines were being removed.
- g) Discussion ensued regarding borrow pits and barriers/buffers and the only matter in front of the Planning Commission was moving lot lines. Mr. Pulaski stated if this application were regarding five or less lots, it would have been able to be done administratively.
- h) Mr. Thibodeaux moved, seconded by Mr. Soudelier: "THAT the Public Hearing be closed."

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

- i) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided municipal addresses were depicted on the plat.
- j) Mr. Smith moved, seconded by Mr. Thibodeaux: "THAT the HTRPC grant approval of Process D, Minor Subdivision, for Revised Parcel H and Lots 3 through 10 of Norby Estates Subdivision belonging to O'Neil & Donna Malbrough conditioned upon municipal addresses being depicted on the plat."

The Chairman called for a vote on the motion offered by Mr. Smith. THERE WAS RECORDED: YEAS: Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr.

Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

4. The Chairman called to order the application by William J. Washam requesting approval of Process D, Minor Subdivision, for the Division of Property belonging to William J. Washam to create Tract WW-1 and WW-2.

a) Mr. Tré Chauvin, Leonard Chauvin P.E., P.L.S., Inc., discussed the location and division of property. He stated the matter came before the Commission previously, but a fire hydrant needed to be installed and was withdrawn. He stated there is a proposed sale of the property and a fire hydrant had been installed.

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. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided Note #5 on the plat be revised to read "Lots are zoned R-1 (Single-Family Residential). Lot WW-2's current use as commercial is legal, non-conforming."

e) Mr. Rogers moved, seconded by Mr. McGuire: "THAT the HTRPC grant approval of Process D, Minor Subdivision, for the Division of Property belonging to William J. Washam to create Tract WW-1 and WW-2 conditioned upon Note #5 on the plat be revised to read 'Lots are zoned R-1 (Single-Family Residential). Lot WW-2's current use as commercial is legal, non-conforming'."

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

5. The Chairman called to order the application by Hebert Farm & Land Demolition, L.L.C. requesting approval of Process D, Minor Subdivision, for a Division of Property belonging to Hebert Farm & Land Demolition, L.L.C. to create 17 Lot Extensions.

a) Mr. Tré Chauvin, Leonard Chauvin P.E., P.L.S., Inc., discussed the location and division of property. He stated the lot extensions would be sold to the adjacent property owners.

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

c) Mr. Thibodeaux moved, seconded by Mr. Soudelier: "THAT the Public Hearing be closed."

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

d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided the land use, method of sewerage disposal, and municipal addresses be depicted on the plat; and submittal of all utility service availability letters."

e) Discussion was held regarding the landhooks and whether they should be placed on the plat now or after the lots are sold.

Mr. Rogers moved, seconded by Mr. Smith: "THAT the HTRPC grant approval of Process D, Minor Subdivision, for the Division of Property belonging to William J. Washam to create Tract WW-1 and WW-2 conditioned upon Note #5 on the plat be revised to read 'Lots are zoned R-1 (Single-Family Residential). Lot WW-2's current use as commercial is legal, non-conforming'."

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

ABSENT: Mr. Gold. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

I. STAFF REPORT:

1. The Commissioners were reminded that the Ethics Training Course as required by the State Legislature and the Parish Harassment, Discrimination, & Diversity Training must be done annually.

J. ADMINISTRATIVE APPROVAL(S):

Mr. Rogers moved, seconded by Mr. Soudelier: "THAT the HTRPC acknowledge for the record the following Administrative Approvals 1-4."

1. Survey of Revised Lot 10, Block 5, Addendum No. 6 of Crescent Plantation Estates belonging to Myrtle N. Brewer; Sections 71 & 74, T17S-R16E, Terrebonne Parish, LA (434 Myrtle Grove Drive / Councilman Clyde Hamner, District 6)
2. Redivision of Property Lines of Tracts A, B, & C of Property Owned by Joseph O. Christiana, Jr. to create Raw Land Tract A-B-C-1; Sections 2, 3, 4, 44, & 45, T18S-R17E, Terrebonne Parish, LA (4570A Shrimpers Row / Councilman Danny Babin, District 7)
3. Revised Lots 5 & 6, A Redivision of Lots 5 & 6 belonging to Claude K. Pirtle, et ux; Section 9, T17S-R18E, Terrebonne Parish, LA (4272 & 4274 Country Drive, 102 Swamp Drive / Councilman Steve Trosclair, District 9)
4. Revised Lot 1, Block 2 and Revised Tract 1-B, A Redivision of Lot 1 and Revised Tract 1-B of Coastal Oaks Subdivision belonging to Coastal Commercial Properties, LLC; Sections 64, 65, & 104, T17S-R17E, Terrebonne Parish, LA (3537 & 3541 Bayou Black Drive / Councilman Danny Babin, District 7)

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

K. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee: None.

L. COMMISSION COMMENTS:

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

M. PUBLIC COMMENTS: None.

N. Mr. Rogers moved, seconded Mr. Soudelier: "THAT there being no further business to come before the HTRPC, the meeting be adjourned at 7:20 p.m."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. McGuire, Mrs. Poiencot, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: Mr. Gold. 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 (FAX) 985-879-1641

February 22, 2024

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

Att: Mr. Chris Pulaski:

Re: Minor Subdivision-Plat showing Revised Lot 3-A & 3-C, a redivision of Lot 3-A belonging to Ennis Paul Luke, Sr. et al, located in Section 86, T19S-R17E, Terrebonne Parish, LA

Dear Chris:

Please table the above item until the next Planning Commission Meeting. We neglected to request the variance for the substandard lot size for Lot 3-C (Docking & Mooring Only).

Thank you.

Sincerely,


Keneth L. Rembert

KLR/eda



Bourg Volunteer Fire Department
Terrebonne Parish Fire Protection District 5
4317 Hwy 24 Bourg Louisiana 70343
Business Phone 985-594-9588 Fax 985-594-9584
E-mail bourgstation@bourgvfd.org

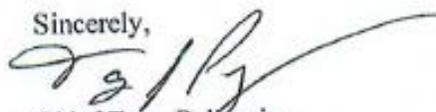
February 22, 2024

Dear Mr. Pulaski:

In regard to the proposed dry hydrant for the Eric Newman 30-acre Minor Subdivision on the Bourg-Larose Road (Hwy 24) currently under review by the Houma-Terrebonne Regional Planning Commission, I offer the following comments. Based on the findings of the Engineer's Report and associated plans prepared by Milford & Associates, Inc. dated October 25, 2023, I certify that the proposed dry hydrant design and plan meet the requirements as set forth by NFPA 1142 and NFPA 1403 with the following added conditions (Conditions 1-5 will need to be notes on the final plat):

1. The owner or their assigns shall be responsible for the continued operation and maintenance of the dry hydrant to keep it in working order.
2. The owner or their assigns shall be responsible for any repairs required as a result of the use of the dry hydrant.
3. Should a sufficient size water line be installed along the Bourg-Larose Hwy, the owner or their assigns shall install a hydrant at the appropriate location at their expense.
4. The design capacity of the dry hydrant is for a structure up to 10,000 sq ft in size. Should the owner or their assignments exceed that requirement (either through one or a combination of structures) then additional capacity or other related improvements to the dry hydrant and pond may be required.
5. The developer shall install a driveway (limestone or other suitable surface) to provide access for the suitable operational weight of fire trucks from the roadside to the dry hydrant location. The fire district shall provide minimal weight reference. To accommodate the drainage operation of the existing open ditch, a culvert or similar device will need to be installed. Culvert permits are available through the Parish Public Works Department which can be reached at 985-873-6735.

Should you have any questions regarding these comments or conditions, please feel free to contact me at 985-594-9588.

Sincerely,

 Chief Tony Pellegrin
 Bourg Volunteer Fire Department