

**MINUTES**  
**HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION**  
**MEETING OF JANUARY 27, 2022**

- A. The Chairman, Mr. Robbie Liner, called the meeting of January 27, 2022 of the HTRPC to order at 6:08 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by him and the Pledge of Allegiance led by Mr. Rogers.
- B. Upon Roll Call, present were: Mr. Ross Burgard; Ms. Rachael Ellender, Secretary/Treasurer; Mr. Kyle Faulk; Rev. Corion Gray; Mr. Robbie Liner, Chairman; Mr. Jan Rogers, Vice-Chairman; Mr. Travion Smith; Mr. Barry Soudelier; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call were: None. 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 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. Ms. Ellender moved, seconded by Mr. Soudelier: “THAT the HTRPC accept the minutes as written, for the Regional Planning Commission for the regular meeting of December 16, 2021.”
- The Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Mr. Faulk, Rev. Gray, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Ms. Ellender moved, seconded by Mr. Thibodeaux: “THAT the HTRPC remit payment for the January 20, 2022 invoices and approve the Treasurer’s Report of December 2021.”
- The Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Mr. Faulk, Rev. Gray, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. **COMMUNICATIONS:** None.
- G. **OLD BUSINESS:**
- Mr. Rogers moved, seconded by Mr. Faulk: “THAT the 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, Ms. Ellender, Mr. Faulk, Rev. Gray, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. The Chairman called to order the conceptual & preliminary application by Pete-Land Properties, LLC for Process C, Major Subdivision, for Emerson Lakes, Phases 3 & 4.
- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, stated they would like to table the matter until the next meeting in February.
- b) Mr. Faulk moved, seconded by Mr. Thibodeaux: “THAT the HTRPC table the conceptual and preliminary application for Process C, Major Subdivision, for Emerson Lakes, Phases 3 & 4 until the next regular meeting of February 17, 2022 as per the Developer’s request.”
- The Chairman called for a vote on the motion offered by Mr. Faulk. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Mr. Faulk, Rev. Gray, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: None. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
2. The Chairman called to order the application 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 the matter was tabled in order to property publicize the variance for the fire hydrant distance requirements.

- b) Mr. Pulaski discussed the Staff Report and stated Staff would recommend approval with no conditions and approval of the variance for the fire hydrant distance due to it being within the 10% allowance per fire code.
- c) Ms. Ellender moved, seconded by Mr. Faulk: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Lots 11-A thru 11-C, A Redivision of Lot 11 of Barrios Subdivision #2 with a variance from the residential fire hydrant requirements, 250.8' in lieu of the required 250' (within 10% allowance).”

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

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

- a) Mr. John Daigle, David A. Waitz Engineering and Surveying, Inc., stated the matter was tabled in order to property publicize the variance for the fire hydrant distance requirements.
- b) Mr. Pulaski discussed the Staff Report and stated Staff would recommend approval with no conditions and approval of the variance for the fire hydrant distance due to it being within the 10% allowance per fire code.
- c) Mr. Soudelier moved, seconded by Mr. Rogers: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for the Survey and Division of Tract 4 belonging to Seth Louis Cenac Trust, et al into Tract 4A and 4B with a variance from the commercial fire hydrant requirements, 162' in lieu of the required 150' (within 10% allowance).”

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

H. APPLICATIONS / NEW BUSINESS:

- 1. The Chairman called to order the Public Hearing for an application by Alexander & Jael Reeber requesting approval for Process D, Minor Subdivision, for the Division of Property belonging to Jon Mohon, Sr., or assigns (Tracts A & B).

- a) Ms. Alisa Champagne, Charles L. McDonald Land Surveyor, Inc., 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. Faulk: “THAT the Public Hearing be closed.”

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

- d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided the municipal addresses are depicted on the plat.
- e) Mr. Rogers moved, seconded by Mr. Burgard: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for the Division of Property belonging to Jon Mohon, Sr., or assigns (Tracts A & B).”

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

- 2. The Chairman called to order the Public Hearing for an application by Paris Broussard for Process D, Minor Subdivision, for Tracts 3-A-1 and 3-A-2, A Redivision of Tract 3-A belonging to Millicent B. Bourgeois, et al.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property. He stated that there was not enough time to install the fire hydrant and requested to table the matter after the public hearing.
- b) There was no one from the public present to speak on the matter.
- c) Mr. Thibodeaux moved, seconded by Mr. Burgard: "THAT the Public Hearing be continued."

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

- d) Mr. Thibodeaux moved, seconded by Rev. Gray: "THAT the HTRPC table the application for Process D, Minor Subdivision, for Tracts 3-A-1 and 3-A-2, A Redivision of Tract 3-A belonging to Millicent B. Bourgeois, et al and until the next regular meeting of February 17, 2022."

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

- 3. The Chairman called to order the Public Hearing for an application by Rickey R. & Maria Legendre and Montegut Dock Empire, LLC for Process D, Minor Subdivision, for Lots 1, 2, & 3 and Boundary Agreement on Property belonging to Montegut Dock Empire, LLC, et al.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property. He stated his client is creating three campsites and adjusting a property line.
- b) There was no one present to speak on the matter.
- c) Mr. Faulk moved, seconded by Ms. Ellender: "THAT the Public Hearing be closed."

The Chairman called for a vote on the motion offered by Mr. Faulk. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Mr. Faulk, Rev. Gray, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: None. 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. Burgard moved, seconded by Mr. Faulk: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Lots 1, 2, & 3 and Boundary Agreement on Property belonging to Montegut Dock Empire, LLC, et al."

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

- 4. The Chairman called to order the Public Hearing for an application by Richard Landry for Process D, Minor Subdivision, for Tracts 1 thru 5, A Redivision of Property belonging to Richard Landry, et al.

- 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. Rogers moved, seconded by Ms. Ellender: "THAT the Public Hearing be closed."

The Chairman called for a vote on the motion offered by Mr. Rogers. THERE WAS RECORDED: YEAS: Mr. Burgard, Ms. Ellender, Mr. Faulk, Rev. Gray, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None;

ABSTAINING: Mr. Liner; ABSENT: None. 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 Rev. Gray: "THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for Tracts 1 thru 5, A Redivision of Property belonging to Richard Landry, et al."

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

- 5. The Chairman called to order the Public Hearing for a conceptual & preliminary application by PHI, Inc. for Process B, Mobile Home Park, for PHI Mobile Home Park, Phase 3.

- a) Mr. John Daigle, David A. Waitz Engineering & Surveying, Inc., discussed the expansion of the existing mobile home park. He stated Phase 1 had 16 spaces, Phase 2 had 20 spaces, and this phase would have 4 additional spaces.
- 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. Burgard, Ms. Ellender, Mr. Faulk, Rev. Gray, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: None. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conceptual and preliminary approval with no conditions.
- e) Mr. Burgard stated he would recuse himself from voting on this matter.
- f) Mr. Faulk moved, seconded by Ms. Ellender: "THAT the HTRPC grant approval of the conceptual and preliminary application for Process B, Mobile Home Park, for PHI Mobile Home Park, Phase 3."

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

- 6. The Chairman called to order the engineering application by Bon Villa Mobile Home Park, LLC for Process B, Mobile Home Park, for Bon Villa Mobile Home Park, Phase 2.

- a) Mr. Mark Guidroz, Developer, was present, on behalf of his engineer, Milford & Associates, Inc., for the consideration of his application.
- b) Ms. Joan Schexnayder, TPCG Parish Engineer, read a memo with regard to the punch list items for the mobile home park [See ATTACHMENT A].
- 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. Burgard, Ms. Ellender, Mr. Faulk, Rev. Gray, Mr. Rogers, Mr. Smith, Mr. Soudelier, and Mr. Thibodeaux; NAYS: None; ABSTAINING: Mr. Liner; ABSENT: None. THE CHAIRMAN DECLARED THE PUBLIC HEARING CLOSED.

- d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conceptual and preliminary approval with no conditions. He discussed an email by Mr. Guidroz and the request of a variance from Item 2 with regard to the requirement for 360' square feet of hard surfacing due to keeping the previous phase and this phase consistent to which he was in favor of granting.
- e) Mr. Guidroz also stated that he would like a variance from Item 1.a with regard to rear lot drainage.

- f) Mr. Thibodeaux moved, seconded by Mr. Faulk: “THAT the HTRPC grant approval of the engineering application for Process B, Mobile Home Park, for Bon Villa Mobile Home Park, Phase 2 with a variance from Items 1.a and 2 and conditioned upon the Developer complying/resolving all remaining punch list items per TPCG Engineering Division’s memo dated January 27, 2022 [See *ATTACHMENT A*].”

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

I. STAFF REPORT:

1. Staff reminded the Commissioners that the state ethics and parish harassment training were required annually.

J. ADMINISTRATIVE APPROVAL(S):

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

1. Division of Property belonging to Mark J. Portier, et ux, or assigns; Section 6, T16S-R16E & T16S-R17E, Terrebonne Parish, LA
2. Tracts "A", "B", & "C", A Redivision of Property belonging to the Estate of Suzanne R. Usey, et al; Section 85, T15S-R16E, Terrebonne Parish, LA
3. Revised Tract 6B, A Redivision of Tracts 6-A & 6-B, belonging to Robbie G. Ledet, et al; Sections 85 & 86, T15S-R16E, Terrebonne Parish, LA
4. Lot Line Shift Correction between Tracts A-1-B and Tract A; Section 84, T15S-R16E, Terrebonne Parish, LA
5. Revised Tract A-2-A and Revised Lot 5, A Redivision of Tract A-2-A & Revised Lot 5 belonging to Bradley J. Robinson, et al; Section 56, T16S-R17E, Terrebonne Parish, LA
6. Survey of Property belonging to Paige Harper Hutchinson (Portion of Tract A, 1.050 acres); Sections 56 & 85, T16S-R17E, Terrebonne Parish, LA
7. Redivision of Tract B-6A-1-A and a portion of the remaining property belonging to Rutter Land Company, Inc. into Tract B-6A-1-A-1 and the remaining property; Section 102, T17S-R17E, Terrebonne Parish, LA

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

K. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee:
  - a) The Chairman appointed the same members as previously; Ross Burgard, Rachael Ellender, and Barry Soudelier; to serve on the committee.
  - b) The next SRRC meeting would be tentatively scheduled for Thursday, March 10, 2022 at 3:30 p.m. since Mr. Pulaski would not be available on February 10, 2022.

L. COMMISSION COMMENTS:

1. Planning Commissioners’ Comments:
  - a) Upon questioning by Mr. Thibodeaux, Mr. Pulaski stated the Staff Recommendations would always be given out right before the meeting, but he would start emailing the preliminary review letters that are completed approximately a week prior to the meeting to all Commissioners.
  - b) Mr. Thibodeaux requested council districts and/or physical addresses be included on the agenda for Administrative Approvals.
  - c) Mr. Bercegeay and everyone welcomed Mr. Travion Smith to the Commission.
2. Chairman’s Comments:
  - a) The Chairman requested the Commissioners to be cognizant of the microphone controls to request to speak and waiting to be recognized before speaking.

M. PUBLIC COMMENTS: None.

N. Mr. Rogers moved, seconded by Mr. Faulk: “THAT there being no further business to come before the HTRPC, the meeting be adjourned at 6:49 p.m.”

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



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



TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT

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January 27, 2022  
3<sup>rd</sup> Review

TO: Christopher M. Pulaski  
FROM: Joan E. Schexnayder, P.E. *JES*  
SUBJECT: **Bon Villa MHP Phase 2  
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. V.A.6 All lots are not graded to drain to the street or to major drainage artery. The HTRPC can allow a portion to drain to the rear if drainage to the rear is to be perpetually privately maintained.
2. 17-31(b)(8) Each mobile home space within a major mobile home park shall provide a minimum of three hundred sixty (360) square feet of hard-surfaced off-street parking sufficient for two (2) parking spaces.
3. 24.5.4.6.7 Approval letters should be provided from the following utilities:
  - a. Department of Health and Hospitals for water and sewer
  - b. TPCG Pollution Control Sewer connection agreement.

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)  
Ernest Brown (email)  
Engineering Division  
Reading File (electronic)  
Council Reading File (electronic)