

MINUTES
HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)
SPECIAL MEETING OF JULY 15, 2021

- A. The Chairman, Mr. Kyle Faulk, called the special meeting of July 15, 2021 of the HTRPC to order at 5:402 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Dr. Cloutier and the Pledge of Allegiance led by him.
- B. Upon Roll Call, present was: Mr. Ross Burgard; Dr. L.A. “Budd” Cloutier, Jr.; Ms. Rachael Ellender, Secretary/Treasurer; Mr. Kyle Faulk, Chairman; Mr. Robbie Liner, Vice-Chairman; Mr. Barry Soudelier; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call was: Mr. Jan Rogers. Also present was Mr. Christopher Pulaski, Director, Department of Planning & Zoning 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 him or herself from participating in the debate, discussion, and voting on that matter. *There were no conflicts to report.*
- D. APPLICATIONS / NEW BUSINESS:
1. The Chairman called to order the application by Dantin Bruce Development, LLC requesting final approval for Process C, Major Subdivision, for Adley Oaks Subdivision, Phase A.
 - a) Mr. Jeff Diamond, Quality Engineering & Surveying, L.L.C., was present to represent the application.
 - b) Ms. Joan Schexnayder, TPCG Engineering Division, read a memo dated July 15, 2021 regarding the punch list items for the development [See *ATTACHMENT A*].

Mr. Jan Rogers arrived at the meeting at this time – 5:44 p.m.

The Chairman recognized Councilman John Amedée in the audience.

- c) Mr. Diamond stated most of the punch list items were small matters and proceeded to discuss the pump station that was not yet powered, the DOTD issue with the road that is delayed due to the contractor, and the streetlights that have not been installed.
- d) Discussion was held with regard the few major issues not yet complete and the development not being in substantial conformance with the plans and specifications.
- e) Dr. Cloutier moved, seconded by Mr. Thibodeaux: “THAT the HTRPC deny the final application for Process C, Major Subdivision for Adley Oaks Subdivision, Phase A, due to the construction not being in substantial conformance with the plans and specifications [See *ATTACHMENT A*].”
- f) Discussion ensued with regard to the punch list items that were not minor like initially indicated by Mr. Diamond.

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

- E. Mr. Thibodeaux moved, seconded by Mr. Rogers: “THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the special meeting be adjourned at 5:54 p.m.”

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

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



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

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



July 15, 2021

TO: **Christopher M. Pulaski**

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

SUBJECT: **Adley 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. DOTD approval required for the road widening on LA 660.
2. Land use shall be depicted on the final plat.
3. Drainage servitudes need to show bearings and distances on the plat.
4. No benchmarks are installed. For subdivision with newly constructed concrete streets, the vertical reference monument shall be a brass or aluminum disk located in the street near the centerline of each road intersection and set flush with the road surface during construction. The brass or aluminum disk shall be stamped with the elevation and date set.
5. All permanent benchmarks shall be shown on the final survey plat including elevation, datum, date and three point ties.
6. Standard dedication block for utilities, drainage and streets rights-of-way with signature of the owner required on the plat.
7. All property surveyed within Terrebonne Parish shall tie to one of the following:
 - a. If the property is located within a two thousand foot radius of a National Geodetic Survey Monument or a Terrebonne Parish GIS monument, the survey plat shall show the state plane coordinate of a least two points within the subdivision.
 - b. If the property is located outside of the two thousand foot radius as specified above, but within a four thousand foot radius of any state, parish or municipal road intersection, the survey plat shall show at least two ties, with bearings and approximate distances.
8. Statement that "No structure fill or obstruction shall be located within any drainage easement or delineated flood plain area." is required on the plat.
9. All property corners shall be monumented and flagged.
10. Unable to check lot grading and common area due to excessive vegetation.

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11. Lights are not installed.
12. No approval from Waterworks.
13. A bond or a letter of credit in the amount of 125% the cost to pave is required for the temporary turnarounds.
14. Dead End Installation not installed at all dead ends.
15. Temporary turnaround at the end of Adley Avenue needs additional limestone and compaction.
16. Remove stumps from the retention pond.
17. Pollution Control:
 - a. Lift Station is incomplete.
 - b. All sewer services are not marked in the curb.
 - c. Leak at service connection to gravity main from lot #4.
 - d. No service connection for lot #49.
 - e. Service connection for lot #48 is in the gravity main, but the plans show it to be in the manhole.
 - f. All manhole castings should be sealed and secured to manhole with grout inside and outside to prevent leaks.
 - g. All sewer manhole barrel joints should be sealed and grouted to reduce chance of leaks.
 - h. All sewer manholes and lines should be cleaned and free of dirt and debris.
 - i. SMH T-4 Barrel joint inside of manhole is leaking and needs to be sealed. No channel is formed for gravity main.
 - j. SMH S-2 Barrel joint inside of manhole is leaking and needs to be sealed. The drop connection is not connect and needs to be connected.
 - k. SMH S-5 Casting cover has shifted and needs to be adjusted, sealed, and secured to the manhole. Build up of sand on bench needs to be cleaned.
 - l. SMH T-5 No channel is formed for gravity main from SSMH T-6.
 - m. Corrected and accurate record drawings, including station text of all services, lengths, and size of gravity mains, of the subdivision should be submitted to Pollution Control.
 - n. Sewer Connection Charge Agreement has not been receive along with payment from the owner/developer.
 - o. Note: Parish representatives should be present during the performance of the work and all sanitary sewer work should be performed in strict accordance with TPCG requirements.
18. Roads:
 - a. Asphalt, concrete and other debris needs to be removed from the lots.
 - b. Entrance is not completed.
 - c. Cracked panels and curbs need to be replaced in various locations.
 - d. Joints are not sealed.
 - e. Speed limit needs to be 25 mph.
 - f. Roads need to be cleared of debris and mud.
 - g. Unable to determine if water standing in roadway is due to mud in gutter.

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19. Drainage:
 - a. Item C.1.5 Too much water in CB-06, grout around pipe
 - b. Item C.1.4 & C1.7 Too much water to inspect CB.
 - c. Item C.3 & C.4 Wood forms in CB-08.
 - d. Item C.4.1 & H.4 Grout void around pipe.
 - e. Item C.4.4 Wood forms, grout void in CB-07
 - f. Item C.6 Damaged culvert, grout void around pipe in CB-06
 - g. Remove all pad eye cables from catchbasins.

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

cc: William H. Purser, P.E.
Planning Commission
Ernest Brown
Engineering Division
Reading File
Council Reading File