

MINUTES

HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)

MEETING OF SEPTEMBER 17, 2020

- A. The Chairman, Mr. Kyle Faulk, called the meeting of September 17, 2020 of the HTRPC to order at 6:13 p.m. at the Houma-Terrebonne Civic Center with the Invocation led by Dr. Cloutier and the Pledge of Allegiance led by him.
- B. Upon Roll Call, present was: Dr. L.A. “Budd” Cloutier, Jr.; Ms. Rachael Ellender; Mr. Kyle Faulk, Chairman, Mr. Keith Kurtz; and Mr. Barry Soudelier. Absent at the time of Roll Call was: Mr. Robbie Liner, Mr. Phillip Livas, and Mr. Wayne Thibodeaux. Also present was Mr. Christopher Pulaski, Director, Department of Planning & Zoning; Mr. Christian St. Martin, Legal Advisor; and Joan Schexnayder, TPCG Engineering Division. *Mr. Joseph “Joey” Cehan, Vice-Chairman received a legal opinion that advised he resign from the Planning Commission due to a promotion within Terrebonne Parish Consolidated Government.*
- 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. ACCEPTANCE OF MINUTES:
1. Mr. Soudelier moved, seconded by Ms. Ellender: “THAT the HTRPC accept the minutes, as written, for the Regional Planning Commission for the regular meeting of August 20, 2020.”

The Chairman called for a vote on the motion offered by Mr. Soudelier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Ms. Ellender, Mr. Kurtz, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Faulk; ABSENT: Mr. Liner, Mr. Livas, and Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- E. Ms. Ellender moved, seconded by Dr. Cloutier: “THAT the HTRPC emit payment for the September 17, 2020 invoices and approve the Treasurer’s Report of August 2020.”

The Chairman called for a vote on the motion offered by Ms. Ellender. THERE WAS RECORDED: YEAS: Dr. Cloutier, Ms. Ellender, Mr. Kurtz, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Faulk; ABSENT: Mr. Liner, Mr. Livas, and Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- F. COMMUNICATIONS: None.
- G. OLD BUSINESS:
- Dr. Cloutier moved, seconded by Mr. Kurtz: “That the Old Business be removed from the table and considered at this time.”
- The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Ms. Ellender, Mr. Kurtz, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Faulk; ABSENT: Mr. Liner, Mr. Livas, and Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
1. The Chairman called to order the application by Regal Remodelers, L.L.C. requesting approval for Process D, Minor Subdivision, for the Resubdivision of Tract A-B-C-D-A into Tracts A & B, Marvin R. Picou.
 - a) Mr. Michael Blanchard, Acadia Land Surveying, LLC, stated after concerns at the last meeting, the applicant will be constructing a second driveway so that a servitude of passage would not be needed.
 - b) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided upon the submittal of all utility letters.
 - c) Dr. Cloutier moved, seconded by Ms. Ellender: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for the Resubdivision of Tract A-B-C-D-A into Tracts A & B, Marvin R. Picou conditioned upon the submittal of all utility letters.”

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

H. APPLICATIONS:

1. The Chairman called to order the Public Hearing for an application by Brooke S. Guidry requesting approval for Process D, Minor Subdivision, for Lots A, B, &C, A Redivision of Lot 1, Block 1, Winder Addition and the Northernmost portions of Lots 4 & 5, Block 2, Honduras Townsite Addition to the City of Houma.

- a) Mr. Ken Rembert, Keneth L. Rembert Land Surveyors, discussed the location and division of property. He stated they were reconfiguring the lots so each home would be on its own legal lot of record in order to obtain bank loans for repair of the homes.
- b) The Chairman recognized Antoine Caillouet, 627 Liberty Street, who was concerned about what was being done since his home was across from Lot B.
- c) The Chairman recognized Kevin Pellegrin, 950 Wood Street, who requested clarity on the lot lines.
- d) Dr. Cloutier moved, seconded by Mr. Kurtz: "THAT the Public Hearing be closed."

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

- e) Mr. Pulaski discussed the Staff Report and stated Staff recommended conditional approval provided upon the submittal of all utility letters, approval of the variance request from minimum size requirement, and approval of the required setback variances from the Houma Board of Adjustment.
- f) Discussion was held regarding the health, safety, and welfare of the people and Lot B's backyard not being large enough for play and not in the best interest of the people.
- g) Discussion ensued regarding the variance on the lot size and whether another home could be added on Lot C and the regulations for accessory dwelling units.
- h) Discussion ensued regarding whether a note could be placed on the plat that no other homes could be built on any of the lots. Mr. St. Martin advised he would investigate the matter, but the Commission could condition the application as they so desired.
- i) Mr. Kurtz moved, seconded by Mr. Soudelier: "THAT the HTRPC table the application for Process D, Minor Subdivision, for Lots A, B, &C, A Redivision of Lot 1, Block 1, Winder Addition and the Northernmost portions of Lots 4 & 5, Block 2, Honduras Townsite Addition to the City of Houma until the next regular meeting of October 15, 2020 so Legal could research the matter of placing a note on the plat that no other structures could be built on the lots."

The Chairman called for a vote on the motion offered by Mr. Kurtz. THERE WAS RECORDED: YEAS: Ms. Ellender, Mr. Kurtz, and Mr. Soudelier; NAYS: Dr. Cloutier; ABSTAINING: Mr. Faulk; ABSENT: Mr. Liner, Mr. Livas, and Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.

2. The Chairman called to order the Public Hearing for an application by Jerry T. Gonsoulin requesting approval for Process D, Minor Subdivision, for the Redivision of Property belonging to Jerry T. Gonsoulin (Tracts A, B, & C).

- a) Ms. Alisa Champagne, Charles L. McDonald Land Surveyors, discussed the location and division of property.
- b) There was no one from the public to speak on the matter.
- c) Dr. Cloutier moved, seconded by Mr. Kurtz: "THAT the Public Hearing be closed."

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

- d) Mr. Pulaski discussed the Staff Report and stated Staff would recommend conditional approval provided upon the submittal of a Letter of No Objection from the Department of Health.
- e) Dr. Cloutier moved, seconded by Ms. Ellender: “THAT the HTRPC grant approval of the application for Process D, Minor Subdivision, for the Redivision of Property belonging to Jerry T. Gonsoulin (Tracts A, B, & C) conditioned upon the submittal of a Letter of No Objection from the Department of Health.”

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

- 3. The Chairman called to order the application by Evangeline Business Park, LLC requesting final approval for Process C, Major Subdivision, for Evangeline Estates, Phase B.

- a) Ms. Joan Schexnayder, on behalf of the TPCG Engineering Division, read a memo dated September 16, 2020 concerning the punch list items [See *ATTACHMENT A*].
- b) Mr. David Waitz, David A. Waitz Engineering & Surveying, Inc., stated they would comply/resolve all punch list items and requested 180 days for completion due to the installation of lights by the electrical company amongst the previous storms.
- c) Dr. Cloutier moved, seconded by Ms. Ellender: “THAT the HTRPC grant final approval of the application for Process C, Major Subdivision, for Evangeline Estates, Phase B conditioned upon the Developer comply/resolve all punch list items per TPCG Engineering Division’s memo dated September 16, 2020 and allow 180 days for completion [See *ATTACHMENT A*].”

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

I. STAFF REPORT:

- 1. Mr. Pulaski stated the draft for the revisions to certain portions of Chapter 17, Article II, Section 17-28 of the Parish Code of Ordinances were still not completed but provided a synopsis of the proposed changes from when the mobile home park regulations were revised. The changes are mainly concerning minor versus major mobile home parks and mobile home park buffers.
- 2. Mr. Pulaski discussed the quotes received from Information Technologies in order to purchase iPads for the Commissioners. The iPads with no data (WiFi only) were \$299, with data and WiFi were \$429 with a \$40/month bill, Apple Care at a price of \$59 for 2 years, and cases priced between \$30-\$100.
 - a) Discussion was held regarding purchasing an iPad for each Commissioner and one for the legal advisor. Discussion ensued regarding access to WiFi, using cell phones as hot spots when necessary, and savings with time, paper, and postage by going paperless.
 - b) Dr. Cloutier moved, seconded by Ms. Ellender: “THAT the HTRPC purchase 10 iPads with WiFi only, Apple Care, and \$40± cases for each.”

The Chairman called for a vote on the motion offered by Dr. Cloutier. THERE WAS RECORDED: YEAS: Dr. Cloutier, Ms. Ellender, Mr. Kurtz, and Mr. Soudelier; NAYS: None; ABSTAINING: Mr. Faulk; ABSENT: Mr. Liner, Mr. Livas, and Mr. Thibodeaux. THE CHAIRMAN DECLARED THE MOTION ADOPTED.
- 3. Mr. Pulaski stated the Louisiana Chapter of the American Planning Association would be participating in a virtual conference with 6 states in October if anyone were interested in registering at a cost of \$100. He reminded Mr. Soudelier, Ms. Ellender, and Mr. Liner still need their Act 859 training.

J. ADMINISTRATIVE APPROVALS:

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

1. Lot Line Shift between Lot 1 & Lot 2, Block 3 of Addendum No. 5 to Patrick LeBlanc Subdivision, Section 72, T15S-R16E, Terrebonne Parish, LA
2. Revised Lot F-2 of Houma Development Tract One and Revised Lot 6, Block 1 of Krumbhaar Subdivision into Rev. 2 Lot F-2 of Houma Development Tract One and Rev. 2 Lot 6, Block 1 of Krumbhaar Subdivision, Section 101, T17S-R17E, Terrebonne Parish, LA
3. Lot Line Shift between Lots 7 & 8 of Block 6 of Sunshine Acres Development, Sections 22 & 27, T20S-R17E, Terrebonne Parish, LA
4. Revised Lot 8, Block 3 of Southland Woods Subdivision and Revised Lot 12, Block 1 of Bayou Gardens Subdivision, Add. No. 13, Section 9, T16S-R17E, Terrebonne Parish, LA
5. Tracts A & B, A Redivision of Property belonging to Joseph T. Caprito, et al, Section 50, T19S-R18E, Terrebonne Parish, LA
6. Revised Lots 1-A & 1-B, A Redivision of Revised Lot 1, Block 1, Add. #3 of Woodlawn Ranch Acres, Sections 6 & 19, T17S-R18E, Terrebonne Parish, LA

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

K. COMMITTEE REPORT:

1. Subdivision Regulations Review Committee: None.

L. COMMISSION COMMENTS:

1. Planning Commissioners' Comments:
 - a) The Commissioners expressed appreciation and thanks to Mr. Joey Cehan's service on the Planning Commission.
 - b) Discussion was also held regarding Phillip Livas' absence and possibly replacing him should his absence be extended any longer.
2. Chairman's Comments: None.

M. PUBLIC COMMENTS: None.

N. Ms. Ellender moved, seconded by Mr. Soudelier: "THAT there being no further business to come before the Houma-Terrebonne Regional Planning Commission, the meeting be adjourned at 6:57 p.m."

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

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



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

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September 16, 2020
Item No. H-3

TO: **Christopher M. Pulaski**

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

SUBJECT: **Evangeline Estates Phase B**
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. Revised as-built record drawings are needed due to the gravity mains being extended and SMH #2, #4, #6, #8 being pushed back.
2. Awaiting executed Sewer Connection Charge Agreement, along with payment, from Owner/Developer.
3. Replace cracked panel on Adele Drive, Lot 21.
4. No lights have been installed.
5. Remove wood forms from under decking at station 1 + 33.4 CB-01 Lt. #16.
6. No approval from Waterworks.
7. The stamp on Benchmark 3 does not match the elevation on the plat.

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

cc: Planning Commission
Jacob A. Waitz, P.E. P.L.S.
Ernest Brown
Engineering Division
Reading File
Council Reading File