

**MINUTES**  
**HOUMA-TERREBONNE REGIONAL PLANNING COMMISSION (HTRPC)**  
**ZONING & LAND USE COMMISSION**  
**MEETING OF JULY 15, 2021**

- A. The Chairman, Mr. Kyle Faulk, called the meeting of July 15, 2021 of the HTRPC, convening as the Zoning and Land Use Commission, to order at 6:02 p.m. in the Terrebonne Parish Council Meeting Room with the Invocation led by Dr. Cloutier and the Pledge of Allegiance led by Mr. Liner.
- B. Upon Roll Call, present were: Mr. Ross Burgard; Dr. L.A. “Budd” Cloutier, Jr.; Ms. Rachael Ellender, Secretary/Treasurer; Mr. Kyle Faulk, Chairman; Mr. Robbie Liner, Vice-Chairman; Mr. Jan Rogers; Mr. Barry Soudelier; and Mr. Wayne Thibodeaux. Absent at the time of Roll Call were: None. 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 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. Liner moved, seconded by Mr. Soudelier: “THAT the HTRPC, convening as the Zoning & Land Use Commission, accept the minutes, as written, for the Zoning and Land Use Commission for the regular meeting of June 17, 2021.”
- The Chairman called for a vote on the motion offered by Mr. Liner. 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. COMMUNICATIONS: None.
- F. NEW BUSINESS:
1. Home Occupations:
- a) The Chairman called to order a Home Occupation application by Contidina Manuel to establish a daycare in an R-1 zoning district at 207 Leslie Street.
- (1) Ms. Contidina Manuel, applicant, stated she currently had 3 children and could only have up to 6 per the State regulations. She stated she had room in her driveway for parking to allow for drop off and pick up.
- (2) Discussion was held with regard to the process of Home Occupations and site plans that were included in the electronic packet.
- (3) The Chairman recognized Traci Shafer Hawthorne, 205 Leslie Street, who stated she had no problems with Ms. Manuel personally, but expressed concerns of the property not being zoned for businesses, speed on the street, bus stops that require kids to cross the street creating dangerous situations, and parking that leads to concerns of safety to the families that live on the street.
- (4) No one else from the public was present to speak on the matter.
- (5) Mr. Pulaski discussed the Staff Report and stated Staff would recommend approval of the Home Occupation request conditioned the applicant not have more than six children under her care daily and stagger drop off and pick up times to help with parking and traffic.
- (6) Mr. Thibodeaux moved, seconded by Dr. Cloutier: “THAT the HTRPC, convening as the Zoning & Land Use Commission, approve the Home Occupation application by Contidina Manuel to establish a daycare at her home located at 207 Leslie Street conditioned she have no more than six children under her care daily and she stagger drop off and pick up times.”
- 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.

- b) The Chairman called to order a Home Occupation application by Rontrell Kelly to establish a beauty salon in an R-3 zoning district at 2633 Matthews Court.
- (1) Mr. Rontrell Kelly, applicant, stated he was currently renovating his home due to a fire and would start the salon after it was complete. He stated he would be the only person operating the business and he had permission to use the lot next to him for additional parking.
  - (2) No one from the public was present to speak on the matter.
  - (3) Discussion was held with regard to obtaining the proper licensing.
  - (4) Mr. Pulaski discussed the Staff Report and stated Staff would recommend approval of the Home Occupation request conditioned the applicant obtain the necessary building permits for the improvements and receive a Certificate of Compliance and that the mobile home remains the applicant's primary residence.
  - (5) Dr. Cloutier moved, seconded by Mr. Liner: "THAT the HTRPC, convening as the Zoning & Land Use Commission, approve the Home Occupation application by Rontrell Kelly to establish a beauty salon at his home located at 2633 Matthews Court conditioned he obtain the necessary building permits for the improvements and obtain a Certificate of Compliance and that the mobile home remains the applicant's primary residence."

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

G. STAFF REPORT: None.

H. COMMISSION COMMENTS:

1. Zoning & Land Use Commissioners' Comments: None.
2. Chairman's Comments: None.

I. PUBLIC COMMENTS: None.

J. Mr. Rogers moved, seconded by Mr. Soudelier: "THAT there being no further business to come before the HTRPC, convening as the Zoning and Land Use Commission, the meeting be adjourned at 6:23 p.m."

The Chairman called for a vote on the motion offered by Mr. Rogers. 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.

Kyle D. Faulk, Chairman  
Zoning & Land Use Commission

Becky M. Bechel, Minute Clerk  
Zoning & Land Use Commission

#### CERTIFICATION

**CERTIFIED TO BE A TRUE AND CORRECT COPY OF THE PROCEEDINGS OF THE ZONING AND LAND USE COMMISSION MEETING OF JULY 15, 2021.**

**CHRISTOPHER PULASKI, PLA, DIRECTOR  
PLANNING & ZONING DEPARTMENT**