Minutes of the Broussard Planning Commission Meeting

Held on Thursday, August 11, 2022

**Members Present**

Brad Hamman, Craig Kimball, David Forbes, Russell Trahan, Teddy Eastin

**Members Absent**

**Others Present**

Sarah Hebert, Planning/Zoning Administrator

Gerald Delaunay – City Attorney

Mayor Ray Bourque

Walter Comeaux, III – City Engineer

Ben Theriot – Floodplain Administrator

Ray Gary – Councilman District VI

Bryan Champagne – Fire Chief

Shawn Macmenamin P.L.S. – Duplantis Design Group (DDG)

Trevor Evans- Comeaux Engineering

Callie Laviolette – CAO

Travis Laurent- Paul Miers Engineering

Cliff Guidry – Developer

Corey Morgan

Meeting Called to Order by Brad Hamman

Brad Hamman Opened with the Pledge of Allegiance followed by a moment of Silent Prayer.

Russell Trahan moved to adopt the minutes of the July 14, 2022, meeting

Second by David Forbes

Question Brad Hamman

Roll Call:

Brad Hamman, Yea- Craig Kimball, Yea- David Forbes, Yea- Russell Trahan, Yea - Teddy Eastin, Yea

**Villas At Main Street ACTP Rentals LLC - Multi-Family Use**

Recommendations and requirements as Per Review by Walter Comeaux, III of Comeaux Engineering.

General Comments (not subject to waiver)

1. This proposed development is a 0.56-acre tract. The developer proposes to construct a Townhome Development having 8 lots consisting of 7 units and one lot designated as common area (parking and stormwater management).
2. This development is subject to the Main Street Overlay District Ordinance.
3. This property is located in FEMA Zone X (outside of the 100-year floodplain).
4. City ordinances require that the Finished Floor elevation of the structures be a minimum of 12” above the centerline of the road fronting the structure.
5. A Louisiana Department of Health permit is required prior to the commencement of construction.
6. The developer is solely responsible to provide water and sewer service to the point of each unit.
7. No determination has been made at this time as to the adequacy of the city water infrastructure regarding fire flows or domestic water needs. The developer may be required to participate in infrastructure improvements with regard to the city’s ability to provide acceptable water service to the development. The developer may also be required to provide additional onsite infrastructure to ensure that the City’s fire rating is not impacted in a negative way.
8. No determination has been made at this time as to the downstream capacity of the city sewer system. The developer may be required to participate in infrastructure improvements with regard to the city’s ability to accept sewer flows from the proposed development.
9. Hydrant placement within the development shall be acceptable to the Broussard Fire Department.
10. This development is subject to the current Stormwater Management ordinance. Construction plans, Specifications and Drainage Impact Analysis shall be submitted to the City for review. The proposed development shall be required to be constructed to the City of Broussard Requirements.
11. Place a note on the plat that city Ordinances do not permits fences to be placed within or across City servitudes.
12. Provide a 10’ wide (minimum) sidewalk along the frontage of tract.

Street and Access Comments

1. Provide a 25’ fillet on both sides of the entrance.
2. ~~The developer shall be required to provide an auto turn analysis to ensure that emergency vehicle access is adequate withing the development~~.

Please note, this review is to determine general conformance with City of Broussard requirements and does not constitute a certificate by myself. This review in no way relieves the Surveyor of Record/Engineer of Record from his professional responsibilities.

Walter Comeaux stated that the fire chief has no issues with #2 under Street and Access Comments and it can be stricken from the comments. The chief is comfortable with being able to access.

Travis Laurent stated they have no issues with any of the other comments.

David Bonin asked where will the pond drain? To main Street

Moved by Craig Kimball to accept this plat contingent upon the above comments being met.

Second by David Forbes

Question- Russell Trahan

Roll Call:

Brad Hamman, Yea- Craig Kimball, Yea- David Forbes, Yea- Russell Trahan, Yea - Teddy Eastin, Yea

**Villas at Main Street - Main Street Overlay District**

Recommendations and requirements as per Review by Walter Comeaux III of Comeaux Engineering.

**Section 6 Prohibited Uses**

Not applicable

**Section 7. Sewer Requirements**

Refer to Planning Comments.

**Section 8. Access Management**

Refer to Planning Comments

**Section 9 Accessory Storage Areas Including Trash Holding Receptacles**

Information regarding this has been provided, this item will be required to be addressed to the City’s satisfaction during plan review.

**Section 10 Architecture**

Examination of the color rendering provided indicates the proposed structure meets the requirements of this section. The information provided does not specify building materials or entrances and windows. These requirements will be required to be satisfied during plan review.

Additionally, buffer requirements shall need to be addressed during plan review once more detailed information is available.

**Section 11 Mechanical and Electrical Equipment**

Information pertaining to this section was not provided, the requirements of this section shall be required to be addressed during plan review.

**Section 12 Parking**

No comments offered

**Section 13 Drainage**

Refer to Planning Comments

**Section 14 Landscaping Standards**

Information pertaining to this section was not provided, the requirements of this section shall be required to be addressed during plan review.

**Section 15 Lighting Standards**

Information pertaining to this section was not provided, the requirement of this section shall be required to be address during plan review.

**Section 16 Sign Standards**

Information pertaining to this section was not provided, the requirements of this sections shall be required to be addressed during plan review.

Based on our review of the materials submitted it is our recommendation that the project be granted preliminary approval subject to the submission of and satisfaction of all of the Items noted herein.

Please note this review is to determine general conformance with City of Broussard requirements and does not constitute a certification by myself. This review in no way relieves the Surveyor of Record/Engineer of Record/Architect of Record from his professional responsibilities.

Walter Comeaux III, stated that he will be meeting with the Architect

Moved By Teddy Eastin, Contingent upon comments being satisfied

Second by David Forbes

Question Brad Hammans

Roll Call: Brad Hamman, Yea- Craig Kimball, Yea- David Forbes, Yea- Russell Trahan, Yea - Teddy Eastin, Yea

**Elaine L Young Estate – Partition of Property**

Recommendations and requirements as Per Review by Shawn Macmenamin, P.L.S. of DDG.

Need updated addresses for Lots 3A, 3B and 2B.

Shawn Macmenamin stated all requirements have been fulfilled and recommends approval.

Moved by Craig Kimball to approve this plat

Second by Russell Trahan

Question Brad Hamman

Roll Call:

Brad Hamman, Yea- Craig Kimball, Yea- David Forbes, Yea- Russell Trahan, Yea - Teddy Eastin, Yea

**Castle Row, LLC – Little Blessings Daycare – Main Street Overlay District**

Recommendations and requirements as per Review by Walter Comeaux III of Comeaux Engineering.

1. This proposed project involves construction of an addition to the existing Little Blessings Daycare located at the intersection of Main Street and South Girouard Road.
2. Based on our research the proposed addition will involve two separate tracts owned by a single owner. A topographic survey of both lots will be required along with Planning and Commission action for cross access. A Boundary Line Adjustment may also be required.
3. The city will require that the existing access from South Girouard be maintained post construction.
4. Where possible along Main Street and South Girouard provide a 15’ Sidewalks, Drainage and Utility Easement.
5. The dumpster located on site will be required to be screened per the Main Street Overlay regulations.
6. In accordance with the Overlay District Regulations the parking lot must be screened from sigh of Main Street using an evergreen hedge acceptable to the city.
7. The Proposed expansion of the building is a metal façade to match the existing construction. Metal facades are not permitted with the Main Street Overlay regulations. It is our opinion that due to the fact that this is and expansion of an existing building a waiver should be granted provided that the owner conforms to item 6 of this review letter.
8. Overlay District regulations require structures to have a neutral tone, it is recommended that this requirement be waived provided that the owner conforms to item 6 of this review letter.
9. This proposed expansion is subject to the Stormwater Ordinance.
10. Buffer requirements will need to be reviewed once a plat is provided for review.
11. A site lighting analysis will need to be provided at plan review.
12. The existing sign will need to be evaluated for conformance to the Overlay District Regulations.

It is our recommendations that this proposal be granted Preliminary approval subject to the conditions stated above and subject to City Administrations concurrence with any additional information provided during the review process.

Please note this review is to determine general conformance with City of Broussard requirements and does not constitute a certification by myself. This review in no way relieves the Surveyor of Record/Engineer of Record from his professional responsibilities.

Russell Trahan asked about the easement along the back of the building. It appears the existing building is in the easement.

Walter Comeaux -More information will have to be provided.

Moved by Russell Trahan subject to comments being met.

Second by Craig Kimball

Question Brad Hamman

Roll Call:

Brad Hamman, Yea- Craig Kimball, Yea- David Forbes, Yea- Russell Trahan, Yea - Teddy Eastin, Yea

Adjourn Planning Commission

Moved by Craig Kimball

Second by Russell Trahan

Question Brad Hamman

Meeting was adjourned at this point.

**~~Zoning Commission~~**

This item was not heard or discussed – it was asked to be deferred until the September Meeting.

~~Mr. Tom Holiman w/Tricom Real Estate~~

~~Variance Request for Cell Tower – Albertson Parkway~~