

The below minutes are taken from the meeting to represent items addressed and actions taken by this board. All meetings are recorded with video and audio for our records. In the event these minutes are ever in question or controversy, the audio/video archive shall be used to determine the actual item or action taken by individuals present at this meeting.

**MINUTES
PLANNING COMMISSION
May 10, 2023**

The Planning Commission of the Parish of Ascension held a Public Meeting on Wednesday, May 10, 2023 at 6:00 p.m. at the Ascension Parish Courthouse, 607 E. Worthey Road, Council Chambers – 1st Floor, Gonzales, Louisiana in regular session convened.

I. Called to Order

Meeting was called to order by Chairman Max Nassar.

II. Roll Call of Members

The following members were present:

Tommy Noel, Mark Villa, Nicholas Miller, Max Nassar, Wade Schexnaydre

The following members were absent:

Randy Clouatre, Jr, Julio Dumas

III. Pledge of Allegiance

IV. Introduction of Staff

Stacie Webb – Recording Secretary, Planning Commission

Russ Sanders – Information Technology (IT)

Spencer Long, Parish Attorney

Shaun Sherrow – Engineering Review Agent

Jerome Fournier – Director, Planning and Development

Eric Poche – Asst. Director, Planning and Development

Lance Brock – Asst. Director (Zoning Official), Planning and Development

V. Chairman's Comments

Chair had no comments.

VI. Public Comment on any Agenda Item

No comments.

VII. Staff Report

A. Subdivision Status – May 2023

Mr. Eric Poche presented and explained the attached report on subdivisions.

(SEE ATTACHMENT A)

VIII. Engineering Staff Report

Engineering had no report.

IX. Minutes

A. Approval or Denial of the Minutes of April 12, 2023 Planning Commission Meeting

Commission Action: Moved by Mr. Wade Schexnaydre, seconded by Mr. Nicholas Miller and unanimously adopted, to approve the April 12, 2023 Planning Commission minutes as presented.

X. Consent Agenda

A. Affidavit of Mortgage Declaration

Dudley Marchand III and Sophie Marchand – Lot 4-A-1 (17476 Summerfield S. Rd, Prairieville, LA)

B. Final Plat Approval

Belle Savanne Subdivision, Phase 3A

The subject property is located on Hwy 73 approximately 2,800 feet North of Hwy 74 in Council District 8 and is zoned Medium Intensity Residential (RM). The application is on behalf of Engquist-Level Development, LLC by Quality Engineering & Surveying, LLC.

The property in Phase 3 consists of +/-41.3 acres out of an overall property size of 104.8 acres. The applicant is seeking approval of Phase 3A of a major subdivision containing 22 lots out of a total of 96 lots in Phase 3, as part of an overall plat for a major subdivision to contain 285 single-family residential lots with a minimum size of 6,625 square feet. The proposed subdivision of Phase 3 provides a total of 4.2 acres of upland park space with 4.6 acres of detention. This complies with the major subdivision regulations as all open space/park requirements have been met. Approximately 95% of the property is within the X flood zone and out of the 100-year flood plain. The project drains to the Jim Bayou and into Bluff Swamp to the west. The applicant is proposing to send sewer influent to the existing sewer treatment plant owned and operated by Ascension Parish.

Project Timeline:

- December 9, 2015 -Planning Commission approves the preliminary plat.
- March 14, 2018 – Planning Commission approves final plat for Phases 1 and 2A.
- July19, 2018, Staff Level Minor Preliminary Plat Revision Approved
- September 6, 2018- Construction plans approved.
- November 18, 2020-Major Revision to the Preliminary Plat approved by Planning Commission.
- December 1, 2022-Infrastructure Development District for Phase 3 passed by Ascension Parish Council
- January 20, 2023-Minor Staff Level Revision to separate Phase 3 into Phase 3A and 3B Approved.
- April 19, 2023 Final Inspection Performed

STAFF/ERA FINAL PLAT REVIEW COMMENTS (see attached Final Plat Comments) (SEE ATTACHMENT B)

ENGINEERING DEPT/ERA OUTSTANDING ITEMS: (see attached punch list/inspection letter from final inspection) (SEE ATTACHMENT C)

STAFF ANALYSIS

This final plat complies with all code requirements. Should the Planning Commission approve this final plat, Staff will provide for Chairman signature and recording upon satisfactory completion of any outstanding punch list items, recording of the required maintenance bond(s) for public infrastructure and final signoff by the following Parish Departments:

C. Final Plat Approval

Clare Court

The proposed subdivision is located on the north side of LA Hwy. 429 (Cornerview Road) approximately ½ mile west of I.H.-10 in Council District 8 and is zoned Medium Intensity Residential (RM). The application is on behalf of H1 Associates, by McLin Taylor, Inc.

The property consists of +/-24.078 acres. The applicant is seeking approval of a final plat for a major subdivision containing 37 lots with a minimum size of 9,000 square feet. The developer has provided 0.76 acres of upland park space, which complies with the major subdivision regulations. Ninety percent of the property is within the AE flood zone with the remaining 10% being within the X flood zone and out of the 100-year flood plain. No lots are being proposed north of Bayou Goudine. The project drains to Bayou Goudine which runs through the site. The applicant has provided a sewer system and treatment plant within the development that will be dedicated to a third party utility provider with waiver granted by the Ascension Parish Council.

Project Timeline:

- January 13, 2021 -Planning Commission approves the preliminary plat.
- September 22, 2021, Staff Level Minor Preliminary Plat Revision Approved
- September 30, 2021- Construction plans approved.
- December 9, 2021-Infrastructure Development District passed by Ascension Parish Council
- March 30, 2023 Final Inspection Performed

STAFF/ERA FINAL PLAT REVIEW COMMENTS (see attached Final Plat Comments) (SEE ATTACHMENT D)

ENGINEERING DEPT/ERA OUTSTANDING ITEMS: (see attached punch list/inspection letter from final inspection) (SEE ATTACHMENT E)

STAFF ANALYSIS

This final plat complies with all code requirements. Should the Planning Commission approve this final plat, Staff will provide for Chairman signature and recording upon satisfactory completion of any outstanding punch list items, recording of the required maintenance bond(s) for public infrastructure and final signoff by the following Parish Departments:

1. Inspections
2. Roads
3. Stormwater
4. Drainage
5. Utilities

Note: Signature by the Planning Commission Chairman and the recording of the plat shall be withheld until all items have been completed as noted. Only after all items have been completed will the developer be able to sell lots and/or begin construction of homes. This is a public development and the streets will be accepted into the Parish maintenance system and maintained by Ascension Parish. An infrastructure development district was approved by the Parish Council on December 9, 2021 to provide road maintenance funds.

Commission Action: Moved by Mr. Wade Schexnaydre, seconded by Mr. Tommy Noel and unanimously adopted, to approve the consent agenda as presented.

XI. Public Hearing to Approve or Deny the following Family Partitions:

A. Aubert Boudreaux Property – Lots 3-H-1 and 3-H-2

The subject property is located on the north side of LA Hwy. 429 (Cornerview Road) at the end of Aubert Boudreaux Lane approximately 950' east of Legacy Lane in Council District 3 and is zoned Medium Intensity Residential (RM). The application is on behalf of Daniel Boudreaux by Earles and Associates, LLC.

The Applicant is proposing a family partition of Lot 3-H (1.776 acres) into Lot 3-H-1 (0.888 acres) and Lot 3-H-2 (0.888 acres). Lot 3-H-1 is being retained by the applicant, and Lot 3-H-2 is being donated to a daughter.

STAFF REVIEW COMMENTS

Comments sent to Earles and Associates, LLC on 4/18/2023.

1. NO COMMENTS
2. Submit final plat in CAD prior to final plat being signed.

STAFF ANALYSIS

This property division meets all current requirements of the family partition section of the subdivision regulations. The owner has owned the property for at least three years or prior to January 1, 2015 as required by Paragraph 17-4026.B. This family partition is creating one (1) new lot. Should the commission approve this family partition, staff will have the Chairman sign the plat when all comments have been addressed on the final map as listed above and the required conveyance documents completed and recorded according to Paragraph 17-4026.F of the Subdivision Regulations.

Mr. James Falgout with Earles and Associates, LLC presented this family partition.

Public hearing was opened.

No comments.

Public hearing was closed.

Commission Action: Moved by Mr. Wade Schexnaydre, seconded by Mr. Nicholas Miller and unanimously adopted, to approve this family partition as presented.

B. Kevin M. Simpson Property – Tracts A-1-A and A-1-B

The subject property is located on the east side of White Road approximately 375' north of Lance Gautreau Road in Council District 4 and is zoned Medium Intensity Residential (RM). The application is on behalf of Kevin Simpson by Earles and Associates, LLC.

The Applicant is proposing a family partition of Tract A-1 (16.662 acres) into Tract A-1-A (7.798 acres) and Tract A-1-B (8.864 acres). Tract A-1-A is being retained by the applicant and Tract A-1-B is being donated to a daughter.

STAFF REVIEW COMMENTS

Comments sent to Earles and Associates, LLC on 4/18/2023.

1. Add Section 59 to the title sheet.
2. Add Section 59 in the lower right corner of the map.
3. Label Drainage Servitude Width based on T.B. width.
4. Centerline or T.B. of ditch must be noted with bearing and distance, as required.
5. Label 12' utility servitude as 'existing'.
6. BFE needs to be noted on map.
7. Minimum front setback from street centerline from a parish road is 55'.
8. Submit final plat in CAD prior to final plat being signed.

STAFF ANALYSIS

This property division meets all current requirements of the family partition section of the subdivision regulations. The owner has owned the property for at least three years or prior to January 1, 2015 as required by Paragraph 17-4026.B. This family partition is creating one (1) new lot. Should the commission approve this family partition, staff will have the Chairman sign the plat when all comments have been addressed on the final map as listed above and the required conveyance documents completed and recorded according to Paragraph 17-4026.F of the Subdivision Regulations.

Mr. James Falgout with Earles and Associates, LLC presented this family partition.

Public hearing was opened.

The following spoke:

1 – David Guedry – NOT IN OPPOSITION
(Question regarding access to the property)

Public hearing was closed.

Commission Action: Moved by Mr. Nicholas Miller, seconded by Mr. Tommy Noel and unanimously adopted, to approve this family partition as presented.

C. Albertine A. Parns Property – Lots 5-A and 5-B

The subject property is located on the east side of Aikens Road approximately 475' north of LA Hwy. 929 at the end of Lorena Dr. in Council District 11 and is zoned Medium Intensity Residential (RM). The application is on behalf of Albertine A. Parns by Normand Land Surveying, LLC.

The Applicant is proposing a family partition of Lot 5 (1.014 acres) into Lot 5-A (0.500 acres) and Lot 5-B (0.514 acres). To whom the lots are being dedicated is unknown as this was one of the review comments and a revised map was not submitted at the time of this writing.

STAFF REVIEW COMMENTS

Comments sent to Normand Land Surveying, LLC on 3/03/2023.

3. Label Lorena Drive, "(Existing 40' Servitude of Passage)".
4. In notes, add statement by owner dedicating streets, rights-of-way, servitudes, and any public sites for public uses.
5. Label as "12' utility servitude".
6. Label as "Existing 15' Servitude".
7. Name and relation to applicant for each lot must be stated on map.
8. Revise the Dedication Statement to add: ...installed within or "over any private driveway servitude so as to prevent or"
9. Owner's Signature and Date is required on the map.
10. In certification statement, note compliance with LA RS 33:5051.
11. Include original lot and lots being created in title sheet.
12. Submit final plat in CAD prior to final plat being signed.

STAFF ANALYSIS

This property division meets all current requirements of the family partition section of the subdivision regulations. The owner has owned the property for at least three years or prior to January 1, 2015 as required by Paragraph 17-4026.B. This family partition is creating one (1) new lot. Should the commission approve this family partition, staff will have the Chairman sign the plat when all comments have been addressed on the final map as listed above and the required conveyance documents completed and recorded according to Paragraph 17-4026.F of the Subdivision Regulations.

Ms. Albertine Parns and Ms. Lamona Elmore, applicants, presented this family partition.

Public hearing was opened.

The following spoke:

1 – Keondria Drummer – NOT IN SUPPORT
(Question regarding landmarks. Believes they are encroaching onto her property.)

Public hearing was closed.

Commission Action: Moved by Mr. Tommy Noel, seconded by Mr. Wade Schexnaydre and unanimously adopted, to approve this family partition as presented.

XII. Public Hearing to Approve or Deny the following Preliminary Plat:

A. Moss Side Villas – Major Revision

The proposed subdivision is located on the north side of LA Hwy 74 approximately ¼ mile west of I-10 in Council District 8 and zoned Medium Intensity Residential (RM). The application is on behalf of Inline Construction by MR Engineering & Surveying, LLC.

Project Timeline:

- February 8, 2023 – Planning Commission approves the Preliminary Plat Moss Side Villas.

**Ascension Parish Unified Land Development Code (LDC) Section 17-405.D (3)
Preliminary Plat Procedure:**

Any changes made by the owner/subdivider subsequent to approval of the preliminary plat shall be submitted in electronic format and reviewed by the Planning Commission Chairman and his staff. If the change suggested by the owner/subdivider is to be of a substantial nature which is defined below, then approval can only be granted by the Planning Commission and then only after a public hearing is held for that purpose. If the suggested change is not substantial in nature, then approval will be granted.

- a. A change in the size of lots, amounting to an increase of ten (10 percent or more of the total number of lots from the previously approved plat.
- b. Re-design of the subdivision or any portion thereof which would change the street pattern or overall layout of the previously approved plat.
- c. **Relocation of addition of any sewerage treatment facility.**
- d. Relocation or addition of any drainage facility, except as mandated by an agency with the legal authority to govern the change.
- e. A change in the amount of green space dedicated, amounting to reduction of ten (10) percent or more from the previously approved plat.

It has been determined that the proposed revised preliminary plat is a change of a substantial nature. The location of the sewerage treatment facility is being proposed in a location other than that approved by the Planning Commission on the original preliminary plat.

STAFF REVIEW COMMENTS

In order to accommodate possible regional sewer expansion, the parish requests that all community sewerage treatment plants be located as near an existing major thoroughfare as possible. Staff has requested that the developer accommodate this request and has submitted an alternate location for approval. Staff has determined that the proposed location is better for future regional sewer expansion and is greater than 100' from any existing residence complying with code requirements.

Mr. Jonathan Bradley with MR Engineering & Surveying, LLC presented this revision to preliminary plat.

Public hearing was opened.

The following spoke:

1 – Vanessa Merrow - NEUTRAL

(Concerned about the trees bordering the development and the residents along Elisar Rd.)

Public hearing was closed.

Commission Action: Moved by Mr. Wade Schexnaydre, seconded by Mr. Tommy Noel, this revision to preliminary plat was approved by the following roll call vote:

YEAS: Tommy Noel, Mark Villa, Wade Schexnaydre

NAYS: Nicholas Miller, Max Nassar

ABSTAINED: None

ABSENT: Randy Cloutre, Jr., Julio Dumas

(3) YEAS; (2)NAYS; (0) ABSTAINED; (2) ABSENT and MOTION CARRIED.

XIII. Ordinance – Public Hearing to Recommend Approval or Denial to the Parish Council Amendment to the Ascension Parish Unified Land Development Code:

A. To amend the Ascension Parish Unified Land Development Code, Appendix IV Subdivision Regulations regarding Traffic Calming Policy (SEE ATTACHMENT F)

Mr. Jerome Fournier presented this amendment to the Ascension Parish Unified Land Development Code.

Public hearing was opened.

No comments.

Public hearing was closed.

Commission Action: Moved by Mr. Nicholas Miller, seconded by Mr. Mark Villa and unanimously adopted, to recommend approval to the Parish Council to amend the Ascension Parish Unified Land Development Code, Appendix IV Subdivision Regulations regarding Traffic Calming Policy. *(See Attachment F)*

XIV. Adjourn

Moved by Mr. Nicholas Miller, seconded by Mr. Wade Schexnaydre, the meeting adjourned at 6:37 p.m.

Max Nassar, Chairman

ATTACHMENT A

<i>May, 2023</i> Subdivision Name	Location	Number of Lots	Prelim. Plat Approved	CD Submitted	CDs Approved	Current Status	PP Conditions	Engineer	Developer	Subject to I.D.D.
Belle Maison	William Ficklin Rd., approx. 900' east of Braud Rd.	54	5/14/2014	2/19/2015	12/15/2015	In Construction	No Conditions	Quality Engineering& Surveying	KD Development Group	No-Private
Belle Savanne-Ph. 3A	LA Hwy 73 just north of Dutchtown High	96 Total 22 Ph3A	12/9/2015 11/18/2020	7/10/2020	4/22/2021	Final Plat Applied for 12/14/2022	No Conditions	Quality Engineering& Surveying	Engquist-Level Development, LLC	Yes
Black Bayou Estates	Black Bayou Rd. between Lobell Ln. & Hilbert Young Rd.	20	1/11/2017	Revised CDs 8/20/2021	10/13/2021	In Construction	No Conditions	Quality Engineering& Surveying	BSC Industries, LLC	Yes
Christy Place	LA Hwy. 929 between Daigle and Aikens Road	48	5/9/2018	5/6/2019	10/16/2019	In Construction	No Conditions	Quality Engineering& Surveying	American Homeland, LLC	Yes
Clare Court*	Cornerview between Oak Run Dr. & Dutchtown Meadows Way	37	1/13/2021	3/21/2021	9/30/2021	Final Plat Applied for 3/16/2023	No Conditions	McLin-Taylor Engineering	H I Associates	Yes
Delaune Estates (fka Antebellum Pointe)	West Side of LA Hwy 73 at Duplessis Road	237	7/14/2021	11/2/2021	3/4/2022	In Construction	Lawsuit Dismissed	Quality Engineering& Surveying	Lynn Levy, LLC	Yes
Moss Side Villas	N Side-LA Hwy 74-Immediately West of IH-10 Overpass	36	2/8/2023			Preliminary Plat Approved February, 8 2023	Off-site drainage work to be completed prior to subdivision	MR Engineering & Surveying	Inline Construction	No-Private
Pelican Crossing 6th Filing	LA Hwy 44, 1/2 mile north of LA Hwy. 22	66	5/13/2015	9/8/2021	12/20/2021	Final Plat Applied for 9/13/2022	All Prior to Recording Final Plat-Pay \$750/Lot in TIF	Quality Engineering& Surveying	Engquist-Level Development, LLC	Yes
Pelican Point-14th F-Phases 1 &2 Plantation Commons	LA Hwy 44, 1/2 mile north of LA Hwy. 22 off end of Green Tree Ave.	77	2/10/2021	1st-5/13/21		CDs Submitted 5/13/2021	No Conditions	Ferris Engineering	Doug Diez	Yes
Riverton-2nd Filing	LA Hwy 22-1 mile west of LA Hwy 44	91	3/9/2016	2/16/18 2/28/18	9/4/2018	In Construction	As stated in Planning Commission Meeting Minutes	Quality Engineering& Surveying	SLC, LLC	Yes
Riverton-3rd-5th Filings	LA Hwy 22-1 mile west of LA Hwy 44	220	3/9/2016	12/23/2020		CDs Submitted 12/23/2020	As stated in Planning Commission Meeting Minutes	Quality Engineering& Surveying	SLC, LLC	Yes
Windermere Crossing	Roddy Road about 1,500' north of Cannon Rd.	103	1/13/2021	10/7/2021	12/15/2021	Final Plat Applied for 9/1/2022	Cannon Rd expanded to 20' width from Roddy Rd to LA 44 prior to f-plat	Quality Engineering& Surveying	Dantin-Bruce	Yes

An asterisk (*) denotes a status change from last month's report

February 9, 2023

Mr. Jerome Fournier
Ascension Parish Planning Commission
P.O. Box 1659
Gonzales, LA 70707

**RE: Belle Savanne 3rd Filing (Phase 3A)
Final Plat Review (4th)**

Mr. Fournier,

As the Engineering Review Agency for the Ascension Parish Planning Commission, we have reviewed the Final Plat submitted for the above referenced development for compliance with the Ascension Parish Subdivision Regulations and the Ascension Parish Development Code. Shown below are the comments made by both the ERA and Ascension Parish staff to the Consulting Engineer as a result of the review of this project, as well as a description of their correction or response made to these comments (**shown in bold print**).

1. Previous comment: Add change to telephone and cable provider to **REV (Eatel)**. *Include (Eatel) in note.*
Comment has been addressed.
2. Previous comment: This office does not have a sewer development credit letter for Phase 3. Please submit documentation, taking into account previous calculations/credits for review/verification. **Comment has been addressed.**
3. Revise, 'Latest Preliminary Plat Staff Level Revision' to 1-20-2023. **Comment has been addressed.**
4. There does not appear to be a private servitude of access. If this is the case, please remove note under, 'Landowner/Officer Certification'. **Comment has been addressed.**

Should you have any questions or comments, please do not hesitate to contact me at (225) 769-0546.

Sincerely,

CSRS
Engineer Review Agency for the Ascension Parish Planning Commission



Shaun Sherrow, P.E., PMP

CC: Chris Phelps, Quality Engineering & Land Surveying, LLC

April 21, 2023

Mr. Jerome Fournier
Ascension Parish Planning Commission
P.O. Box 1659
Gonzales, LA 70707

**RE: Belle Savanne – Phase 3A
Final Inspection Letter**

Dear Mr. Fournier:

The final inspection for the above referenced project was held on 4/19/2023 at 8:00 am. The contractor, project engineer's representative, inspection department, planning department, and various utility departments were present. By electronic copy of this letter, we are transmitting compiled comments received from all parties to the engineer. The engineer or contractor will contact subdivision inspection department when these items are ready for a re-inspection:

Project Closeout

1. Provide the following closeout items if not already provided:
 - a. As-builts for the storm drainage system that satisfy section 17-4010C of the UDC. All servitudes should be clearly denoting the distinction between public and private maintenance (see drainage section of this letter for more information) Engineer should consult with the Drainage Department for identification of proposed public servitudes.
 - b. As-builts for the sanitary sewer system that satisfy section 17-4010C of the UDC. All servitudes should be clearly denoting the distinction between public and private maintenance. Engineer should consult with the Utilities Department for identification of proposed public servitudes.
 - c. All testing reports if not already submitted.
 - d. Maintenance bond agreement for public items.
 - e. Updated engineer certification if not already submitted.
 - f. The signed testing lab certification if not already submitted.
 - g. Any applicable sewer agreement with the Parish needs to be completed prior to the Final Plat being signed.

Final Plat Items

1. (See final plat review letter from review process).
2. Label 'Private' drainage servitudes on drainage record drawings as noted on the final plat.

Drainage

1. There are large debris piles on multiple lots that need to be removed.
2. Verify that all pre-cast lifting wires have been removed from all drainage structures and that the holes are grouted back in.
3. There is a large amount of sediment/dirt/debris in the subsurface drainage system that needs to be cleaned out to allow it to properly be inspected.
4. The swale along the property line near inlets D6 and D7 needs to be regraded to slope towards the inlets to not hold water per the approved plans.

5. There is a dirt mound on lot CA7 that is not shown in the plans and needs to be regraded per the plans.
6. The 18" PVC pipe that stubs into the conspan needs to be re-grouted to be flush with the conspan wall.
7. Outfall A and F riprap has washed out and should be replaced as shown in the plans.

Sanitary Sewer

1. Ensure all sewer stacks/markers contain a cap at the top to protect unwanted substances from compromising the integrity of the system.
2. There is sediment/dirt in the gravity sewer system from the roadway that needs to be cleaned out.
3. Provide documentation from the utilities department that they have inspected the sewer manholes and lines.
4. Contractor should provide all record drawings, Operation and Maintenance (O&M) Manuals and spare parts in accordance with Section 16 of the Ascension Parish Subdivision Construction Specifications.

Roadway

1. There is a large amount of dirt/sediment on the roadway that needs to be cleaned to allow it to be properly inspected.
2. There is a dip in the road connection coming into Phase 3 that needs to be corrected.
3. There is a damaged curb at the handicap ramp on Belle Crique Ave that needs to be fixed.
4. Complete installation of 'No Parking on Pavement' signs as per approved construction plans.
5. Relocate speed limit sign on Belle Reine Dr. at approximate Sta. 25+00 as it is obscured by an installed light pole.
6. Wheelchair ramp not installed on west side of Belle Reine Dr. at approximate Sta. 12+00.

Erosion Control

1. The silt fence at several areas along the property line has collapsed. Reestablish required erosion control.
2. Inlet protection has failed at most inlets. Reestablish required erosion control.
3. The developer/owner must continue to maintain erosion control measures as stipulated by the owner's SWPPP throughout home building process.

Do not hesitate to contact me should you have any questions.

Engineering Review Agency for the Ascension Parish Planning Commission



Shaun Sherrow, P.E., PMP

CC: (via email) William Purser, P.E., Quality Engineering & Surveying, L.L.C.

May 2, 2023

Mr. Jerome Fournier
Ascension Parish Planning Commission
P.O. Box 1659
Gonzales, LA 70707

**RE: Clare Court
Final Plat Review**

Mr. Fournier,

As the Engineering Review Agency for the Ascension Parish Planning Commission, we have reviewed the Final Plat submitted for the above referenced development for compliance with the Ascension Parish Subdivision Regulations and the Ascension Parish Development Code. Shown below are the comments made by both the ERA and Ascension Parish staff to the Consulting Engineer as a result of the review of this project, as well as a description of their correction or response made to these comments (**shown in bold print**).

1. List/note waiver granted to allow sidewalk within ROW at the January 13, 2021 Planning Commission meeting. **Comment has been addressed.**
2. Add Preliminary Plat approval date by the Planning Commission of January 13, 2021 as well as Staff Level Minor Revision date of September 22, 2021. **Comment has been addressed.**
3. Verify ownership of STP. If applicant wishes to dedicate system to private 3rd party owner, list date of approval by Parish Council. **Comment has been addressed.**
4. For telephone and cable under 'General Notes, revise 'Eatel' to REV (Eatel). **Comment has been addressed.**
5. Under 'Reference Maps', if item 5 is not recorded, state 'Not Recorded'. **Comment has been addressed.**
6. Note the referenced benchmark for the project. Provide conversion or equation to nearest official Ascension Parish Benchmark System. **Comment has been addressed.**
7. Provide Location, Description, Elevation, and Datum of Permanent Benchmarks Within the Subdivision. Benchmarks are to be set on Permanent Drainage, Sewer, or Water Structures. **Comment has been addressed.**
8. Add note and servitude around mitigation area on Tract DW-1 including note stating "A private fill mitigation servitude is dedicated to preserve flood plain fill mitigation storage provided by this area to offset the fill within Claire Court Subdivision per section 17-507 of the drainage ordinance. Elevation(s), outfall or area slopes cannot be modified without approval from Engineering Reviewing Agency and Gravity Drainage District." **Comment has been addressed.**
9. Add 'Private' to drainage servitude labels across lots 6 & 7 and 14 & 15. **Comment has been addressed.**
10. Notes 4 and 15 under 'General Subdivision Notes' are repeats. **Comment has been addressed.**

11. Change 'foot' in note 6 under 'General Subdivision Notes' to feet. **Comment has been addressed.**
12. Add note, "Sidewalk must be constructed prior to the Certificate of Occupancy being issued for each lot." **Comment has been addressed.**
13. Add note, "The parks will be a stage 1 requirement. The trees, common areas, park space, open space and ponds, etc. are to be installed according to Ascension Parish ordinances. The maintenance and upkeep responsibilities will be on the homeowner's association and a sign must be in place identify the park space." **Comment has been addressed.**
14. Add note, "The 30' drainage servitude shown through the lake as shown hereon is dedicated for the purposes of the maintenance of unrestricted storm water run-off. The maintenance of the shoreline and that portion of the lake which is part of each lot or common space, shall be the responsibility of the individual lot owner and/or Homeowners Association. Ascension Parish shall have no responsibility for the maintenance thereof. The lake within the boundaries of this development shall be privately owned and maintained." **Comment has been addressed.**
15. Add note, "The Owner of a lot shall be responsible for all maintenance, repair or replacement of the sidewalk on or adjacent to his/her lot. Both the Homeowner and the Homeowner's Association shall hold Ascension Parish harmless for any and all work pertaining to the upkeep and/or replacement of the sidewalks within this development." **Comment has been addressed.**
16. Add note, "An inspection for compliance with design shall be performed every 5 years for all privately owned storm water and floodplain mitigation facilities and a letter of certification of compliance with design shall be submitted to the Department of Planning and Development by an Engineer licensed in the State of Louisiana." **Comment has been addressed.**
17. Note 14 under 'General Subdivision Notes' is not necessary. **Comment has been addressed.**
18. Final, approved Jurisdictional Determination must be submitted along with any Wetlands permit and mitigation documentation (if applicable) prior to final plat being heard at the Planning Commission. **Comment has been addressed.**
19. Add note, "Placement of fencing or other obstructions within a Public Drainage Servitude is prohibited. Property owners must apply for a fence permit through the Ascension Parish building department." **Comment has been addressed.**
20. SEWER DEDICATION NOTES will be determined once the owner/applicant has a final determination or waiver on dedicating the system to the Parish or to a third party provider. **Comment has been addressed.**
21. Add the following notes for sewer dedicated to a private 3rd party. **Comment has been addressed.**
 - a. The sewer system, including but not limited to, all treatment system(s), pump(s), lift station(s), collection lines to the system, both onsite and offsite, and the user of said improvements, are hereby dedicated to a third party utility provider based on a variance issued pursuant to Sections 18.117.2 &

18-117.5 of the Ascension Parish Code of Ordinances, voted on and approved by the Ascension Parish Council on May 4, 2023. The dedicated third party recipient of this system is also hereby granted a permanent servitude of access and use over the immovable property upon which any portion of the treatment system(s), pump(s), lift station(s), collection lines dedicated above are located for necessary maintenance or improvements. Said servitude is to be considered transferable and heritable and shall be enforceable against any and all successors or assigns of the property owner. **Comment has been addressed.**

- b. Under 'General Notes' revise the sewer note to read, "...to DHH approved private sewer treatment plant." **Comment has been addressed.**
- c. Under 'General Subdivision Notes,' revise note no. 1 to read, "This project is exempt from Sewer Development Fees pursuant to variance granted by the Ascension Parish Council on May 4, 2023." **Comment has been addressed.**
- d. Remove note 16 under 'General Subdivision Notes.' **Comment has been addressed.**

22. Add the following notes/items to the final plat. **Comment has been addressed.**

- a. Note: "The lots in this subdivision have achieved final pad elevations using fill mitigation. Therefore, no additional fill shall be allowed on any lot in the shaded "area of no fill" denoted hereon." **Comment has been addressed.**
- b. Add shading to all areas below elevation 15.0' (BFE) and denote on legend, "Area of No Fill." **Comment has been addressed.**

Should you have any questions or comments, please do not hesitate to contact me at (225) 769-0546.

Sincerely,

CSRS

Engineer Review Agency for the Ascension Parish Planning Commission



Shaun Sherrow, P.E., PMP

CC: Rudy Crnko, PE, McLin Taylor, Inc.

April 5, 2023

Mr. Jerome Fournier
Ascension Parish Planning Department
P.O. Box 1659
Gonzales, LA 70707

**RE: Clare Court
Final Inspection Letter**

Dear Mr. Fournier:

The final inspection for the above referenced project was held on Thursday, March 30, 2023, at 8:30 am. The contractor, the developer's representatives, project engineer's representative, and various inspection departments were present. By electronic copy of this letter, we are transmitting compiled comments received from all parties to the engineer. The engineer or contractor should contact subdivision inspection department when these items are completed and ready for final approval by each of the departments:

Project Closeout

1. Provide the following closeout items if not already provided:
 - a. As-builts for the storm drainage system that satisfy section 17-4010C of the UDC. All servitudes should be clearly denoting the distinction between public and private maintenance (see drainage section of this letter for more information).
 - b. As-builts for the sanitary sewer system that satisfy section 17-4010C of the UDC. All servitudes should be clearly denoting the distinction between public and private maintenance. Engineer should consult with the Utilities Department for identification of proposed public servitudes.
 - c. All testing reports if not already submitted.
 - d. Maintenance bond agreement for public items.
 - e. Any applicable sewer agreement with the Parish needs to be completed prior to the Final Plat being signed.

Final Plat Items

1. See Final Plat review letter from review process for any other comments.

Drainage

1. Rip Rap at the Pond inflow ditch and pipe outfall appear to be smaller than the 30lb rip-rap called out in the plans on sheet 2.
2. On the backside of lots 6-7 and 14-15 the side slopes appear to be steeper than 5:1. Please revise to be 5:1 max per swale ditch detail on the Drainage Plan Sheet 4.
3. Storm Drain Pipes are holding some water upstream of structure B-1.
4. Provide topo for the fill mitigation area along with as-built mitigation volumes.
5. Shredded wood chips must be removed from the rear of the property unless the volume below the BFE can be verified as mitigated with the excavation.
6. Culvert F-2 is missing per plans (Plan and Profile Sheet 10).

7. The pond overflow weir should be 1ft lower than the top of bank per plans (sheet 20). Please confirm pond elevations with topo to confirm the pond top of bank and weir elevations. Revise as necessary to match elevations shown in plans.

Sanitary Sewer

1. There is standing water in several sewer manholes.
2. 6' wooden fence around STP must be installed.
3. Aggregate surface and drive to and around STP must be 4"-6" thick. Additional aggregate must be placed.
4. STP needs to have a 'test run' when power is in place and all items have been installed, as required.
5. A geo-referenced CAD file of the sanitary sewer as-builts should be submitted to the Utilities department. This is required prior to signing of final plat.

Roadway

1. None.

Landscape Requirements

1. None.

Erosion Control

1. The developer/owner must continue to maintain erosion control measures as stipulated by the owner's SWPPP throughout home building process.

Do not hesitate to contact me should you have any questions.

Engineering Review Agency for the Ascension Parish Planning Commission



Shaun Sherrow, P.E., PMP

CC: (via email) Rudy Crnko, P.E., Mclin Taylor, Inc.

PARISH OF ASCENSION

OFFICE OF PLANNING AND DEVELOPMENT



Clint Cointment
Parish President

MEMORANDUM

Date: May 10, 2023

To: Planning Commission

From: Jerome Fournier, Director of Planning and Development

Subject: Suggested Ordinance Change to Unified Land Development Code, Section 17-405. Preliminary plat procedure.

Discussion

Staff is suggesting a change to this section of Appendix IV-Subdivision Regulations to require analysis of traffic calming measures in the consideration of a preliminary plat. We are placing the onus on the applicant to analyze and submit data according to the Traffic Calming policy.

Below is the suggested language change that more specifically explains the proposed changes:

Staff Recommended Modification

APPENDIX IV-SUBDIVISION REGULATIONS

Section 17-405 proposed revision to paragraph(s) K & L, as noted below:

Deletions - ~~Strikethrough~~ and Additions - underlined

17-405. – Preliminary plat procedure.

- K. The Department of Public Works and the Engineer Review Agency shall require a subdivider to provide a drainage impact study and a traffic impact study, in the form and substance as provided in Appendix IV, section 8 for a proposed preliminary plan and to require a conclusion and plan that offsets any adverse impact that the development may have on the drainage system or the roads/traffic of the Parish of Ascension. The engineer review agency and Department of Public Works must agree or disagree with the findings of the engineer, or subdivider, or person that submits the drainage plan, and/or traffic study, and any discrepancies between the findings of the engineer, subdivider, or person who submits the discrepancies between the findings of the agency and the Department of Public Works will be decided in favor of the Engineer Review Agency and the Department of Public Works at its discretion. The Department of Public Works and Engineer Review Agency may waive the requirement for a drainage impact study and/or a traffic impact study at its discretion.:

PARISH OF ASCENSION

OFFICE OF PLANNING AND DEVELOPMENT



Clint Cointment
Parish President

1. All Major Subdivision applications shall include analysis by the applicant of traffic calming measures as per Appendix XV-Traffic Calming.
- L. Approval criteria. The following criteria shall be considered when reviewing the preliminary plat:
1. Consistency with the Master Plan and other applicable planning documents;
 2. Consistency with existing or proposed zoning of the property;
 3. Compatibility of development with existing and planned land use patterns;
 4. Whether the proposed development is premature as evidenced by: the lack of adequate public facilities within a reasonable distance to the site; or extraordinary service delivery costs due to the location or available access to the site;
 5. Whether proposed lots and blocks are consistent with adopted design standards;
 6. Whether proposed rights-of-way and servitudes are adequate to serve the property and are consistent with adopted plans; and
 7. Whether the traffic impacts from the proposed development can be adequately mitigated in accordance with a traffic impact analysis, if required.
 8. Traffic calming measures to be implemented as per analysis and recommendations by Parish Staff, Engineer Review Agency and Traffic Consultant.