

**PROCEEDINGS OF THE PLANNING COMMISSION, PARISH OF ST. JAMES, STATE OF LOUISIANA,  
TAKEN AT A REGULAR MEETING ON MONDAY, JUNE 26, 2023.**

The Planning Commission of the Parish of St. James, State of Louisiana, met in regular session at the Courthouse in Convent, Louisiana on Monday, June 26, 2023, at 6:00 p.m.

**PRESENT:** Dean Millet, Arthur Matherne, Ralph Becnel, Danny St. Pierre, Anthony Boudreaux, Johnny Lawrence and Glenn Millet

**ABSENT:** Mike Krumholt, Jon Hotard and Sue Bier (Non-Voting)

**ALSO, IN ATTENDANCE:** Rick Webre, Vic Franckiewicz and Amber Shepard

**MINUTES**

1. A. Matherne motioned to approve the May 22, 2023, regular meeting minutes and was seconded by D. Millet. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.

**CORRESPONDENCE**

1. None

**PRESENTATION AND PUBLIC COMMENTS**

1. Presentation – None

**RESUBDIVISION OF PLOT - OLD BUSINESS**

1. **Wilkerson Oubre Property (Item # 23-15)** Tabled 5/22/2023. A. Boudreaux motioned to remove from the table and was seconded by D. St. Pierre. Represented by Mr. Oubre. Requesting simplified subdivision approval to subdivide Lot 5 into Lots 5A and 5B. J. Lawrence motioned to approve and was seconded by A. Matherne with the conditions set forth by the Louisiana Department of Health, to appear on the face of the recorded plat, such that Lots 5A and 5B will not be used for any new construction and will not be resold. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.

**RESUBDIVISION OF PLOT - NEW BUSINESS**

1. **Isadore Kirklin Jr. Tract (Item # 23-17)** Represented by Mrs. Kirklin. Requesting simplified subdivision approval to move the lot line by 6 ¼% to show 56 ¼% allotted to Isadore Kirklin, III. A. Matherne motioned to approve and was seconded by A. Boudreaux. Pending a letter of no objection from LaDHH, and the delivery of CAD file. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.
2. **The Curtis Matherne Tract (Item # 23-18)** Represented by Tammy Roussel and Mandy LeBlanc. Requesting simplified subdivision approval to subdivide the tract into Lot 1-CM and Lot 2-CM and to reduce the utility and access servitude from 50' to 25'. This requires variance approval under Section 102-13 provided that the conditions open which this request is based will not be detrimental to Parish access for utility services. Rick Webre confirmed that under the specific circumstances of this tract, considering the limited number of lots involved and the existence of a barn, the parish could work within the 25' servitude. This request requires a recommendation from the Planning Commission and final action by the Parish Council. D. St. Pierre motioned to approve the subdivision along with the following resolution and was seconded by D. Millet. Pending a letter of no objection from LaDHH and the delivery of CAD file. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.

**A RESOLUTION RECOMMENDING A VARIANCE BE GRANTED  
FOR MICKEY AND TAMMY ROUSSEL  
FOR A 25' PUBLIC UTILITY ACCESS SERVITUDE**

**WHEREAS,** The subdivision ordinance, Chapter 102 of the St. James Parish Code of Ordinances, establishes certain requirements for subdivisions, including a minimum servitude width; and

**WHEREAS**, Ordinance Section 102-13 allows the commission to consider and recommend variances to the parish council when an applicant meets the requirements for a variance; and

**WHEREAS**, the applicant for Item #23-18, Mickey and Tammy Roussel, requests a variance that would allow a reduction in a utility and access servitude width down to 25' because of conditions unique to the property;

**NOW THEREFOR BE IT RESOLVED** that the requested variance to create a 25' utility and access servitude in connection with Item #23-18 is hereby recommended to the parish council for approval, based on the following findings under Section 102-13(a):

1. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property because it will only affect the tract involved, and it would adequately serve that tract, based on the information presented by Director of Operations Rick Webre.
2. Because of the particular physical surroundings, existing structures on the property or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of this chapter is carried out. A full width servitude would not be possible, which would be even further reduced by required setbacks.
3. The variance will not in any manner vary the provisions of the master plan, coastal zone management plan, sewerage facilities regulations, the capital improvements program of the parish, and chapter 50 of the Code of Ordinances.

**BE IT FURTHER RESOLVED** that this recommendation be forwarded to the St. James Parish Council for final action.

3. **Dennis Louviere Property (Item # 23-19)** Represented by Cindy Fremin. Requesting simplified subdivision approval to subdivide the Dennis Louviere Property in Lots 1, 2, and 3. D. St. Pierre motioned to approve the item and was seconded by A. Matherne. Pending a letter of no objection from LaDHH, and the delivery of CAD file. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.
4. **Parkview Estates Subdivision (Item # 23-20)** Represented by Rick Webre. Requesting simplified subdivision approval to subdivide a portion of Lot 3 of the L.G. Laiche Partition between the north line of Jefferson Highway & the north right of way of the Y. & M.V. Railroad for the purposes of establishing 10' servitudes along lot lines for drainage maintenance. A. Matherne motioned to approve the item and was seconded by J. Lawrence. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.
5. **Tilden & Barthelmy Louque Tract (Item # 23-21)** Represented by Ricky and Joan Louque. Requesting preliminary approval for a family subdivision of the Tilden & Barthelmy Louque Tract into Lot 1-TBL, 2-TBL, 3-TBL, 4-TBL, 5-TBL, and 6-TBL (not surveyed) and to reduce the utility and access servitude from 40' to 25'. This requires variance approval under Section 102-13 provided that the conditions open which this request is based will not be detrimental to Parish access for utility services. Rick Webre confirmed that under the specific circumstances of this tract, considering the limited number of lots involved and the existence of new residential construction, the parish could work within the 25' servitude. This request requires a recommendation from the Planning Commission and final action by the Parish Council. D. St. Pierre motioned to approve the subdivision along with the following resolution and was seconded by A. Boudreaux. Pending letter of no objection from LaDHH and the delivery of CAD file. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.

**A RESOLUTION RECOMMENDING A VARIANCE BE GRANTED  
FOR THE TILDEN AND BARTHELEMY TRACT OWNER RICKY AND JOAN LOUQUE  
FOR A 25' PUBLIC UTILITY ACCESS SERVITUDE**

**WHEREAS**, The subdivision ordinance, Chapter 102 of the St. James Parish Code of Ordinances, establishes certain requirements for subdivisions, including a minimum servitude width; and

**WHEREAS**, Ordinance Section 102-13 allows the commission to consider and recommend variances to the parish council when an applicant meets the requirements for a variance; and

**WHEREAS**, the applicant for Item #23-18, Ricky and Joan Louque, requests a variance that would allow a reduction in a utility and access servitude width down to 25' because of conditions unique to the property;

**NOW THEREFOR BE IT RESOLVED** that the requested variance to create a 25' utility and access servitude in connection with Item #23-21 is hereby recommended to the parish council for approval, based on the following findings under Section 102-13(a):

1. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property because it will only affect the tract involved, and it would adequately serve that tract, based on the information presented by Director of Operations Rick Webre.
2. Because of the particular physical surroundings, existing new residential construction on the property or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of this chapter is carried out. A full width servitude would not be possible, which would be even further reduced by required setbacks.
3. The variance will not in any manner vary the provisions of the master plan, coastal zone management plan, sewerage facilities regulations, the capital improvements program of the parish, and chapter 50 of the Code of Ordinances.

**BE IT FURTHER RESOLVED** that this recommendation be forwarded to the St. James Parish Council for final action.

6. **The J. Edward Falgoust Partition (Item # 23-22)** Represented by Norma Labat. Requesting simplified subdivision approval to resubdivide Lot E, Lot F, and the adjacent 40' strip of the J. Edward Falgoust Partition into Lot E-1, Lot E-2, Lot F-1, Lot F-2 and the adjacent 40' strip. R. Becnel motioned to approve and was seconded by A. Matherne. Pending a letter of no objection from LaDHH and delivery of CAD file. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.
7. **St. James Parish Government/Blackberry Farms (Item #23-23)** Represented by Rick Webre. Requesting simplified subdivision approval to resubdivide St. James Parish Water Plant lease and Blackberry Farms L.L.C property into SJP-W1. D. St. Pierre motioned to approve and was seconded by A. Boudreaux. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.
8. **St. James Parish Government/Gravois Farms (Item # 23-24)** Represented by Rick Webre. Requesting simplified subdivision approval to resubdivide Tract SJP-1 into SJP-1A belonging to St. James Parish Government from Gravois Farms, L. L. C. D. St. Pierre motioned to approve and was seconded by D. Millet. Roll call vote: D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.

#### **OTHER ORDINANCE MATTERS**

1. **Lucas Variance (Item # 23-25)** Represented by Ronata Lucas. Requesting a front and back property line setback variance to place a 16 x 80 mobile home at 9165 Water Tower Street in Convent. The property measures approximately 209' L and 35' W, therefore not meeting the 20' from the front and 15' from the back setback requirement in Section 18-35(e), which requires a variance by the Planning Commission. Placing a mobile home on this property would leave 10' from the front and 9' from the back similar to that of the other structures on this street. Rick Webre commented that due to the acceptance of this variance, property owner would be responsible for maintenance of drainage. A. Matherne motioned to approve and was seconded by A. Boudreaux. D. Millet- yes, M. Krumholt- absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.

#### **LAND USE- OLD BUSINESS**

1. **None**

#### **LAND USE- NEW BUSINESS**

1. **The Louviere Estate Land Use Request (Item # 23-19)** Represented by Cindy Fremin. Requesting approval to use the property at 9736 Highway 44, Convent, Louisiana 70723 to construct a new residential home (Item #23-19). The property is in an area designated as Industrial in the Land Use Plan. Residential use is not listed as an allowable use for that location. Therefore, the request requires a recommendation by the Planning Commission and final action by the Parish Council under Section

82-25(e) of the St. James Parish Code of Ordinances. A. Matherne motioned to adopt the following resolution to recommend approval from the St. James Parish Council

**RESOLUTION RECOMMENDING THE APPLICATION OF CINDY FREMIN (ITEM #23-19) TO ALLOW CONSTRUCTION OF A RESIDENCE IN AN INDUSTRIAL AREA 9736 HIGHWAY 44 CONVENT, LOUISIANA UNDER THE ST. JAMES PARISH LAND USE ORDINANCE, WITH CONDITIONS**

**WHEREAS**, Cindy Fremin have requested approval for the construction of a new residence, identified as Item 23-19 (the "Application"), which would constitute a residential use in an area designated as Industrial in the Land Use Plan; and

**WHEREAS**, the Planning Commission has considered the Application pursuant to Section 82-25(e) of the St. James Parish Code of Ordinances.

**THEREFORE, BE IT RESOLVED** that under Section 82-25(e) of the St. James Parish Code of Ordinance, the Planning Commission recommends approval of the Application, subject to the following conditions:

**A. Extent of Approval and Future Changes within the Facility Footprint.** This approval is limited to the construction of a single-family residence, as presented in the Application, along with features customarily associated with a residence and reasonable modifications necessary for the proposed use, consistent with building codes;

**B. Start Date Limitation.** Construction or operation must commence within 24 months after the last public entity regulatory approval is issued, or within 24 months after the termination of any administrative or judicial appeal process that may follow from the issuance of any required permit, whichever is later. For the purposes of this condition, construction is defined as: permanent on-site construction, fabrication, erection, or installation of the proposed residence. Construction delays caused by natural disasters or labor disputes, or periods between operational phases of construction, shall not be construed as interrupting construction that is otherwise continuously pursued.

**BE IT FURTHER RESOLVED** in accordance with Section 82-25(e), that the Planning Commission finds that the proposed use is compatible with surrounding uses and the adverse impacts are of the proposed use are inconsequential, considering that the application is for a single-family residence, and the nearby existing uses are also residential.

**BE IT FURTHER RESOLVED** that the Planning Commission has considered the need for a buffer zone under Sections 82-25(i)(2) and 82-25(j) of the St. James Parish Code of Ordinances, and finds that the nature of the use, having inconsequential impacts, does not require a buffer zone.

This motion was seconded by D. St. Pierre. D. Millet- yes, M. Krumholt-absent, A. Boudreaux- yes, J. Lawrence- yes, A. Matherne- yes, R. Becnel- yes, J. Hotard- absent, D. St. Pierre- yes, G. Millet-yes. All in favor. Motion carried.

**OTHER BUSINESS**

1. None

**EXECUTIVE SESSION**

1. None

**ADJOURNMENT**

A.Matherne motioned to adjourn and was seconded by D. St. Pierre. All in favor. Motion Carried. Meeting adjourned at 6:52 p.m.

s/ \_\_\_\_\_  
Glenn Millet, Chairman

s/ \_\_\_\_\_  
Michael Krumholt, Secretary