

MARCH 17, 2008

The City Council and the Land Use Commission of the City of Sulphur, Louisiana, met in special session at its regular meeting place at City Hall, Sulphur, Louisiana, on March 17, 2008 at 4:00 p.m., after full compliance with the convening of said meeting with the following members present:

DRU ELLENDER, Council Representative of District 1  
MIKE KOONCE, Council Representative of District 2  
CHRIS DUNCAN, Council Representative of District 3  
NANCY TOWER, Council Representative of District 4  
STUART MOSS, Council Representative of District 5

TROY DARBY, Land Use Commission of District 2  
LAWRENCE DAVID, Land Use Commission of District 4  
GERRIT LAWRENCE, Land Use Commission of District 5

ABSENT, JAY SHELTON, Land Use Commission of District 1  
VACANT SEAT, Land Use Commission of District 3

After the meeting was called to order and the roll called with the above result, prayer was led by Mrs. Ellender followed by the reciting of the Pledge of Allegiance led by Mr. Moss.

The first item on the agenda an update regarding request for proposals for a city planner. Mrs. Tower stated that Mr. Bruce was not able to attend this meeting but has drafted a memo as his report. In the memo Mr. Bruce states that the planner has broken down the tasks into four phases.

- Phase I - reviews available data in an effort to define the character of the planning area, identify issues previously recognized by the Council and Commission, evaluate administrative mechanics for the Land Use Plan, and develop recommendations for critical, short term and long term needs. Recommended draft ordinances, addressing critical and short term needs, shall be prepared by the Consultant. Solutions to the Long Term needs shall be presented in conceptual nature. The presentation of Long Term

solutions is to be sufficient to provide a basis for decision making and planning future modifications to the Plan.

- Phase II – provides training relative to implementing the Land Use Ordinance as modified to address immediate and short term issues.
- Phase III – deliverables includes authorized Land Use Ordinance modifications beyond those addressed in Phase I.
- Phase IV – provides training for deliveries provided in Phase III.

Requests for proposals were released to Mr. Tim Jackson, Mr. Stephen Villavaso and Mr. Michael Lauer. A “joint venture” style response was received from Jackson and Villavaso. Mr. Lauer did not submit a proposal. A lump sum fee was to be provided for Phase I deliverables. Subsequent phases would be negotiated following the conclusion of Phase I. The work scope for the subsequent phases would be based on the findings of the previous phase(s).

Mr. Jackson’s proposal, in the amount of \$10,000, is currently under review.

The next item on the agenda a discussion concerning suggested map changes in each district. At this point everyone agreed that this item should not be discussed until a city planner is hired.

The next item on the agenda a discussion concerning the creation of the Commercial District. Again, the group decided that this item should not be discussed until a city planner is hired.

There being no further business to come before the Council, Mrs. Tower declared the meeting adjourned.

ATTEST:

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ARLENE BLANCHARD, Clerk

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NANCY TOWER, Chairman

3/17/08  
4:25 P.M.