



## PLANNING AND ZONING COMMISSION STAFF REPORT

**September 25, 2025**

**To:** Planning and Zoning Commission

**From:** Kristin Tortorich, Planning and Zoning Director

**Subject:** Abita Meadows – Compliance with Subdivision Regulations

**Purpose:**

To provide the Commission with an update on the Abita Meadows Subdivision, located on Hwy. 36 in Abita Springs, and the status of required checklist items under the Subdivision Regulations.

**Background:**

A set of six (6) final plats was submitted on August 28, 2025. Under the Subdivision Regulations, the Planning and Zoning Commission must take final action on the application within 60 days of submission, which sets a deadline of **October 27, 2025**.

The next regularly scheduled Planning and Zoning Commission meeting falls on **October 30, 2025**, after the 60-day deadline.

**Options:**

The Commission has the following options at its September 25, 2025, meeting:

- Approve the plat as presented.
- Approve the plat subject to conditions to be satisfied prior to final recording.
- Deny approval of the plat.
- Defer consideration to a **Special Meeting on October 23, 2025** (within the required timeframe).

In addition, the applicant may **voluntarily request to defer** consideration to the next regular meeting on **October 30, 2025**.

## Final Submission Checklist: Subdivision Regulations Sec. 5.6

### General Requirements

	Final plat must substantially conform to the approved preliminary plat
	Partial submissions are allowed if fully compliant with regulations

### Submission Requirements

<input type="checkbox"/>	Submit 6 sets of final plats at least 15 days before meeting. Plat must be 24" x 36", drawn at a scale of 1" = 100' or larger Index sheet if multiple sheets used	Submitted on August 28, 2025
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### Review and Approval

	Public hearing will be held	Scheduled 9/25/2025
	Planning Commission approval contingent on: <input type="checkbox"/> Town Engineer confirmation of 100% (or substantially) complete construction <input type="checkbox"/> Payment of all review and inspection fees	Punch List in Staff Report
	All review and inspection fees must be paid in full	
	Planning Commission will issue approval, disapproval, or conditional approval	

### Distribution of Approved Plat

<input type="checkbox"/>	One copy each to:
	<input type="checkbox"/> Subdivider <input type="checkbox"/> Planning Commission <input type="checkbox"/> Tax Assessor <input type="checkbox"/> Health Unit <input type="checkbox"/> Clerk of Court (must file within 90 days) <input type="checkbox"/> Town Engineer

### Final Plat Content

<input checked="" type="checkbox"/>	Control points and ties for referencing dimensions
<input checked="" type="checkbox"/>	Boundary lines, street ROWs, servitudes, and lot lines with accurate bearings and curves
<input checked="" type="checkbox"/>	Street names and ROW widths
<input checked="" type="checkbox"/>	Servitude locations and purposes
<input checked="" type="checkbox"/>	Lot or site numbers
<input checked="" type="checkbox"/>	Setback lines
<input checked="" type="checkbox"/>	FEMA flood limits

<input checked="" type="checkbox"/>	Permanent monuments and corner markers
<input checked="" type="checkbox"/>	Names of adjacent landowners
<input checked="" type="checkbox"/>	Contact list for hearing notice recipients
<input checked="" type="checkbox"/>	References to adjacent recorded plats
<input checked="" type="checkbox"/>	Title, scale, north arrow, and date
<input checked="" type="checkbox"/>	Zoning districts

**Required Certificates\***

	Landowner dedication certificate
	Surveyor/engineer accuracy certificate
	Health officer sewer/water certification
	Compliance certificate by Town Engineer/Clerk for: <ul style="list-style-type: none"> <li><input type="checkbox"/> All improvements completed</li> <li><input type="checkbox"/> Deposit</li> <li><input type="checkbox"/> Performance bond or letter of credit</li> <li><input type="checkbox"/> No developer liability for public property damage</li> </ul>
	Certification of compliance with: <ul style="list-style-type: none"> <li><input type="checkbox"/> Landscape Ordinance</li> <li><input type="checkbox"/> Erosion Control</li> <li><input type="checkbox"/> Soil Preservation (Sec. 3.805)</li> </ul>
	Maintenance bond for 2 years approved
	Final approval signed by Planning Commission Chair

*\*All attached certificates will need to be fully executed.*

**H. Building Permit Restriction**

	No permits until 100% completion or Engineer approval
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**Town of Abita Springs  
Abita Meadows Phase I Final Plat  
Town Engineer Update  
September 25, 2025**

# Agenda

- Overview of Testing/Actions Taken by Town Prior to P&Z Meeting
- Overview of Outstanding Items
- Sewer Capacity Update
- Questions

# Overview of Testing/Actions Taken by Town Prior to P&Z Meeting

# Infrastructure Testing

- Gas
  - Party Responsible: Town Public Works
  - Type of Testing: Pressure
  - Date of Testing: August 7, 2025
  - Results: Failed (Leak found near lots 281 and 282 due from telecommunications Contractors)
  - Follow-ups: Developer repaired gas main/services and passed retest on 8/20/2025
- Sewer Force Main from Abita Meadows to Point of Connection to Town
  - Party Responsible: Town Public Works
  - Type of Testing: Pressure
  - Date of Testing: August 11, 2025
  - Results: Failed (Flage on Discharge Manifold)
  - Follow-ups: Developer repaired flange and passed retest on 8/25/2025
- Water (including extension to Point of Connection to Town)
  - Party Responsible for Testing: Town Public Works
  - Type of Testing: Pressure
  - Date of Testing: August 12, 2025
  - Results: Passed
  - Follow-ups: Bacteriological Sampling and Testing to be Performed by Town



# Infrastructure Testing

- Gravity Sewer Mains (Mandrel)
  - Party Responsible: Developer
  - Type of Testing: Mandrel
  - Date of Testing: August 18, 2025
  - Results: Thirteen (13) Total Sewer Mains, Twelve (12) Passed, One (1) Failed (Sewer Main B/B-0)
  - Follow-ups: Developer repaired Main B/B-0. Retested and passed on 8/20/2025
- Gravity Sewer Mains (Air)
  - Party Responsible: Developer
  - Type of Testing: Low Pressure Air Pressure
  - Date of Testing: August 19, 2025
  - Results: Thirteen (13) Sewer Mains Passed
  - Follow-ups: N/A
- Gravity Sewer Manholes
  - Party Responsible for Testing: Developer
  - Type of Testing: Vacuum
  - Date of Testing: August 20, 2025
  - Results: Fourteen (14) Manholes Passed
  - Follow-ups: N/A



# Infrastructure Testing

- Hydrant Testing
  - Party Responsible: Town
  - Type of Testing: Operate Hydrants
  - Date of Testing: August 27, 2025
  - Results: Eleven (11) Hydrants Passed Operational Test
  - Follow-ups: N/A
- Abita Meadows PS-1 Functional Test
  - Party Responsible: Developer
  - Type of Testing: Verify Elect and Mech Operations of Pump Station
  - Date of Testing: September 3, 2025
  - Results: Failed. Incorrect Pumps Installed (1.5 HP vs. 5.0 HP), Discharge Rate Not Consistent with Anticipated Flow Rate per Manf. Curves
  - Follow-ups: Developer Investigate Constriction in SFM and Perform Functional Test Again



# As-Built Review, Site Verifications, Town Engineer Conference

## • Site Visits

- Goal: Visual Verification that Construction Complete for Ph. 1, and Document Current Condition of Infrastructure
- Responsible Party: Town
- Date of Site Visit: August 26, 2025
- Results: Document Work Completed, and Work Remaining. Transmitted Summary of Remaining Work to Developer on September 3, 2025
- Follow-ups: Developer to Provide Responses and Complete Remaining Work



## • Town Engineer Conference

- Goal: Discuss Developer Responses to Comments Transmitted Provided on September 3, 2025
- Party Responsible: Town Engineer/Developer
- Date : September 24, 2025
- Results: All Comments Discussed. Meeting Minutes Prepared Summarizing Discussions. Prepared Punchlist of Remaining Items to be Completed by Developer
- Follow-ups: Town and Developer to Complete Items Agreed



# Overview of Outstanding Items

# Remaining Work

No	Reference	Item Description	Value (Actual Value x 3.0)	Date Verified of Completion	Comments
1	Traffic/ Lighting Plan	Install Street Signs	\$ 17,031.36		
2	Traffic/ Lighting Plan	Install Street Lighting	\$ 21,630.00		
3	Erosion Control Plans	Seeding areas that do not presently have grass			
4	Water/Sewer/ Gas Plans	Bury exposed wires			
5	Water/Sewer/ Gas Plans	Install blue pavement marker to indicate fire hydrant locations			
6	Water/Sewer/ Gas Plans	Provide as builts for water and gas infrastructure using actual survey locations		9/22/2025	
7	Water/Sewer/ Gas Plans	RegROUT manhole A-3		9/23/2025	
8	Water/Sewer/ Gas Plans	Enlarge symbology for sewer service connections on sewer as-builts		9/22/2025	
9	Water/Sewer/ Gas Plans	Enlarge symbology for gas and water valves on as-builts		9/22/2025	
10	Water/Sewer/ Gas Plans	Update As-Built to include hydrant installed between Lot 1 and Subdivision Entrance		9/22/2025	



# Remaining Work

No.	Reference	Item Description	Value (Actual Value x 3.0)	Date Verified of Completion	Comments
11	Water/Sewer/Gas Plans	Provide As-BUILTs showing the top and invert elevations of all installed sewer infrastructure		9/22/2025	
12	Water/Sewer/Gas Plans	Update pipe length and slope of each installed sewer main based on as-built survey		9/22/2025	
13	Drainage As-BUILTs	Update discharge once actual elevations are obtained	N/A	9/24/2025	
14	Drainage As-BUILTs	Callout actual ID for pipe ends with "A" and "B" designation to match summary table		9/23/2025	
15	Drainage As-BUILTs	Regrade ditches in the vicinity of Lots 38 through 42 and Lots 32 to 34.		9/23/2025	
16	Drainage As-BUILTs	Provide an updated as-built drainage plan with centerline elevations of ditches		9/23/2025	
17	Drainage As-BUILTs	Provide elevations of physical infrastructure (i.e., pipe inverts, inlet castings, ditch centerline, etc.), and submit revised drainage as-built for Town Engineer review.	N/A	9/24/2025	
18	Drainage As-BUILTs	Remove debris blocking pipe inlet for 106A			
19	Drainage As-BUILTs	Update as-builts to include roadway culvert at development entrance from Hwy 36, clean silted culvert			Culvert still requires cleaning (as of 9/24/25).
20	Drainage As-BUILTs	Remove debris and backfill channel created by beavers adjacent to Pond 1 outfall		9/23/2025	



# Remaining Work

No.	Reference	Item Description	Value (Actual Value x 3.0)	Date Verified of Completio	Comments
21	Drainage As-Builts	Ensure that Pond 1 and 2 are hydraulically connected, and dam is removed			Channel has been cleaned out, but pipe installed within channel is half full of silt/ sediment. Remove silt/ sediment from pipe (as of 9/23/2025).
22	Drainage As-Builts	Remove debris that has accumulated in front of 206A		9/23/2025	
23	Drainage As-Builts	Provide an updated as-built drainage plan with centerline elevations of ditches at 100' intervals		9/23/2025	
24	Drainage As-Builts	Provide letter transmitting update drainage as-builts, and provide confirmation that the drainage system was constructed per the design and that it is compliant with section 1.2.4 off the development agreement, including confirmation that the drainage from the development will not create a negative impact to surrounding properties	N/A		
25	Lift Station Plans	Install seals to prevent hydrogen sulfide from entering control panel per NEC	\$ 1,500.00		Developer provided actual value of \$2,500 for installation of seals (Item 25), conduit (Item 26), and site light (Item 32). Assigned actual value of \$500 for installation of seals. Value presented is 3x actual value of \$500.
26	Lift Station Plans	Encase below plastic conduit in concrete and install rigid conduit above grade, or install rigid conduit both above and below grade.	\$ 3,000.00		Developer provided actual value of \$2,500 for installation of seals (Item 25), conduit (Item 26), and site light (Item 32). Assigned actual value of \$500 for installation of seals. Value presented is 3x actual value of \$1,000.
27	Lift Station Plans	Construct concrete access drive at pump station site.	\$ 7,500.00		



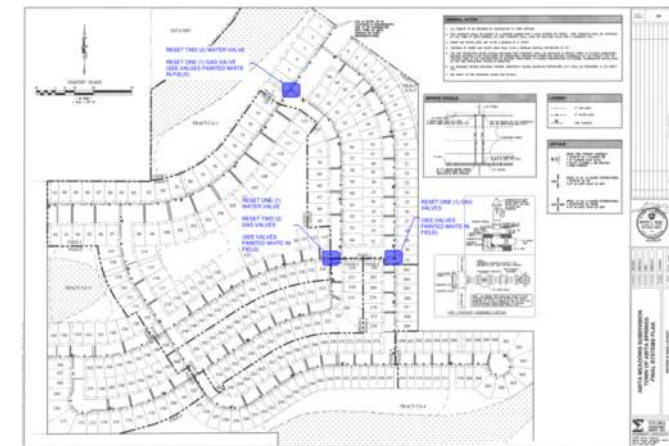
# Remaining Work

No.	Reference	Item Description	Value (Actual Value x 3.0)	Date Verified of Completio	Comments
28	Lift Station Plans	Construct wood fence and gate at pump station site.	\$ 12,180.00		
29	Lift Station Plans	Provide as-built location and elevations of pump station components via survey	N/A	9/24/2025	
30	Lift Station Plans	Provide protective coating on flange that was replaced	\$ 1,200.00		
31	Lift Station Plans	Provide PDF copy of manufacturers manual for control panel	N/A		
32	Lift Station Plans	Site light shall be provided in accordance with Note 2 on drawing sheet 61 of the final systems plan	\$ 3,000.00		Developer provided actual value of \$2,500 for installation of seals (Item 25), conduit (Item 26), and site light (Item 32). Assigned actual value of \$500 for installation of seals. Value presented is 3x actual value of \$1,000.
33	Lift Station Plans	Provide PDF copy of technical manuals for pumps	N/A		
34	Lift Station Plans	Regrade area around pump station site and provide seed/sod.	\$ 3,600.00		
35	Lift Station Plans	Investigate/test sewer force main to determine if issue within sewer force main was cause of failed functional test of 1.5 HP pumps.			
36	Lift Station Plans	Include cost of 5 HP pumps for PS-1, as well as any upgrades necessary to control panel within bond/letter of credit.			
37	Lift Station Plans	Move construction materials outside of Phase 1 of the development.		9/23/2025	



# Remaining Work

No.	Reference	Item Description	Value (Actual Value x 3.0)	Date Verified of Completion	Comments
38	Lift Station Plans	Install boxes owned by franchise utilities, or remove site		9/23/2025	
39	Pearl St. Sewer Force Main	Install sewer force main from Pearl St. Lift Station to WWTP. Date of starting construction can be delayed until March 1, 2026.			
40	Final Plat	Install 3/4" iron pipe at lot corners per section 3.1103 of subdivision regulations			
41	Final Plat	Developer to confirm that all street names are available and shall obtain approval from St. Tammany Parish 911.	N/A		
42	Final Plat	Install 3/4" by 3' long permanent monument placed at all street corners and street line intersections in accordance with section 3.1101			
43	Final Plat	Final plat version shall be signed and sealed by Professional Land Surveyor registered in Louisiana.	N/A		
44	Final Plat	Utility servitude shall be increased from 12' to 15' per subdivision regulations 2.601	N/A		
45	Final Plat	Provide certifications per subdivision regulation section 5.607		9/22/2025	
46	Final Plat	Provide names and addresses of persons to whom notice of public hearing were sent in accordance with subdivision regulation section 5.606.11		9/22/2025	
47	Other	Reset water and gas valves referenced in email dated August 13, 2025 regarding results of water, gas, and sewer force main testing performed by the Town.			



# Remaining Work Summary

- Twenty –Eight (28) of Forty-Eight (48) Items Remain to be Completed/Verified on Punchlist
- Value of Remaining Work Needs to be Provided by Developer for Review/Approval by Town
- Performance Bond Needed for 3x Value of Remaining Work
- Maintenance Bond in Accordance with Development Agreement Requirements

# Update of Sewer Capacity Issue

# Gravity Sewerage System Analysis

- Overview of System Impacted by Abita Meadows Wastewater Flow Path



TOWN ENGINEER UPDATE



# Gravity Sewerage System Analysis

- Existing System Deficiencies
  - Capital Cost to Replace Pipes Under Capacity: \$2,026,600

Overflow at Manhole Near 71599/71606 Levenson St



TOWN ENGINEER UPDATE



# Gravity Sewerage System Analysis

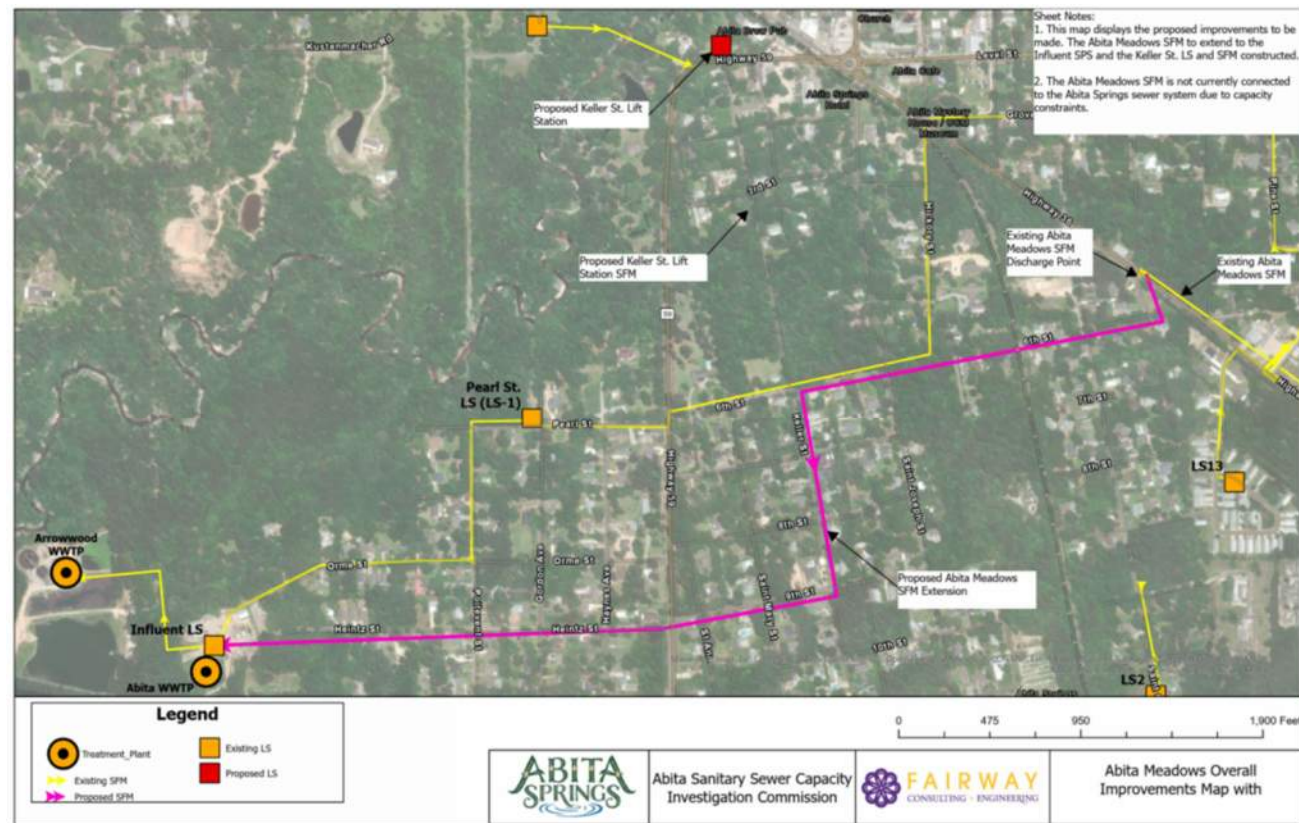
- Existing System Deficiencies After Completion of Abita Meadows
  - Capital Cost to Replace Pipes Under Capacity: \$3,918,350



TOWN ENGINEER UPDATE

# Permanent and Interim Solutions

- Interim Solution: Pump and Haul Sewage
- Permanent Solution: Extension of Abita Meadows Sewer Force Main to Town WWTP
- By-Passes Gravity Sewer System
- Capital Cost: (\$2,031,610)
- Schedule
  - 10 to 15 Months
  - Once funding is received and professional services contracts are executed.



# Questions

