

**CADDO PARISH COMMISSION  
GOVERNMENT PLAZA CHAMBERS  
505 TRAVIS STREET, SHREVEPORT, LA 71101  
PUBLIC NOTICE  
WORK SESSION AGENDA  
Streaming at  
<https://www.facebook.com/parishofcaddo>  
January 3, 2024  
**10:00 A.M.****

1. ROLL CALL:

**Commissioners:**

Hopkins	District 1	Gage-Watts	District 7
Johnson	District 2	Blake	District 8
Jackson	District 3	Atkins	District 9
Young	District 4	Chavez	District 10
Burrell	District 5	Lazarus	District 11
Jones	District 6	Epperson	District 12

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

Veterans and active military members saluting during recitation of the Pledge of Allegiance would be appropriate, should you wish to do so. All others, please recite with your hands over your hearts, and we **ask that everyone please remember our POW-MIA's** as we say the Pledge of Allegiance.

4. AGENDA ADDITIONS:

- 4.I. Potential Agenda Addition: Advance A Presentation Of Special Resolution To Dr. Joe Gant, Jr. Upon His 50th Anniversary Of Preaching The Gospel  
(Jones)

- 4.II. Potential Agenda Addition: Advance An Action Item Authorizing The Administration To Enter Into A Cooperative Endeavor Agreement With The Brandon House For Additional Services Needed In The Wake Of The Closure Of The Johnny Gray Jones Facility.  
(Jackson)

5. CITIZENS COMMENTS:

Citizens who wish to address the Commission on any issue other than zoning, please fill out a comment card located in the chamber foyer and return to the President or the Clerk of the Commission. Individual comments are limited to 3 minutes

6. VISITORS:

- 6.I. Presentation Of Special Resolution Honoring Judge Pamela Lattier Upon Her Retirement  
(Gage-Watts)

7. REPORTS:

Administrator Report

- 7.I. Administrative Report

Documents:

[ADMINISTRATION REPORT 1.04.24.PDF](#)

8. COMMISSION REMARKS:

Communiques, reports, and other items related to Work Session Agenda.

9. PRESIDENT'S REPORT:

10. OLD BUSINESS:

11. NEW BUSINESS:

- 11.I. Advance Introduction Of Ordinance No 6403 Of 2024  
AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, RELATIVE TO THE CREATION OF A NEW USE TO

ALLOW STORAGE FACILITY STRUCTURES IN RESIDENTIAL DISTRICTS, AS WELL AS IDENTIFYING HOW CERTAIN NONCONFORMING LOTS CAN EXIST WITHOUT THE NEED FOR A VARIANCE, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(PZC)

Documents:

[ORD 6403- 23-4-CTAP.PDF](#)

11.II. Advance Introduction Of Ordinance 6404 Of 2024

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, AMENDING THE PROVISIONS FOR ACCESSORY DWELLING UNITS, WITH ALL PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(PZC)

Documents:

[ORD 6404 23-8-CTAP.PDF](#)

11.III. Advance Introduction Of Ordinance 6405 Of 2024

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, ADDING A NEW USE FOR OVERNIGHT TRUCK PARKING, WITH ALL PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(PZC)

Documents:

[ORD 6405 23-9-CTAP.PDF](#)

11.IV. Advance Introduction Of Ordinance 6406 Of 2024

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED SOUTH SIDE OF LOCUST HILL ROAD APPROXIMATELY 1870' WEST OF HIGHWAY 79, CADDO PARISH, LA., FROM R-A RURAL-AGRICULTURAL ZONING DISTRICT TO R-A (PUD) RURAL-AGRICULTURAL PLANNED UNIT DEVELOPMENT ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(PZC- District 12)

Documents:

[ORD 6406 23-21-P ORDPACKET.PDF](#)

11.V. Advance Introduction Of Ordinance 6407 Of 2024

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED

DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED SOUTHWEST CORNER OF OLD MANSFIELD ROAD AND MIDYETT STREET, CADDO PARISH, LA., FROM R-A RURAL-AGRICULTURAL ZONING DISTRICT TO C-3 GENERAL COMMERCIAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(PZC- District 11)

Documents:

[ORD 6407 23-32-P ORDPACKET.PDF](#)

11.VI. Advance Introduction Of Ordinance 6408 Of 2024

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED SOUTH OF EAST FLOURNOY LUCAS APPROXIMATELY 840 FEET WEST OF ELLERBE ROAD, CADDO PARISH, LA., FROM R-1-7 SINGLE FAMILY ZONING DISTRICT TO C-1 NEIGHBORHOOD COMMERCIAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(PZC- District 10)

Documents:

[ORD 6408 23-33-P ORDPACKET.PDF](#)

11.VII. Advance Introduction Of Ordinance 6409 Of 2024

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED EAST SIDE OF THE EAST KINGS HIGHWAY AND HANOVER DRIVE INTERSECTION, CADDO PARISH, LA., FROM R-E RESIDENTIAL ESTATE ZONING DISTRICT TO R-1-5 SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(PZC- District 8)

Documents:

[ORD 6409 23-35-P ORDPACKET.PDF](#)

11.VIII. Advance The Introduction Of Ordinance 6410 Of 2024

AN ORDINANCE AMENDING THE 2023 BUDGET TO AMEND THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE HEAD START FUND AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Finance)

Documents:

[ORD 6410 - HEAD START 2023.PDF](#)

[ORD 6410 FACT SHEET- HEAD START 2023.PDF](#)

11.IX. Advance The Introduction Of Ordinance 6411 Of 2024  
AN ORDINANCE AMENDING THE 2023 BUDGET TO AMEND THE BUDGET OF  
ESTIMATED REVENUES AND EXPENDITURES FOR THE HOUSING CHOICE  
VOUCHER PROGRAM FUND AND TO OTHERWISE PROVIDE WITH RESPECT  
THERETO

(Finance)

Documents:

[ORD 6411 - HOUSING VOUCHER PROGRAM 2023.PDF](#)  
[ORD 6411 FACT SHEET -HOUSING VOUCHER PROGRAM 23.PDF](#)

11.X. Advance The Introduction Of Ordinance 6412 Of 2024  
AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND  
EXPENDITURES TO APPROPRIATE FUNDS FOR A CADDO COMMUNITY  
LIGHTHOUSE PILOT PROJECT AND TO OTHERWISE PROVIDE WITH RESPECT  
THERETO

(Burrell)

Documents:

[ORD 6412-COMMUNITY LIGHTHOUSE GALILEE.PDF](#)  
[ORD 6412- FACT SHEET -COMMUNITY LIGHTHOUSE GALILEE.PDF](#)

11.XI. Advance The Introduction Of Ordinance 6413 Of 2024  
AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND  
EXPENDITURES TO APPROPRIATE FUNDS FOR A CADDO COMMUNITY  
LIGHTHOUSE PILOT PROJECT AND TO OTHERWISE PROVIDE WITH RESPECT  
THERETO

(Young & Burrell)

Documents:

[ORD 6413 - COMMUNITY LIGHTHOUSE HIGHLAND.PDF](#)  
[ORD 6413 FACT SHEET -COMMUNITY LIGHTHOUSE HIGHLAND.PDF](#)

11.XII. Advance The Introduction Of Ordinance 6414 Of 2024  
AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA. R.S.  
47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN A PARCEL OF PROPERTY  
IDENTIFIED BY CADDO PARISH TAX ASSESSOR'S GEOGRAPHIC NUMBER  
181437-036-0005-00 AND DESCRIBED AS LOT 5, J.B. PICKETT SUBDIVISION, TAL  
14, SHREVEPORT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Public Works- District 3)

Documents:

[ORD 6414- 1024 BAKER ST REINVEST CADD0.PDF](#)  
[ORDINANCE 6414 OF 2024 MAP.PDF](#)

11.XIII. Advance Introduction Of Ordinance 6415 Of 2024

AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA. R.S. 47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN A PARCEL OF PROPERTY IDENTIFIED BY CADD0 PARISH TAX ASSESSOR'S GEOGRAPHIC NUMBER 181430-001-0154-00 AND DESCRIBED AS LOTS 154, 155, & 156, AND ONE HALF ADJACENT ABANDONED ALLEY, LAKEVIEW SUBDIVISION, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Public Works- District 2)

Documents:

[ORD 6415- 4351 N LAKESHORE SEIZURE.PDF](#)  
[ORDINANCE 6415 OF 2024 MAP.PDF](#)

11.XIV. Advance The Introduction Of Ordinance 6416 Of 2024

AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA. R.S. 47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN A PARCEL OF PROPERTY IDENTIFIED BY CADD0 PARISH TAX ASSESSOR'S GEOGRAPHIC NUMBER 201625-001- 0014-00 AND DESCRIBED AS AC LOT 3 OF MOORINGSPORT LESS THAT PART NORTH AND WEST OF KCS&G RAILROAD RIGHTOF-WAY AND THAT PART OF TRACT LYING SOUTH AND EAST OF RIGHT-OF-WAY DESCRIBED AS: BEGIN 52 FEET EAST OF NORTHWEST CORNER OF SD LOT 3; THENCE EASTERLY ALONG NORTH LINE OF SD LOT 42; THENCE SOUTHERLY AT RIGHT ANGLE 91 FEET; THENCE WESTERLY AT RIGHT ANGLE 42 FEET; THENCE NORTHERLY AT RIGHT ANGLE 91 FEET TO POINT OF BEGINNING; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Public Works- District 1)

Documents:

[ORD 6416- 31251 NONE SEIZURE.PDF](#)  
[ORDINANCE 6416 OF 2024 MAP.PDF](#)

11.XV. Advance Resolution 1 Of 2024

A RESOLUTION TO DESIGNATE AND CHANGE THE POLLING PLACES FOR PRECINCTS 3-3, 3-7, AND 9-13 AND OTHERWISE PROVIDING WITH RESPECT THERETO.

(Administration)

Documents:

RES 1 OF 2024- ESTABLISHING VOTING PRECINCTS 3-3, 3-7, AND 9-13.PDF

11.XVI. Advance Resolution 2 Of 2024

A resolution approving the holding of an election in Caddo Parish Fire District Seven, State of Louisiana, on Saturday, April 27, 2024, to authorize the continuation of a special tax therein.

(District 1)

Documents:

[RES 2 APPROVAL RESOLUTION.PDF](#)

11.XVII. Advance Resolution 3 Of 2024

A RESOLUTION AUTHORIZING THE CADDO COMMUNITY ACTION AGENCY, INC. TO ADMINISTER THE HEAD START PROGRAM FOR THE PARISH OF CADDO, AND TO OTHERWISE PROVIDE RESPECT THERETO

(Administration)

Documents:

[RES 3 HEAD START PROGRAM.PDF](#)

11.XVIII. Advance Resolution 4 Of 2024

A RESOLUTION APPROVING THE AMENDED 2023 AND PROPOSED 2024 BUDGETS OF THE NORTH LOUISIANA CRIMINALISTICS LABORATORY COMMISSION AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Burrell)

Documents:

[CRIME LAB BUDGET 2024.PDF](#)  
[RES 4 OF 2024 NORTH LOUISIANA CRIME LAB.PDF](#)

11.XIX. Advance Special Resolution Of Recognition For Calvary Baptist For Their State Championship

(Jones)

11.XX. Special Resolution Of Remembrance For Korey Davis

(Jackson)

Documents:

[JOINT SR KOREY DAVIS SR..PDF](#)

- 11.XXI. Advance Special Resolution Recognizing The Contributions Of Outgoing Commissioners  
(Commissioner Clerk's Office)
  
- 11.XXII. Special Resolution Honoring Judge Sheva M. Sims Upon Her Investiture As Chief Judge  
Of The Shreveport City Court  
(Gage-Watts)
  
- 11.XXIII. Special Resolution Recognizing Andrea Mona Bowman For Her Work On The Color  
Purple Which Was Nominated For A Critic's Choice Award  
(Gage-Watts)
  
- 11.XXIV. Advance Appointment To The North Caddo Medical Center Board  
Appoint Tom Tebbe to fill the unexpired term of Patricia White, who has resigned from  
the North Caddo Hospital Service District Board. Term to expire 8/18/2028.  
(Hopkins)

Documents:

[PATRICIA WHITE RESIGNATION LETTER 11.15.2023.PDF](#)  
[THOMAS TEBBE.PDF](#)

- 11.XXV. Advance The Presentation Of Special Resolution Recognizing Donna Curtis Upon Her  
Retirement  
(Lazarus, Blake, Chavez, Jones, Young)

Documents:

[SR DONNA CURTIS 2023.PDF](#)

12. COMMUNIQUES AND COMMITTEE REPORTS:

13. CITIZENS COMMENTS (Late Arrivals):

Citizens who wish to address the Commission on any issue other than zoning, please fill out a comment card located in the chamber foyer and return to the President or the Clerk of the Commission. Individual comments are limited to 3 minutes

14. CONSENT AGENDA:

14.I. Ordinance 6402 Of 2023

AN ORDINANCE IMPLEMENTING AN AD VALOREM TAX EXEMPTION FOR FIRST RESPONDERS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Jackson)

Documents:

[ORD 6402 \(AS AMENDED\).PDF](#)

14.II. Additional Appointments (To Be Held Until New Commissioners Are Installed)

Name	Position	Expiration
Date of new term		
Peggy Heacock	Citizen's Disaster Response Committee	
Kathy Lewis	Citizen's Disaster Response Committee	
Tommy Giles	Citizen's Disaster Response Committee	
Sheri Peace	Citizen's Disaster Response Committee	
Gabriel Balderas	Citizen's Disaster Response Committee	
Coretta Smith Kimble	Citizen's Disaster Response Committee	
Wilbert Pryor	Children and Youth Planning Board	
1/1/2026		
Michelle AndrePont	Children and Youth Planning Board	
1/1/2026		
Kelli Todd	Children and Youth Planning Board	1/1/2026
Andrew Randall	Children and Youth Planning Board	
1/1/2026		
Patrick Wesley	Children and Youth Planning Board	
1/1/2026		
Frank Thaxton	Charter Review Committee	
12/31/2024		
Stuart Creighton	Charter Review Committee	
12/31/2024		
Tim Euler	Charter Review Committee	
12/31/2024		
Ralph Johnson	Charter Review Committee	
12/31/2024		
Steven Coleman	Charter Review Committee	
12/31/2024		
Lyndon Johnson	Charter Review Committee	
12/31/2024		

15. ADJOURN:

To all persons desiring to attend and observe a meeting of the Caddo Parish Commission, or who wish to present information to the body: If you have physical limitations that require special accommodations in order for you to attend and participate in a meeting of the Caddo Parish Commission, please contact the office of the Caddo Parish Commission Clerk at (318) 226-6596, at least 24 hours in advance of the meeting so that an effort can be made to provide those accommodations.



INTER-OFFICE CORRESPONDENCE

PARISH OF CADDO

ADMINISTRATION REPORT

DATE: JANUARY 3, 2024

TO: CADDO PARISH COMMISSION

FROM: ADMINISTRATION

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INFORMATION

1. RFP Update
2. Orientation – January 8, 2024
3. LSU Ag Center Annual Luncheon – January 9, 2024
4. Juvenile Detention

**ORDINANCE AND RESOLUTION FACT SHEET  
CADDO PARISH COMMISSION**

<b>TITLE</b>	
Ordinance 6403 of 2024	
An ordinance to amend volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, relative to the creation of a new use to allow storage facility structures in residential districts, as well as identifying how certain nonconforming lots can exist without the need for a variance, and to otherwise provide with respect thereto.	
<b>DATE:</b> 01/02/2024	<b>ORIGINATING DEPARTMENT:</b>
The Caddo Parish Planning and Zoning Commission or PZC	
<b>BACKGROUND INFORMATION</b>	
In the rural areas of Caddo Parish, the way people use their yards over the past several years have changed considerably with the increase in home occupations, food production and keeping of animals, and additional storage needs. This has resulted in the desire of many residents to build new structures to accommodate various storage needs.	
A nonconforming lot is a lot of record that at one time conformed to the lot dimension requirements (i.e., lot area, lot width, lot depth) of the zoning district in which it is located, but because of subsequent amendments to the Code no longer conforms to the applicable lot dimensions.	
The intent of these proposed amendments is to (1) find a solution that would allow for storage facility structures, in various capacities, to be a permitted use within certain residential zoning districts, and (2) find a solution to allow for certain uses to be allowed on nonconforming lots without the need for a variance.	
These amendments will affect the following articles, or portions thereof: Article 5. –Uses, Article 6. – Use Standards and Article 18. – Nonconformities, with all the necessary provisions included therein.	
<b>FINANCIAL IMPACT AND SOURCE OF FUNDING</b>	
None	
<b>EFFECT(S) OF PROPOSED ACTION</b>	
Periodically, the UDC undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to reflect the changing nature of business in our community. Some changes are always necessary in order to make adjustments for unintended limitations placed on certain industries, while others address innovations and unforeseen industry shifts.	
<b>ALTERNATIVES/STAFF RECOMMENDATION</b>	
See Exhibit “A” for one-page outline summarizing these amendments. See Exhibit “B” for memorandum detailing these amendments in full. See Exhibit “C” for amended Table 5-1: USE MATRIX. See Exhibit “D” for MPC Staff Report_23-4-CTAP.	
<b>KEY STAFF CONTACT</b>	
Adam Bailey, Community Planning and Design Manager, MPC	
<b>COORDINATION</b>	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. 6403 of 2024

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, RELATIVE TO THE CREATION OF A NEW USE TO ALLOW STORAGE FACILITY STRUCTURES IN RESIDENTIAL DISTRICTS, AS WELL AS IDENTIFYING HOW CERTAIN NONCONFORMING LOTS CAN EXIST WITHOUT THE NEED FOR A VARIANCE, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the Caddo Parish Commission, on recommendation of the Shreveport-Caddo Parish Metropolitan Planning Commission, adopted the Caddo Parish Unified Development Code;

WHEREAS, the Caddo Parish Planning and Zoning Commission has determined that certain provisions in that Code should be changed to address recent issues and improve the application and administration of that Code and land use within the Planning and Zoning Commission’s jurisdiction within Caddo Parish;

WHEREAS, the Caddo Parish Commission, having considered the recommendations of the Caddo Parish Planning and Zoning Commission, agrees that such changes are desirable.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, to allow storage facility structures in residential districts as found within *Article 5 - Uses* and *Article 6. -Use Standards*, and *Article 18. -Nonconformities*, and shall be amended as follows:

**I. Article 5, Section 5.2 is amended by substituting Exh. B hereto in place of the existing Table 5-1.**

**II. Article 5, Section 5.3 is amended to read as follows:**

ARTICLE 5. – USES

5.3– USE DEFINITIONS

\* \* \* \* \*

**Storage Facility - Residential.** A structure to be used, or intended to be used, for the private noncommercial, nonindustrial storage uses by the property owner, provided that structure is the primary use of the property, and shall only be located in a residentially zoned district where permitted.

\* \* \* \* \*

**III. Article 6, Section 6.1 is amended to read as follows:**

ARTICLE 6. – USE STANDARDS

6.1– PRINCIPAL USE DEFINITIONS

\* \* \* \* \*

**HH. Storage Facility - Residential**

1. A building permit is required for the construction of a storage facility

residential structure.

2. No storage facility – residential structure shall occur within the area set aside for minimum building setbacks.
3. The maximum height of a storage facility – residential structure shall be 18 feet.
4. No outdoor lighting fixture shall be more than 15 feet in height.

**IV. Article 18 is amended to read as follows:**

ARTICLE 18. – NONCONFORMITIES

18.4– NONCONFORMING LOT

\* \* \* \* \*

B. Use

~~A nonconforming lot of record in a residential district may be used for a single family dwelling. In the R-MHS District, a nonconforming lot of record may be used for a manufactured home.~~

1. A nonconforming lot of record in a residential district may be used for a single-family dwelling.
2. A nonconforming lot of record may be used for a manufactured home in any residential zoning district where it is located, as permitted. A variance would not be required.
3. Duplexes may be constructed within the R-2 or R-3 District where the lot width is nonconforming. A variance would not be required.
4. Multiple nonconforming lots of record may be combined into one nonconforming lot of record. A variance would not be required.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date



**CADDO PARISH PLANNING AND ZONING COMMISSION**

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

**CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-4-CTAP**

**— Storage Facility - Residential Uses and Provisions—**

The Caddo Parish Unified Development Code ("Caddo Parish UDC" or "UDC") undergoes regular review by MPC staff in an attempt to better ensure sound, stable and desirable development within jurisdiction of the Caddo Parish Planning and Zoning Commission. Periodically, revisions are required. Sometimes those revisions reflect the changing nature of business in the community, and sometimes they are to correct "errors" in the Code.

PZC Case #23-4-CTAP recommends three (4) text amendments that are intended to be more user-friendly to the community. by introducing the use "Storage Facility – Residential."

**AMENDMENT 1.** Amends "Table 5-1: Use Matrix" in Article 5. – Use Definitions to allow for the use "Storage Facility - Residential" to be permitted in the following zoning districts:

- R-A (P, Permitted Use)
- R-E (P, Permitted Use)
- R-1-12 (P, Permitted Use)
- R-1-10 (P, Permitted Use)

**AMENDMENT 2.** Adds a use definition for "Storage Facility - Residential" in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS.

**AMENDMENT 3.** Adds use standards for "Storage Facility - Residential" in ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS.

***Explanation:** The new use, "Storage Facility – Residential" has been identified in the Use Matrix as a new use, identified where within the City it can be located, defined, and given very specific use standards that deal with this type of use. Rather than focus on the potential use of an accessory structure, this use creates a more standardized set of regulations related to the personal storage of equipment; along with understanding the need to maintain setbacks, height, and the need of a building permit within residential districts.*

**AMENDMENT 4.** Amend the provision "B. Use" in ARTICLE 18. NONCONFORMITIES, SECTION 18.4. NONCONFORMING LOT.

***Explanation:** A nonconforming lot is a lot of record that at one time conformed to the lot dimension requirements (i.e., lot area, lot width, lot depth) of the zoning district in which it is located, but because of subsequent amendments to the Code no longer conforms to the applicable lot dimensions. This amendment—which was recently adopted within the Shreveport UDC—allows for certain uses on certain nonconforming lots to exist without the need for a variance. One such allowance is that a nonconforming lot of record may be used for a manufactured home in any residential district. A variance would not be required.*

CURRENT RESIDENTIAL DISTRICTS DIMENSIONAL STANDARDS						
	R-A	R-E	R-1-12	R-1-10	R-1-7	R-1-5
<b>Minimum Lot Area</b>	1 acre	25,000sf	12,000sf	10,000SF	7,000sf	5,000sf
<b>Minimum Lot Width</b>	125'	100'	80'	70'	60'	50'

## RECOMMENDED UDC CODE TEXT AMENDMENTS. 23-4-CTAP.

The Caddo Parish Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to correct errors in the text or to accommodate changed or changing conditions in a particular area. Periodically, revisions are required to reflect the changing nature of business in our community. These proposed amendments add the use "Storage Facility - Residential," and all its provisions, to the UDC, as follows: [~~strikeout~~ indicates deleted text, underline indicates added text].

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1. Add the new use "Storage Facility - Residential" to Table 5-1 in Article 5. USES, SECTION 5.2 USE MATRIX in the Caddo Parish UDC.

1. Add a new "Storage Facility - Residential" row, and include in the following allowable zoning districts.

- R-A [\(P\)](#)
- R-E [\(P\)](#)
- R-1-12 [\(P\)](#)
- R-1-10 [\(P\)](#)

**[Note (1): See Exhibit "B" for all revisions to Table 5-1]**

2. Add the following new definition "Storage Facility - Residential" to ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Caddo Parish UDC. This new definition will need to be alphabetized accordingly.

5.3 USE DEFINITIONS

\* \* \* \* \*

Storage Facility - Residential. A structure to be used, or intended to be used, for the private noncommercial, nonindustrial storage uses by the property owner, provided that structure is the primary use of the property, and shall only be located in a residentially zoned district where permitted.

\* \* \* \* \*

3. Add new use standard "L. Data Center" to ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS in the Caddo Parish UDC. Re-alphabetize all subsequent use standards accordingly.

6.1 USE STANDARDS

\* \* \* \* \*

HH. Storage Facility - Residential

1. A building permit is required for the construction of a storage facility – residential structure.
2. No storage facility – residential structure shall occur within the area set aside for minimum building setbacks.
3. The maximum height of a storage facility – residential structure shall be 18 feet.
4. No outdoor lighting fixture shall be more than 15 feet in height.

4. Amend the provision "B. Use" in ARTICLE 18. NONCONFORMITIES, SECTION 18.4. NONCONFORMING LOT in the Shreveport UDC.

18.4 NONCONFORMING LOT

\* \* \* \* \*

B. Use

~~A nonconforming lot of record in a residential district may be used for a single-family dwelling. In the R-MHS District, a nonconforming lot of record may be used for a manufactured home.~~

1. A nonconforming lot of record in a residential district may be used for a single-family dwelling.
2. A nonconforming lot of record may be used for a manufactured home in any residential zoning district where it is located, as permitted. A variance would not be required.
3. Duplexes may be constructed within the R-2 or R-3 District where the lot width is nonconforming. A variance would not be required.
4. Multiple nonconforming lots of record may be combined into one nonconforming lot of record. A variance would not be required.





TABLE 5-1: USE MATRIX																																				
PRINCIPAL USE	R-A	R-E	R-1-12	R-1-10	R-1-7	R-1-5	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MUV	R-MHS	R-MHP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	I-MU	I-1	I-2	NA	OS	IC	USE STANDARD	
Specialty Food Service													P			P	P	P	P	P	P	S	S	P	S	P	P		P	P						
Storage Structure – Residential	P	P	P	P																																Sec. 6.1.HH
Storage Yard - Outdoor																			P											P	P					Sec. 6.1.II
Truck Repair																														P	P					
Truck Stop																				S										P	P					
Utility	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S	P	S	S	S	S	S	S	S	P	P	P	P	P				P	Sec. 6.1.NN
Vehicle Dealership – Enclosed																		P	P		P			P		P		P	P							
Vehicle Dealership – With Outdoor Storage/Display																		P*	P*		S					S		P*	P*	P*						Sec. 6.1.OO
Vehicle Operation Facility																			P									S	P	P					P	
Vehicle Rental – Enclosed																		P	P		P	P	P			P	P	P							P	
Vehicle Rental – With Outdoor Storage/Display																		S	P		S					S	P	S						S		
Vehicle Repair/Service– Major																			P*							S		P	P	S						Sec. 6.1.PP
Vehicle Repair/Service – Minor													S				S	P	P	S	P			S		S	S	P	P	S						Sec. 6.1.PP
Warehouse																			A								P	P	P	P						
Wholesale Establishment																			A									P	P	A						
Wind Energy System	S	S																									S	S	S	S					S	Sec. 6.1.QQ
Winery																		S	P	S	P				S	P		P	P							
Wireless Telecommunications – New Facility	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Sec. 22.9
Wireless Telecommunications – Attachments to Existing Structures (Other than Towers)	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 22.9
Wireless Telecommunications – Modifications (Eligible Facility)	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 22.9
Wireless Telecommunications – Modifications (Non-Eligible Facility)																S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Sec. 22.9

—\* All Vehicle Dealership – with Outdoor Storage/Display uses shall only operate in allowable zoning districts as indicated on this table. Any Vehicle Dealership – with Outdoor Storage/Display use located within 200’ of a residentially zoned district shall require a special use permit.

—P/E - Depending on the Short-Term Rental Permit—whether ‘Type A,’ Type B-1’ or Type B-2,’ a short short-term rental property will either be a permitted use by-right (P) or will require a Special Exception Use (E)

—P/S - Depending on the overall gross square footage—a data center will either be a permitted use (P) or will require a special use permit (S)

TEMPORARY USE	R-A	R-E	R-1-12	R-1-10	R-1-7	R-1-5	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MUV	R-MHS	R-MHP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	I-MU	I-1	I-2	NA	OS	IC	USE STANDARD	
Batch Plant/Rock Crushing Facility (Temporary)	P**	P**	P**																P*								P*			P*	P*					Sec. 6.2.A
Borrow Pit	P**	P**	P**																											P*	P*					Sec. 6.2.B
Farmers’ Market	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 6.2.C
Temporary Outdoor Events	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 6.2.D
Temporary Sale of Non-Seasonal Merchandise													P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	Sec. 6.2.E	
Temporary Seasonal Sales	S	S	S	S	S	S	S	S	S	S	S	S		S		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	Sec. 6.2.F	
Temporary Subdivision Sales Office	P	P	P	P	P	P	P	P	P	P	P	P		P	P																					Sec. 6.2.H

—\*\* Even though Batch Plant/Rock Crushing Facility (Temporary) and Borrow Pit are permitted uses (P) by-right, these uses require MPC Board approval at a public hearing.



## CADDO PARISH PLANNING AND ZONING COMMISSION

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### STAFF REPORT

NOVEMBER 29, 2023

AGENDA ITEM NUMBER: 8

MPC Staff Member: Adam Bailey

Parish Commission District: All Districts

**CASE NUMBER:** 23-4-CTAP (REHEARING)

**APPLICANT:** Caddo Parish Planning and Zoning Commission

**REQUEST:** **Code Text (Ordinance) Amendments to the Caddo Parish UDC, introducing *Storage Facility – Residential* as a new use.**

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**DESCRIPTION:** The Caddo Parish Unified Development Code (UDC) was implemented in 2017, and serves as the official land use and development regulatory ordinance for the area of Caddo Parish that falls within the jurisdiction of the Caddo Parish Planning and Zoning Commission's planning area. Periodically, the UDC undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to reflect the changing nature of business in our community. Some changes are always necessary in order to make adjustments for unintended limitations placed on certain industries, while others address innovations and unforeseen industry shifts.

The intent of PZC Case #23-4-CTAP is to (1) find a solution that would allow for storage facility structures, in various capacities, to be a permitted use within certain residential zoning districts, and (2) find a solution to allow for certain uses to be allowed on nonconforming lots without the need for a variance. These amendments will affect the following articles, or portions thereof: *Article 5. –Uses*, *Article 6. –Use Standards* and *Article 18. – Nonconformities*, with all the necessary provisions included therein.

**Note: These amendments were first introduced to the PZC at the May 24, 2023 PZC Public Hearing; however, they were never formally introduced to the Caddo Parish Commission within the 60 days required by the UDC.**

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**NOTIFICATION:** Notifications of the PZC Public Hearing were either published pursuant to the following:

**Caddo Parish Unified Development Code**

- Pursuant to the Caddo Parish Unified Development Code, Table 15-2 states that a published notification—printed in a newspaper of general circulation within the Caddo Parish—is the only required notification for a code text amendment. Said notice must be published no less than 14 days and no more than 30 days in advance of the scheduled hearing date.
- For the November 29, 2023, Planning and Zoning Commission (PZC) public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on November 2, 2023; November 9, 2023; and November 16, 2023.

**Mailed Notifications**

- Mailed notifications for applications for a code text amendments are not required.

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**STAFF ANALYSIS:** Accessory structures and uses are regulated by Section 7.3 of the Caddo Parish UDC. Per Section 7.3.A.1, *no accessory structure may be constructed prior to construction of the principal building (i.e., no structure may be built until a principal building, such as a house)*. The main purpose of these existing regulations is to prevent accessory structures from becoming the predominate element on the site. Other purposes include providing access around structures, helping maintain privacy to



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### STAFF REPORT

abutting properties, and ensuring that these structures respect the look and scale of single-dwelling development. They do this by regulating setbacks, height in and out of the setbacks, building size, location, building coverage, and compatibility standards.

However, in the rural areas of Caddo Parish, the way people use their yards over the past several years have changed considerably with the increase in home occupations, food production and keeping of animals, and additional storage needs. This has resulted in the desire of many residents to build new structures to accommodate various storage needs.

Amendments #1-#3 relate to with the proposed new *Storage Facility – Residential*, and Amendment #4 relates to nonconforming lots. These amendments will:

- **Create a new use for personal storage.** A new use, *Storage Facility – Residential*, has been created, defined and identified in the Use Matrix where it would be located. Rather than focus on the potential use of an accessory structure, the amendments create a more standardized set of regulations related to the personal storage of equipment; along with understanding the need to maintain setbacks, height and bulk that cover such a use within residential districts.
- **Treat the new use, as well as other detached accessory structures, similarly.** Amendment #3 creates a uniform use standards that equals that of accessory structures.
- **Allow certain uses on nonconforming lots without the need for a variance.** A nonconforming lot is a lot of record that at one time conformed to the lot dimension requirements (i.e., lot area, lot width, lot depth) of the zoning district in which it is located, but because of subsequent amendments to the Code no longer conforms to the applicable lot dimensions. Proposed Amendment #4 (similar language was recently adopted within the Shreveport UDC) allows for certain uses on certain nonconforming lots to exist without the need for a variance. One such allowance is that a nonconforming lot of record may be used for a manufactured home in any residential district. A variance would not be required.

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#### PROPOSED UDC CODE TEXT AMENDMENT(S):

Staff is proposing amending the following UDC Articles at this time:

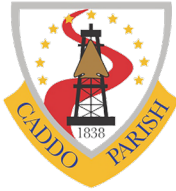
- Amend Article 5. – *Uses*
- Amend Article 6. – *Use Standards*
- Amend Article 18. – *Nonconformities*

**Amendment 1.** Add the new use “*Storage Facility – Residential*” to Table 5-1:USE MATRIX. *Storage Facility – Residential—a new use category—expands where use is permitted.*

**Amendment 2.** Add the new use definition for “*Storage Facility – Residential*” to ARTICLE 5. USES. *Establishes a new use category for Storage Facility – Residential, which previously were uncategorized within the Code.*

**Amendment 3.** Add the new use standards for “*Storage Facility – Residential*” to ARTICLE 6. USE STANDARDS. *Adds new use standards for Storage Facility – Residential uses.*

**Amendment 4.** Amend the provision “*B. Use*” in ARTICLE 18. NONCONFORMITIES. *Currently, if an applicant wants to place a manufactured home on a nonconforming lot, they have to*



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**STAFF REPORT**

*apply for a variance in order to do so. This amendment would simply the approval process by eliminating the need for such a variances.*

**ATTACHMENTS:** See Exhibit "A" for a one-page outline summarizing these amendments.  
See Exhibit "B" for a memorandum detailing the exact language being proposed.  
See Exhibit "C" for amended *Table 5-1: USE MATRIX*.

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**APPROVAL STANDARDS:** The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the Unified Development Code whenever the public necessity, convenience, general welfare, comprehensive plan, or appropriate land use practices justify or require doing so. In determining whether to recommend approval or denial of the proposed text amendment, the MPC shall weigh the relevance to which the proposed amendment:

- a. **Promotes the public health, safety, and welfare.**  
*The proposed text amendments promotes the public health, safety, and welfare.*
- b. **Promotes the Master Plan and any adopted land use policies.**  
*The proposed text amendments are consistent with the Master Plan.*
- c. **Promotes intent of this Code.**  
*These amendments will simplify current practices, thus promoting the intent of the Code.*
- d. **Corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.**  
*The proposed amendments reflect changes in policy.*
- e. **The extent to which the proposed amendment creates nonconformities.**  
*These amendments help alleviate nonconformities, not create them.*

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**STAFF  
RECOMMENDATION:**

Based on staff analysis, review of the above standards and facts of record, MPC Staff concludes that the recommendation to **APPROVE** these code text amendments is warranted. If approved by the Caddo Parish Commission, *Article 5, Article 6 and Article 18* of the Caddo Parish UDC would be amended, as described within. A majority vote of the PZC members present and voting is required to recommend approval to the Caddo Parish Commission.

Alternatively, based on information provided at the public hearing, the PZC may:

- Deny the proposed code text amendment;
- Deny specific provisions and/or amendments, and approve any subsequent amendments and/or provisions; or
- Modify specific language in the proposed amendment and approve, as modified.

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**PUBLIC ASSESSMENT:** No one spoke in support or opposition.

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**PZC  
RECOMMENDATION:**

The Board voted unanimously to recommend this application for approval.

*draft*

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 29, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, November 29, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Laura Neubert, Chairperson  
Jake Brown  
Constance L. Green  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Kamrin Hooks, Executive Assistant/Planner 1  
Jomari Smith, Planner 1  
Emily Trant, Land Development Coordinator  
Adam Bailey, Community Planning & Design Manager

**Members Absent**

None

The hearing was opened with prayer by **MR. HUMPHREY, SR.** The Pledge of Allegiance was led by **MS. HART.**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Caddo Parish Planning And Zoning Commission are subject to appeal to the appropriate governing body, the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Caddo Parish Planning and Zoning Commission.

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the October 27, 2023 public hearing as submitted.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**PUBLIC HEARING**

**CASE NO. 23-4-CTAP CODE TEXT AMENDMENT**

Applicant: Caddo Parish Planning and Zoning Commission (PZC)  
Request: Code Text Amendments to the Caddo Parish UDC regarding allowing accessory structures in the R-A Zoning District

**Representative &/or support: None**

**Opposition: None**

**A motion was made by MR. MARCHIVE, III seconded by MR. HUMPHREY, SR. to recommend for approval.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

*draft*

**END OF PUBLIC HEARING**

**OLD BUSINESS**

CLARKE informed the Board that it would be best to have the slate of officers selected by December so voting can happen on December 27, 2023, for the new officers to take place in January.

**NEW BUSINESS**

**OTHER MATTERS TO BE REVIEWED BY THE COMMISSION**

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:40 p.m.**

\_\_\_\_\_  
**Laura Neubert, Chair**

\_\_\_\_\_  
**Phyllis Hart, Secretary**

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, November 29, 2023 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**23-4-CTAP**

**UDC CODE TEXT AMENDMENTS.** In accordance with Article 16, Section 16.1 of the Caddo Parish Unified Development Code (UDC), an application has been submitted by Caddo Parish Planning and Zoning Commission (PZC) to consider public comments and testimony regarding certain proposed code text amendments to the UDC including, but not limited to, amending the following articles, or portions thereof, relative to allowing accessory structures in the R-A Zoning District: Article 5. – Uses and Article 6. – Use Standards, with all provisions included therein.

Alan Clarke, Executive Director  
Metropolitan Planning Commission

**ORDINANCE AND RESOLUTION FACT SHEET  
CADDO PARISH COMMISSION**

<b>TITLE</b>	
Ordinance 6404 of 2024	
An ordinance to amend volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, amending the provisions for accessory dwelling units, and to otherwise provide with respect thereto.	
<b>DATE:</b> 01/02/2024	<b>ORIGINATING DEPARTMENT:</b>
The Caddo Parish Planning and Zoning Commission or PZC	
<b>BACKGROUND INFORMATION</b>	
<p>PZC Case #23-8-CTAP recommends two (2) code text amendments to the UDC—amending the requirements associated with Accessory Dwelling Units, defined terms and use standards. The primary addition, if approved, would be the allowance of freight containers (or other prefabricated structures) provided the structure is compliant with all applicable building codes.</p> <p>These amendments will affect the following articles, or portions thereof: <i>Article 5. –Uses</i> and <i>Article 6. –Use Standards</i>, with all the necessary provisions included therein.</p>	
<b>FINANCIAL IMPACT AND SOURCE OF FUNDING</b>	
None	
<b>EFFECT(S) OF PROPOSED ACTION</b>	
Periodically, the UDC undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to reflect the changing nature of business in our community. Some changes are always necessary in order to make adjustments for unintended limitations placed on certain industries, while others address innovations and unforeseen industry shifts.	
<b>ALTERNATIVES/STAFF RECOMMENDATION</b>	
<p>See Exhibit “A” for one-page outline summarizing these amendments.          See Exhibit “B” for memorandum detailing these amendments in full.          See Exhibit “C” for 23-8-CTAP Staff Report.</p>	
<b>KEY STAFF CONTACT</b>	
Adam Bailey, Community Planning and Design Manager, MPC	
<b>COORDINATION</b>	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. 6404 of 2024

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, AMENDING THE PROVISIONS FOR ACCESSORY DWELLING UNITS, WITH ALL PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the Caddo Parish Commission, on recommendation of the Shreveport-Caddo Parish Metropolitan Planning Commission, adopted the Caddo Parish Unified Development Code;

WHEREAS, the Caddo Parish Planning and Zoning Commission has determined that certain provisions in that Code should be changed to address recent issues and improve the application and administration of that Code and land use within the Planning and Zoning Commission’s jurisdiction within Caddo Parish;

WHEREAS, the Caddo Parish Commission, having considered the recommendations of the Caddo Parish Planning and Zoning Commission, agrees that such changes are desirable.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, to amend the provisions for accessory dwelling units within *Article 5. -Uses* and *Article 6. – Use Standards*, and shall be amended as follows:

**I. Article 5, Section 5.3 is amended to read as follows:**

ARTICLE 5. – USES

5.3– USE DEFINITIONS

\* \* \* \* \*

**Dwelling—Accessory Dwelling Unit.** An additional dwelling unit associated with and incidental to a principal single family - detached or attached or two-family dwelling on the same lot. ~~An accessory dwelling unit must include separate cooking and sanitary facilities, with its own legal means of ingress and egress, and is a complete, separate dwelling unit. The accessory dwelling unit must be within or attached to the principal dwelling unit structure or within a detached accessory structure such as a garage or carriage house, and designed so that the appearance of the principal structure remains that of a single family residence. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.~~

\* \* \* \* \*

**II. Article 6, Section 6.1 is amended to read as follows:**

ARTICLE 6. – USE STANDARDS

6.1– PRINCIPAL USE DEFINITIONS

\* \* \* \* \*

**M. Dwelling—Accessory Dwelling Unit**

1. Accessory dwelling units shall have their own legal means of ingress and egress and function as a complete separate dwelling unit.
2. Accessory dwelling units shall include permanent provisions for living, sleeping, eating, cooking (i.e., stove, refrigerator, and sink) and sanitation

(i.e., bathroom that includes sink, toilet and shower or bathtub).

3. Accessory dwelling units may be attached to or added within the principal dwelling unit or an existing accessory structure such as a detached garage or carriage house.
4. Accessory dwelling units may be completely detached from the principal dwelling unit. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.
5. Detached accessory dwelling units may be constructed from freight containers or other prefabricated structures and shall be compliant with all applicable building codes including but not limited to the International Residential Code.
6. Accessory dwelling units shall be visually subordinate to the principal dwelling unit. If the unit is located within an existing dwelling unit, there may be only one main entrance located on the primary street facing façade unless the façade already incorporated more than one entrance before the accessory dwelling unit was proposed.
7. Manufactured Homes may be used as accessory dwelling units provided that they are allowed in the zoning district or special approval is obtained to allow the use.
8. Detached accessory dwelling units that are visible from a public right-of-way shall contain windows, doors, or other significant architectural features on the visible façade.
- ~~4-9.~~ No more than one accessory dwelling unit is allowed per lot. Where permitted, the accessory dwelling unit does not count toward the maximum number of dwelling units on a lot, including when the accessory dwelling unit is located in a detached structure.
- ~~2-10.~~ A detached accessory dwelling unit may not exceed the height of the principal dwelling, may not exceed a gross floor area of 60% of the gross floor area of the principal dwelling or 1,800 square feet, whichever is less.
- ~~3-11.~~ Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located five feet from any lot line and shall be at least ten (10) feet from any principal building.
- ~~4-12.~~ No additional parking is required for an accessory dwelling unit. Required parking for the principal structure must be maintained.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

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Parish Attorney

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Date



**CADDO PARISH PLANNING AND ZONING COMMISSION**

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**CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-8-CAP**

**— Accessory Dwelling Units (ADUs)—**

The Caddo Parish Unified Development Code ("Caddo Parish UDC" or "UDC") undergoes regular review by MPC staff in an attempt to better ensure sound, stable and desirable development within PZC's planning limits. Periodically, revisions are required. Sometimes those revisions reflect the changing nature of business in the community, and sometimes they are to correct "errors" in the Code.

PZC Case #23-8-CTAP recommends two (2) text amendments that is intended to be more user-friendly:

**REQUEST:** PZC Case #23-8-CTAP recommends two (2) text amendments that will revise Articles 5 and 6 of the Caddo Parish UDC.

**STAFF ANALYSIS:** These proposed amendments make it easier for residents to build ADUs on their property.

**MASTER PLAN**

**CONSISTENCY:** Staff certifies that the proposed UDC amendments are consistent with the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring equitable health and safety outcomes for all,
- Ensuring regulatory processes are responsive, efficient, and customer friendly, and
- Revising regulations for best practices and enforcement.

**RECOMMENDATION:** MPC Staff concludes that the recommendation to APPROVE these code text amendments is warranted.



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**23-8-CTAP AMENDMENT DETAILS**

The Caddo Parish Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to correct errors in the text or to accommodate changed or changing conditions in a particular area. Periodically, revisions are required to reflect the changing nature of business in our community. These proposed amendments will be intended to be more user-friendly, concerning various housekeeping and corrective changes due to oversight, contradictions, or missing items.

Staff is requesting the Caddo Parish UDC be amended as follows: ~~strikeout~~ indicates deleted text, underline indicates added text].

1. Amend the existing definition of "Dwelling—Accessory Dwelling Unit" in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Caddo Parish UDC.

**5.3 USE DEFINITIONS**

\* \* \* \* \*

**Dwelling—Accessory Dwelling Unit.** An additional dwelling unit associated with and incidental to a principal single family - detached or attached or two-family dwelling on the same lot. ~~An accessory dwelling unit must include separate cooking and sanitary facilities, with its own legal means of ingress and egress, and is a complete, separate dwelling unit. The accessory dwelling unit must be within or attached to the principal dwelling unit structure or within a detached accessory structure such as a garage or carriage house, and designed so that the appearance of the principal structure remains that of a single-family residence. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.~~

\* \* \* \* \*

2. Amend use standard "Dwelling—Accessory Dwelling Unit" in ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS in the Caddo Parish UDC. Re-number all subsequent provisions within the use standard accordingly.

**6.1 USE STANDARDS**

\* \* \* \* \*

**M. Dwelling—Accessory Dwelling Unit**

1. Accessory dwelling units shall have their own legal means of ingress and egress and function as a complete separate dwelling unit.
2. Accessory dwelling units shall include permanent provisions for living, sleeping, eating, cooking (i.e., stove, refrigerator, and sink) and sanitation (i.e., bathroom that includes sink, toilet and shower or bathtub).
3. Accessory dwelling units may be attached to or added within the principal dwelling unit or an existing accessory structure such as a detached garage or carriage house.
4. Accessory dwelling units may be completely detached from the principal dwelling unit. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.
5. Detached accessory dwelling units may be constructed from freight containers or other prefabricated structures and shall be compliant with all applicable building codes including but not limited to the International Residential Code.
6. Accessory dwelling units shall be visually subordinate to the principal dwelling unit. If the unit is located within an existing dwelling unit, there may be only one main entrance located on the primary street facing façade unless the façade already incorporated more than one entrance before the accessory dwelling unit was proposed.
7. Manufactured Homes may be used as accessory dwelling units provided that they are allowed in the zoning district or special approval is obtained to allow the use.



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8. [Detached accessory dwelling units that are visible from a public right-of-way shall contain windows, doors, or other significant architectural features on the visible façade.](#)
- 4.9. No more than one accessory dwelling unit is allowed per lot. Where permitted, the accessory dwelling unit does not count toward the maximum number of dwelling units on a lot, including when the accessory dwelling unit is located in a detached structure.
- 2.10. A detached accessory dwelling unit may not exceed the height of the principal dwelling, may not exceed a gross floor area of 60% of the gross floor area of the principal dwelling or 1,800 square feet, whichever is less.
- 3.11. Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located five feet from any lot line and [shall be at least ten \(10\) feet](#) from any principal building.
- 4.12. No additional parking is required for an accessory dwelling unit. Required parking for the principal structure must be maintained.



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**STAFF REPORT**  
**NOVEMBER 29, 2023**  
**AGENDA ITEM NUMBER: XX**  
**MPC Staff Member:** Adam Bailey  
**Parish Commission District:** All Districts

**CASE NUMBER:** 23-8-CTAP: Caddo Parish Code-Text Amendments  
**APPLICANT:** CADDO PARISH PLANNING AND ZONING COMMISSION  
**REQUEST:** Code Text (Ordinance) Amendments to the Caddo Parish UDC

---

**DESCRIPTION:** Proposed amendments to the Caddo Parish Unified Development Code (UDC) related to the requirements associated with *Accessory Dwelling Units*, defined terms and use standards.

---

**MASTER PLAN CONSISTENCY:** These changes are consistent with the following provisions of the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring regulatory processes are responsive, efficient, and customer friendly,
- Making the UDC more customer friendly, and
- Revising regulations for best practices and enforcement.

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**NOTIFICATION/ COMMUNITY OUTREACH:** Notifications of the PZC Public Hearing were either published pursuant to the following:

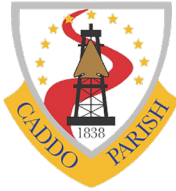
- Pursuant to the *Caddo Parish Unified Development Code*, Table 15-2 states that a published notification—printed in a newspaper of general circulation within the Caddo Parish—is the only required notification for a code text amendment. Said notice must be published no less than 14 days and no more than 30 days in advance of the scheduled hearing date.
  - For the November 29, 2023, Planning and Zoning Commission (PZC) public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on November 2, 2023; November 9, 2023; and November 16, 2023.
- 

**STAFF ANALYSIS:** The Caddo Parish Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development. Periodically, revisions are required to correct errors in the text or to accommodate changed or the changing nature of business in our community.

In October of 2023, MPC staff made a presentation to the PZC Board specific to information on Accessory Dwelling Units (ADU's). The purpose of the presentation was to give PZC Members information on the benefits, history and current ordinances that govern ADU's. In addition, to discuss how revisions to the current standards could support the Parish's larger affordable housing efforts.

These proposed amendments are designed to make incremental changes to the rules which govern ADU's, to make them feasible housing options in more areas of the parish, and to protect adjacent properties from the impacts of over-building. In addition to proposed changes in the use standards, there are also proposed changes to the ADU definition.

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### STAFF REPORT

#### PROPOSED UDC CODE TEXT AMENDMENT(S):

Staff is proposing the following amendments to the Caddo Parish UDC at this time: See Exhibit “B” for a detailed list of changes with [added language](#) and [strikeouts](#).

**Amendment 1.** Amend definition for *Dwelling—Accessory Dwelling Unit* in **Article 5. Uses**.

**Amendment 2.** Amend use standard for *Dwelling—Accessory Dwelling Unit* in **Article 6. Use Standards**.

---

**ATTACHMENTS:** See Exhibit “A” for a one-page summary of proposed amendments.  
See Exhibit “B” for detailed list of changes with redlines and strikeouts.

---

**APPROVAL STANDARDS:** The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the UDC whenever the public necessity, convenience, general welfare, comprehensive plan, or appropriate land use practices justify or require doing so. In determining whether to recommend approval or denial of the proposed text amendment, the MPC shall weigh the relevance to which the proposed amendment:

- a. **Promotes the public health, safety, and welfare.**  
*The proposed text amendments promote the public health, safety, and welfare.*
  - b. **Promotes the Master Plan and any adopted land use policies.**  
*The proposed text amendments are consistent with the Master Plan.*
  - c. **Promotes intent of this Code.**  
*These amendments will simplify current practices, thus promoting the intent of the Code.*
  - d. **Corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.**  
*The proposed amendments reflect changes in policy.*
  - e. **The extent to which the proposed amendment creates nonconformities.**  
*These amendments help alleviate nonconformities, not create them.*
- 

#### STAFF RECOMMENDATION:

Based on staff analysis, review of the above standards, and the facts of record, MPC Staff concludes that the recommendation to **APPROVE** these code text amendments is warranted. If approved by the Parish Commission, **Article 5** and **Article 6** of the *Caddo Parish UDC* would be amended, as described within. A majority vote of the PZC Board members present and voting is required to recommend approval to the Caddo Parish Commission.

Alternatively, based on information provided at the public hearing, the MPC Board may:

- Deny the proposed code text amendment;
  - Deny specific provisions and/or amendments, and approve any subsequent amendments and/or provisions; or
  - Modify specific language in the proposed amendment and approve, as modified.
-



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**STAFF REPORT**

**PUBLIC ASSESSMENT:** No one spoke in support or opposition.

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**MPC BOARD  
RECOMMENDATION:** The Board voted unanimously to recommend this application for approval.

*draft*

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 29, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, November 29, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Laura Neubert, Chairperson  
Jake Brown  
Constance L. Green  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Kamrin Hooks, Executive Assistant/Planner 1  
Jomari Smith, Planner 1  
Emily Trant, Land Development Coordinator  
Adam Bailey, Community Planning & Design Manager

**Members Absent**

None

The hearing was opened with prayer by **MR. HUMPHREY, SR.** The Pledge of Allegiance was led by **MS. HART.**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Caddo Parish Planning And Zoning Commission are subject to appeal to the appropriate governing body, the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Caddo Parish Planning and Zoning Commission.

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the October 27, 2023 public hearing as submitted.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**PUBLIC HEARING**

**CASE NO. 23-8-CTAP CODE TEXT AMENDMENT**

Applicant: Caddo Parish Planning and Zoning Commission (PZC)  
Request Code Text Amendments to the Caddo Parish UDC regarding accessory dwelling units

**Representative &/or support: None.**

**Opposition: None.**

**A motion was made by MR. BROWN seconded by MR. MARCHIVE, III to recommend this application for approval.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses.**

*draft*

**GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**END OF PUBLIC HEARING**

**OLD BUSINESS**

CLARKE informed the Board that it would be best to have the slate of officers selected by December so voting can happen on December 27, 2023, for the new officers to take place in January.

**NEW BUSINESS**

**OTHER MATTERS TO BE REVIEWED BY THE COMMISSION**

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:40 p.m.**

\_\_\_\_\_  
**Laura Neubert, Chair**

\_\_\_\_\_  
**Phyllis Hart, Secretary**

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, November 29, 2023 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**23-8-CTAP**

**UDC CODE TEXT AMENDMENTS.** In accordance with Article 16, Section 16.1 of the Caddo Parish Unified Development Code (UDC), an application has been submitted by the Caddo Parish Planning and Zoning Commission (PZC) to consider public comments and testimony regarding proposed code text amendments to the Caddo Parish UDC including, but not limited to, amending the following articles, or portions thereof: *Article 5. – Uses* and *Article 6. – Use Standards*, relative to accessory dwelling units, with all provisions included therein.

Alan Clarke, Executive Director  
Metropolitan Planning Commission

**ORDINANCE AND RESOLUTION FACT SHEET  
CADDO PARISH COMMISSION**

<b>TITLE</b>	
Ordinance 6405 of 2024	
An ordinance to amend volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, adding a new use for overnight truck parking, with all provisions included herein, and to otherwise provide with respect thereto.	
<b>DATE:</b> 01/02/2024	<b>ORIGINATING DEPARTMENT:</b>
The Caddo Parish Planning and Zoning Commission or PZC	
<b>BACKGROUND INFORMATION</b>	
PZC Case #23-9-CTAP recommends three (3) code text amendments that are intended to be more user-friendly. These including housekeeping and corrective changes with the addition of a new use—Overnight Truck Parking (Principal Use)—along with all its provisions.	
These amendments will affect the following articles, or portions thereof: <i>Article 5. –Uses</i> and <i>Article 6. –Use Standards</i> , with all the necessary provisions included therein.	
<b>FINANCIAL IMPACT AND SOURCE OF FUNDING</b>	
None	
<b>EFFECT(S) OF PROPOSED ACTION</b>	
Periodically, the UDC undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to reflect the changing nature of business in our community. Some changes are always necessary in order to make adjustments for unintended limitations placed on certain industries, while others address innovations and unforeseen industry shifts.	
<b>ALTERNATIVES/STAFF RECOMMENDATION</b>	
See Exhibit “A” for one-page outline summarizing these amendments. See Exhibit “B” for memorandum detailing these amendments in full. See Exhibit “C” for Table 5-1: Use Matrix. See Exhibit “D” for 23-9-CTAP Staff Report.	
<b>KEY STAFF CONTACT</b>	
Adam Bailey, Community Planning and Design Manager, MPC	
<b>COORDINATION</b>	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. 6405 of 2024

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, ADDING A NEW USE FOR OVERNIGHT TRUCK PARKING, WITH ALL PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the Caddo Parish Commission, on recommendation of the Shreveport-Caddo Parish Metropolitan Planning Commission, adopted the Caddo Parish Unified Development Code;

WHEREAS, the Caddo Parish Planning and Zoning Commission has determined that certain provisions in that Code should be changed to address recent issues and improve the application and administration of that Code and land use within the Planning and Zoning Commission’s jurisdiction within Caddo Parish;

WHEREAS, the Caddo Parish Commission, having considered the recommendations of the Caddo Parish Planning and Zoning Commission, agrees that such changes are desirable.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, to add the new use—Overnight Truck Parking—within *Article 5. -Uses* and *Article 6. – Use Standards*, and shall be amended as follows:

- I. **Article 5, Section 5.2 is amended by substituting Exh. C hereto in place of the existing Table 5-1.**
- II. **Article 5, Section 5.3 is amended to read as follows:**

ARTICLE 5. – USES

5.3– USE DEFINITIONS

\* \* \* \* \*

**Overnight Truck Parking (Principal Use).** An open hard surfaced (or approved alternative surfaced) area other than a public street or right of way used for the storage of operable commercial vehicles/trucks, whether for compensation or no charge for parking overnight. Such area shall include parking of commercial vehicle/truck including any vehicle that the principal use of which is the transport of commodities, merchandise, produce, and freight. A commercial vehicle/truck shall, in addition to the tractor portion of said commercial vehicle/truck, include disconnected trailers, flatbeds, or the like, which may have been disconnected or otherwise separated from a commercial vehicle/truck tractor and left overnight.

\* \* \* \* \*

- III. **Article 6,**

- IV. **Section 6.1 is amended to read as follows:**

ARTICLE 6. – USE STANDARDS

6.1– PRINCIPAL USE DEFINITIONS

\* \* \* \* \*

CC. Overnight Truck Parking (Principal Use)

1. Right-of-Way Landscaping, Landscape Buffer (including required fencing) and Parking Lot Edge landscaping shall be required as outlined in this code as applicable. Interior Parking Lot Landscaping is not required for this use.
2. In addition to the right-of way landscaping, one shrub a minimum of three feet in height must be planted linearly every three feet on-center along the right-of-way.
3. Any vehicles stored on-site must be stored so that no fluids will drain into the storm sewer system.
4. The Executive Director shall have administrative authority to waive these screening requirements due to adjacent zoning or uses, lot topography, or lot configuration.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date



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**CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-9-CAP**

**— Overnight Truck Parking —**

The Caddo Parish Unified Development Code ("Caddo Parish UDC" or "UDC") undergoes regular review by MPC staff in an attempt to better ensure sound, stable and desirable development within PZC's planning limits. Periodically, revisions are required. Sometimes those revisions reflect the changing nature of business in the community, and sometimes they are to correct "errors" in the Code.

PZC Case #23-9-CTAP recommends three (3) text amendments that is intended to be more user-friendly:

**REQUEST:** PZC Case #23-9-CTAP revises Articles 5 and 6 of the Caddo Parish UDC, defining "Overnight Truck Parking (Principal Use)," adding it to the Use Matrix, and establishing use standards.

**STAFF ANALYSIS:** These proposed amendments make it easier for business to allow for overnight truck parking, as a permitted new use in the I-1 and I-2 zoning districts.

**MASTER PLAN**

**CONSISTENCY:** Staff certifies that the proposed UDC amendments are consistent with the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring equitable health and safety outcomes for all,
- Ensuring regulatory processes are responsive, efficient, and customer friendly, and
- Revising regulations for best practices and enforcement.

**RECOMMENDATION:** MPC Staff concludes that the recommendation to APPROVE these code text amendments is warranted.



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**23-9-CTAP AMENDMENT DETAILS**

The Caddo Parish Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to correct errors in the text or to accommodate changed or changing conditions in a particular area. Periodically, revisions are required to reflect the changing nature of business in the PZC's Planning Limits. These proposed amendments will be intended to be more user-friendly, concerning various housekeeping and corrective changes due to oversight, contradictions, or missing items.

Staff is requesting the Caddo Parish UDC be amended as follows: ~~strikeout~~ indicates deleted text, underline indicates added text].

1. **Amend TABLE 5-1: USE MATRIX in ARTICLE 5. USES, SECTION 5.2 USE MATRIX in the Caddo Parish UDC, as described below.**

1. **Add a new "Overnight Truck Parking (Principal Use)" row, and include in the following allowable zoning districts. Updated**

- I-1 (P)
- I-2 (P)

**[Note (1): See Exhibit "C" for all revisions to Table 5-1]**

**Explanation:** Establish a new use category for overnight truck parking (as a principal use), which previously was uncategorized within the Code. The new use category expands where overnight truck parking is allowed, and use standards added to ensure truck parking is properly addressed.

2. **Add new definition "Overnight Truck Parking (Principal Use)" to ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Caddo Parish UDC. This new definition will need to be alphabetized accordingly.**

**5.3 USE DEFINITIONS**

\*\*\*\*\*

**Overnight Truck Parking (Principal Use).** An open hard surfaced (or approved alternative surfaced) area other than a public street or right of way used for the storage of operable commercial vehicles/trucks, whether for compensation or no charge for parking overnight. Such area shall include parking of commercial vehicle/truck including any vehicle that the principal use of which is the transport of commodities, merchandise, produce, and freight. A commercial vehicle/truck shall, in addition to the tractor portion of said commercial vehicle/truck, include disconnected trailers, flatbeds, or the like, which may have been disconnected or otherwise separated from a commercial vehicle/truck tractor and left overnight.

\*\*\*\*\*

**Explanation:** Establish a new use category for overnight truck parking (as a principal use), which previously was uncategorized within the Code. The new use category expands where overnight truck parking is allowed, and use standards added to ensure truck parking is properly addressed.

3. **Add new use standard "CC. Overnight Truck Parking (Principal Use)" to ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS in the Caddo Parish UDC. Re-alphabetize all subsequent use standards accordingly.**

**6.1 USE STANDARDS**

\*\*\*\*\*

**CC. Overnight Truck Parking (Principal Use)**

1. Right-of-Way Landscaping, Landscape Buffer (including required fencing) and Parking Lot Edge landscaping shall be required as outlined in this code as applicable. Interior Parking Lot Landscaping is not required for this use.
2. In addition to the right-of way landscaping, one shrub a minimum of three feet in height must be planted linearly every three feet on-center along the right-of-way.



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3. [Any vehicles stored on-site must be stored so that no fluids will drain into the storm sewer system.](#)
4. [The Executive Director shall have administrative authority to waive these screening requirements due to adjacent zoning or uses, lot topography, or lot configuration.](#)

\* \* \* \* \*

**Explanation:** Establish a new use category for overnight truck parking (as a principal use), which previously was uncategorized within the Code. The new use category expands where overnight truck parking is allowed, and use standards added to ensure truck parking is properly addressed.

TABLE 5-1: USE MATRIX. Table with 30 columns: PRINCIPAL USE, R-A, R-E, R-1-12, R-1-10, R-1-7, R-1-5, R-UC, R-HU, R-TH, R-2, R-3, R-4, R-MHS, R-MHP, C-1, C-2, C-3, C-4, C-UC, C-UV, D-1-CBD, D-1-E, D-1-CMU, D-1-RMU, D-1-AC, D-1-HC, OR, I-MU, I-1, I-2, NA, OS, IC, USE STANDARD. Rows include various facility types such as Agriculture, Airport, Amusement Facility, Animal Care Facility, etc.





TEMPORARY USE	R-A	R-E	R-1-12	R-1-10	R-1-7	R-1-5	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MHS	R-MHP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	I-MU	I-1	I-2	NA	OS	I	USE STANDARD
Batch Plant/Rock Crushing Facility (Temporary)	P*	P*	P*															P*								P*			P*	P*				Sec. 6.2.A
Borrow Pit	P*	P*	P*																										P*	P*				Sec. 6.2.B
Farmers' Market	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	P	Sec. 6.2.C
Temporary Outdoor Events	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	P	Sec. 6.2.D
Temporary Sale of Non-Seasonal Merchandise															P	P	P	P	P	P	P	P	P	P	P	P	P	P				P		Sec. 6.2.E
Temporary Seasonal Sales	S	S	S	S	S	S	S	S	S	S	S	S	S		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P		Sec. 6.2.F
Temporary Subdivision Sales Office	P	P	P	P	P	P	P	P	P	P	P	P	P	P																				Sec. 6.2.H

\* Even though Batch Plant/Rock Crushing Facility (Temporary) and Borrow Pit are permitted uses (P) by-right, these uses require MPC Board approval at a public hearing.



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**STAFF REPORT**  
**NOVEMBER 29, 2023**  
**AGENDA ITEM NUMBER: XX**  
**MPC Staff Member:** Adam Bailey  
**Parish Commission District:** All Districts

**CASE NUMBER:** 23-9-CTAP: Caddo Parish Code-Text Amendments  
**APPLICANT:** CADDO PARISH PLANNING AND ZONING COMMISSION  
**REQUEST:** Code Text (Ordinance) Amendments to the Caddo Parish UDC

---

**DESCRIPTION:** Proposed amendments to the Caddo Parish Unified Development Code (UDC) related to the addition of the new use—Overnight Truck Parking (Principal Use)—with new defined terms and use standards.

---

**MASTER PLAN CONSISTENCY:** These changes are consistent with the following provisions of the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring regulatory processes are responsive, efficient, and customer friendly,
- Making the UDC more customer friendly, and
- Revising regulations for best practices and enforcement.

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**NOTIFICATION/ COMMUNITY OUTREACH:** Notifications of the PZC Public Hearing were either published pursuant to the following:

- Pursuant to the *Caddo Parish Unified Development Code*, Table 15-2 states that a published notification—printed in a newspaper of general circulation within the Caddo Parish—is the only required notification for a code text amendment. Said notice must be published no less than 14 days and no more than 30 days in advance of the scheduled hearing date.
  - For the November 29, 2023, Planning and Zoning Commission (PZC) public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on November 2, 2023; November 9, 2023; and November 16, 2023.
- 

**STAFF ANALYSIS:** The Caddo Parish Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development. Periodically, revisions are required to accommodate the changing nature of business in our community. The Caddo Parish Planning and Zoning Commission (PZC) has directed MPC staff to review overnight truck parking regulations in the Caddo Parish UDC and consider additional zoning districts in which such use may be permitted.

Trucking and shipping play a vital role in the area’s economy and the metro area has an increasing number of heavy trucks in part due to growing logistics/warehousing industries. With more trucks, there is a need for more truck parking. Companies and independent truck drivers that own their own trucks need additional options for parking. In addition, truck drivers that need to rest may park at unsafe locations, such as on street shoulder or vacant lots, if they are unable to locate available overnight parking areas.



## CADDO PARISH PLANNING AND ZONING COMMISSION

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### STAFF REPORT

Adding the new use of *Overnight Truck Parking* should result in the development of more locations for such parking areas. However, if not adequately regulated, parking that is poorly managed or overconcentrated may adversely impact the community. Regulations should effectively provide for the needs of the community and mitigate potential adverse impacts on quality of life.

---

#### PROPOSED UDC CODE TEXT AMENDMENT(S):

Staff is proposing the following amendments to the Caddo Parish UDC at this time: See Exhibit "B" for a detailed list of changes with [added language](#) and [strikeouts](#).

- Amendment 1.** Add definition for *Overnight Truck Parking* in **Article 5. Uses**.
- Amendment 2.** Add new use for *Overnight Truck Parking* to *Table 5-1: Use Matrix*, and identify where such use is allowed, in **Article 5. Uses**.
- Amendment 3.** Add new use standard for *Overnight Truck Parking* in **Article 6. Use Standards**.

---

**ATTACHMENTS:** See Exhibit "A" for a one-page summary of proposed amendments.  
See Exhibit "B" for detailed list of changes with redlines and strikeouts.  
See Exhibit "C" amended *Table 5-1: Use Matrix* with redlines and strikeouts.

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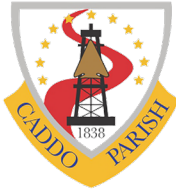
**APPROVAL STANDARDS:** The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the UDC whenever the public necessity, convenience, general welfare, comprehensive plan, or appropriate land use practices justify or require doing so. In determining whether to recommend approval or denial of the proposed text amendment, the MPC shall weigh the relevance to which the proposed amendment:

- a. **Promotes the public health, safety, and welfare.**  
*The proposed text amendments promote the public health, safety, and welfare.*
- b. **Promotes the Master Plan and any adopted land use policies.**  
*The proposed text amendments are consistent with the Master Plan.*
- c. **Promotes intent of this Code.**  
*These amendments will simplify current practices, thus promoting the intent of the Code.*
- d. **Corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.**  
*The proposed amendments reflect changes in policy.*
- e. **The extent to which the proposed amendment creates nonconformities.**  
*These amendments help alleviate nonconformities, not create them.*

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#### STAFF RECOMMENDATION:

Based on staff analysis, review of the above standards, and the facts of record, MPC Staff concludes that the recommendation to **APPROVE** these code text amendments is warranted. If approved by the Parish Commission, **Article 5** and **Article 6** of the *Caddo Parish UDC* would be amended, as described within. A majority vote of the PZC Board members present and voting is required to recommend approval to the Caddo Parish Commission.



**CADDO PARISH PLANNING AND ZONING COMMISSION**

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**STAFF REPORT**

**Alternatively, based on information provided at the public hearing, the PZC may:**

- Deny the proposed code text amendment;
- Deny specific provisions and/or amendments, and approve any subsequent amendments and/or provisions; or
- Modify specific language in the proposed amendment and approve, as modified.

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**PUBLIC ASSESSMENT:** No one spoke in support or opposition.

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**MPC BOARD  
RECOMMENDATION:** The Board voted unanimously to recommend this application for approval.

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 29, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, November 29, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Laura Neubert, Chairperson  
Jake Brown  
Constance L. Green  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Kamrin Hooks, Executive Assistant/Planner 1  
Jomari Smith, Planner 1  
Emily Trant, Land Development Coordinator  
Adam Bailey, Community Planning & Design Manager

**Members Absent**

None

The hearing was opened with prayer by **MR. HUMPHREY, SR.** The Pledge of Allegiance was led by **MS. HART.**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Caddo Parish Planning And Zoning Commission are subject to appeal to the appropriate governing body, the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Caddo Parish Planning and Zoning Commission.

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the October 27, 2023 public hearing as submitted.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**PUBLIC HEARING**

**CASE NO. 23-9-CTAP CODE TEXT AMENDMENT**

Applicant: Caddo Parish Planning and Zoning Commission (PZC)  
Request Code Text Amendments to the Caddo Parish UDC regarding overnight truck parking

**Representative &/or support: None.**

**Opposition: None.**

**A motion was made by MR. MARCHIVE, III seconded by MR. BROWN to recommend this application for approval.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

*draft*

**END OF PUBLIC HEARING**

**OLD BUSINESS**

CLARKE informed the Board that it would be best to have the slate of officers selected by December so voting can happen on December 27, 2023, for the new officers to take place in January.

**NEW BUSINESS**

**OTHER MATTERS TO BE REVIEWED BY THE COMMISSION**

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:40 p.m.**

\_\_\_\_\_  
**Laura Neubert, Chair**

\_\_\_\_\_  
**Phyllis Hart, Secretary**

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, November 29, 2023 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**23-9-CTAP**

**UDC CODE TEXT AMENDMENTS.** In accordance with Article 16, Section 16.1 of the Caddo Parish Unified Development Code (UDC), an application has been submitted by the Caddo Parish Planning and Zoning Commission (PZC) to consider public comments and testimony regarding proposed code text amendments to the Caddo Parish UDC including, but not limited to, amending the following articles, or portions thereof: *Article 5. – Uses* and *Article 6. – Use Standards*, relative to overnight truck parking, with all provisions included therein.

Alan Clarke, Executive Director  
Metropolitan Planning Commission

**BY THE CADDO PARISH COMMISSION:**

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED SOUTH SIDE OF LOCUST HILL ROAD APPROXIMATELY 1870' WEST OF HIGHWAY 79, CADDO PARISH, LA., FROM R-A RURAL-AGRICULTURAL ZONING DISTRICT TO R-A (PUD) RURAL-AGRICULTURAL PLANNED UNIT DEVELOPMENT ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that Volume II of the Code of Ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, is hereby amended and re-enacted to read as follows, to wit:

The official Zoning Map of the Shreveport Metropolitan Planning Area of Caddo Parish, Louisiana, be amended by rezoning property located South side of Locust Hill Road approximately 1870' west of Highway 79, Caddo Parish, LA, more particularly described below, be and the same is hereby amended **from R-A Rural-Agricultural Zoning District to R-A (PUD) Rural-Agricultural Planned Unit Development Zoning District:**

8.943 ACS. M/L- LOT 1, REDWINE SUBDIVISION, Section 34, T17N, R16W, Caddo Parish, Louisiana.

BE IT FURTHER ORDAINED that the rezoning of the property described herein is approved subject to compliance with the following stipulations:

The applicant requests the following uses in addition to those allowed within the R-A base zoning district:

- Animal Care Facility

**1. Article 5. – Uses section 5.2 Use Matrix.**

- a. Currently within the UDC the use of animal care facility is not a use within the current R-A zoning district, the matrix does not express or provide a pathway for this use; due to the potential negative impacts of the use it's not permitted within a residential zoning district and would typically be located within a commercial setting so that it can be controlled and managed. In providing ordinance relief regarding the use, it will allow for the applicant to have the use of an animal care facility within a residential zoning district.

Ordinance relief:

- All commercial Interior parking requirements.
- All commercial Irrigation system requirements.

**1. Article 8. – Off-Street Parking and Loading 8.3 Required off-street vehicle and bicycle parking spaces.**

- a. Animal care facilities require 1 space per 300 sf GFA. 5 spaces are required, but due to the nature of the business being by appointment only and operated on a residence, the applicant is requesting ordinance relief. There is an existing concrete parking area that will accommodate the applicant's business model. Staff believes that adequate parking is not being met; therefore, parking should be installed as required by the code.If

providing ordinance relief for the off-street parking, the applicant would not be required to have additional parking outside what they currently use residentially.

**2. Article 10. – Landscape and Tree Preservation section 10.1. Landscape Plan Approval.**

- a. The applicant has indicated that they would only be able to meet some of the landscaping requirements, as discussed with the applicant it was identified that the normal processing and need of an Irrigation plan would not be as feasible due to the size of the property and the location of the water meter and structures on the property. The facility is located next to the residential structure on the property which is at the end of the driveway which is a considerable distance from the water meter. As indicated by the applicant, in the installation of the irrigation system, they will have run the system to the facility which would result in an unreasonable expense. The applicant has however indicated that they plan to water the plants and use drought resistant plants to help alleviate the necessity to water the plants on a cycle. The applicant has also indicated that they are planning to use an alternative watering method for irrigation to help resolve the irrigation issue. If granted ordinance relief regarding irrigation, they will not have to submit the typical set of irrigation documents necessary for approval.

The complete proposed site amenities offered in exchange for the requested use and ordinance relief includes:

- Installation of direction sign with additional landscaping
- Structured drop-off and pick-up visiting hours.
- Noise control methods and measures.
- Controlled lighting within hours of operations only.
- Regular maintenance on property with additional upkeeping.
- Enhanced architectural building design.

**1. Installation of Directional Signage & Landscaping.**

- a. The applicant plans to add a monument sign that will be designed and placed at the split in the driveway. This applicant stated that this sign should help address the concern from the neighbor, as it was brought up during the meeting that the applicant's customers sometimes enter the neighbor's property. The applicant also indicated that they are planning to use drought resistant plants, for landscaping around the sign. It should help the sign be more appealing and help resolve the issue of his customers bothering the neighbor.

**2. Structured Visiting Hours.**

- a. The applicant indicated that they would have a structured window of operation for their customers to drop-off and pick-up their pets. The customers will be required to visit and conduct business within this window of time. This should address issues with incoming traffic-flow that this use could bring to this area. The applicant planned to operate on an appointment basis, and those without an appointment would not be able visit the property outside of the window of operation.

**3. Noise Control Measure.**

- a. In the event that the Dogs become noisy they will be brought indoors and will only be allowed on supervised walks. This

should address the neighbors' concerns regarding noise being brought about by the dogs that are within the facility.

**4. Controlled Lighting.**

- a. The outdoor lighting will be shielded and directed downwards to minimize the light pollution so that it does not disturb the neighbors. The applicant has also indicated that they plan to turn off the lights at around 10pm every night and the interior lighting will be dimmed to decrease light exposure.

**5. Regular Maintenance.**

- a. The applicant also intends to do regular maintenance for the property to keep it visually appealing to customers, this includes the enhancement of landscaping on the property, instead of using typical plants the applicant plans to use water resistant plants around the sign and add some additional plants around the facility. The applicant also lives on the property so the maintenance and upkeep of the property would be more structured and regularly conducted.

**6. Enhanced Building Elements.**

- a. In examining the construction plans of the structure, the building is a bit more enhanced in its design elements. The main support structure is a 40'x40' pole barn style structure with 6x6 columns every 10" around the perimeter of the building. The roof and exterior walls are metal. The roof is 26 gauge, and the walls are 24 gauge. The appearance of the façade for the structure is more modern in design and resembles that of a housing structure. The shutters on the exterior of the building add a residential character to the building, making it stand out in comparison to a regular barn like structure.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that this ordinance shall become effective ten (10) days after publication in the official journal.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

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Parish Attorney

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Date

**23-21-P**  
**Brandon Redwine**

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 29, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, November 29, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Laura Neubert, Chairperson  
Jake Brown  
Constance L. Green  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Kamrin Hooks, Executive Assistant/Planner 1  
Jomari Smith, Planner 1  
Emily Trant, Land Development Coordinator  
Adam Bailey, Community Planning & Design Manager

**Members Absent**

None

The hearing was opened with prayer by **MR. HUMPHREY, SR.** The Pledge of Allegiance was led by **MS. HART.**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Caddo Parish Planning And Zoning Commission are subject to appeal to the appropriate governing body, the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Caddo Parish Planning and Zoning Commission.

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the October 27, 2023 public hearing as submitted.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**PUBLIC HEARING**

**CASE NO. 23-21-P PLANNED UNIT DEVELOPMENT & SITE PLAN**

Applicant: BRANDON REDWINE  
Owner: BRANDON REDWINE  
Location: 9655 Locust Hill Rd (South side of Locust Hill Rd approx. 1870' west of Hwy 79.)  
Existing Zoning: R-A  
Request: (PUD) Planned Unit Development  
Proposed Use: Dog Boarding Facility for home based business

**Representative &/or support:**

**Brandon Redwine 9655 Locust Hill Road, Greenwood, LA, 71033**

Redwine explained that he wanted to turn the existing building on his property into a boarding place for dogs. He explained that only one property is nearby, and they have shown support for the building being used for a boarding place for dogs. GREEN asked for the applicant to give background information as to why he wants to utilize this building for boarding dogs. Redwine stated that he has always had dogs and while on vacation he would want a more secure place for them to stay. GREEN

*draft*

then asked the applicant how he would market the business, to which Redwine stated the marketing would be online and have time slots. Redwine informed the Board that the property will stay properly maintained as it is the property that him and his family live on. MARCHIVE asked if the applicant wanted relief from the irrigation system for landscaping and the required number of parking spaces. He said yes because the property is small and based on how appointments will be made, only three parking spots are needed.

**Opposition: None.**

**A motion was made by MR. MARCHIVE, III seconded by MR. BROWN to recommend this application for approval.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

### **END OF PUBLIC HEARING**

### **OLD BUSINESS**

CLARKE informed the Board that it would be best to have the slate of officers selected by December so voting can happen on December 27, 2023, for the new officers to take place in January.

### **NEW BUSINESS**

### **OTHER MATTERS TO BE REVIEWED BY THE COMMISSION**

### **CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:40 p.m.**

\_\_\_\_\_  
**Laura Neubert, Chair**

\_\_\_\_\_  
**Phyllis Hart, Secretary**



**CADDO PARISH PLANNING AND ZONING COMMISSION**

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**STAFF REPORT**

**NOVEMBER 29, 2023**

**AGENDA ITEM NUMBER:**

**MPC Staff Member:** Jomari Smith

**Parish Commission District:** 12/Ken Epperson

**CASE NUMBER 23-21-P: PLANNED UNIT DEVELOPMENT (PUD) & PRELIMINARY SITE PLAN**

**APPLICANT:** Brandon Redwine  
**OWNER:** Brandon Redwine  
**LOCATION:** 9655 Locust Hill Rd.  
**EXISTING ZONING:** R-A  
**REQUEST:** R-A to R-A(PUD)  
**PROPOSED USE:** Animal Care Facility - Dog Boarding

**DESCRIPTION:** The applicant is requesting to turn an already existing structure on their property into a Dog Boarding Facility, the building was used for a different use before being used for this current use. the property is currently zoned R-A, and they are seeking approval to have a R-A PUD (Planned Unit Development) for an Animal Care Facility. The use is not permitted-by-right within that zoning district and is currently permitted only within the commercial zoning districts. The property is approximately 9 acers in size, with one main point of access that leads to the facility and residential structure. This property is surrounded by R-A (Residential Agricultural) on all sides, and the nearest associated use is located towards Hwy 79 and is outside of the MPC planning jurisdiction.

This property does not have any associated case history, however within proximity to the property we have the following cases:

- BAP-5-95: A Special exception use for a secondary residential structure; approved w/ stipulation.
- P-12-00: A rezoning, R-A to R-A-E for an oil field equipment storage & truck yard; Approved w/ stipulations.

There are no nearby neighborhoods within proximity that are identified within Caddo Parish MPC Planning Limits.

**REMARKS: PUD approval is subject to a 2-year expiration as described in Article 16.7, subparagraph F of the Caddo Parish UDC.**

Pursuit of a PUD designation allows an applicant to request ordinance relief across a variety of areas within one application, including: permitted uses from other zoning districts, specific use approvals, variances, etc. In exchange, the applicant agrees to provide substantive amenities that benefit the surrounding area or the tenant/property owner exclusively, align with the goals of the Master Plan or otherwise provide some added aesthetic benefit. This tool provides the highest level of flexibility for projects that have a complex coupling of uses and potential impacts and offers the premier opportunity to claim benefits for the site and the surrounding area.

The applicant hosted a neighborhood participation meeting on July 3<sup>rd</sup> at 7:30pm at their property so that individuals within the community will have the opportunity to tour the site and see the dog

The information stated herein is the result of discussion by a staff review team. The Planning Commission and its Members will use all information made available to them in making their decision. A Planning Commission approval is a use approval only. The applicant is still responsible for complying with all other applicable Zoning Ordinance requirements and obtaining all necessary permits and approvals from other departments or agencies. This shall include, but not be limited to the requirements of the Zoning Administrator, building permits, liquor licenses, the parish health unit, and Certificates of Occupancy.



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### STAFF REPORT

boarding facility at the applicant's property. The applicant indicated that the NPP went relatively well, and some individuals were not initially in support, however after having a few of their questions answered they did not have a further problem regarding the use. The applicant indicated that six individuals attended the meeting and most of the individual are near by neighbors that live along Locust Hill Rd.

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### MASTER PLAN

#### CONSIDERATIONS:

In review of the Master Plan and the current Caddo Parish UDC regulations, the use of an Animal Care Facility which includes dog boarding under that use is not a permitted use within the R-A zoning district, currently there is not a pathway forward to have the use without having to rezone the property. The 2030 Master Plan for the City of Shreveport does make a recommendation for the area to be used for Rural Enterprise. The concept of rural enterprise is that of supplementary & ancillary uses and businesses, this use with low visitation is a compatible use with the masterplan. The applicant has indicated that the use will not incur unwarranted traffic to the area and strive to maintain the rural character when in operation. This use will not have a large negative impact in the area and community due to the size of the properties and the location of the facility on the property.

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### REQUESTED USES & ORDINANCE

#### RELIEF:

In the organization of the case and examination of the application, the applicant has asked for the selected list of ordinance relief from the UDC, in order to allow the use and be relived from ordinance requirements that are more appropriate for a commercial development.

The applicant requests the following uses in addition to those allowed within the R-A base zoning district:

- Animal Care Facility

**1. Article 5. – Uses section 5.2 Use Matrix.**

- a. Currently within the UDC the use of animal care facility is not a use within the current R-A zoning district, the matrix does not express or provide a pathway for this use; due to the potential negative impacts of the use it's not permitted within a residential zoning district and would typically be located within a commercial setting so that it can be controlled and managed. In providing ordinance relief regarding the use, it will allow for the applicant to have the use of an animal care facility within a residential zoning district.

Ordinance relief:

- All commercial Interior parking requirements.
- All commercial Irrigation system requirements.

**1. Article 8. – Off-Street Parking and Loading 8.3 Required off-street vehicle and bicycle parking spaces.**

- a. Animal care facilities require 1 space per 300 sf GFA. 5 spaces are required, but due to the nature of the business being by appointment only and operated on a residence, the applicant is requesting ordinance relief. There is an existing concrete parking area that will accommodate the applicant's business model. Staff believes that adequate parking is not being met; therefore, parking should be installed as required by the code.



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### STAFF REPORT

providing ordinance relief for the off-street parking, the applicant would not be required to have additional parking outside what they currently use residentially.

#### **2. Article 10. – Landscape and Tree Preservation section 10.1. Landscape Plan Approval.**

- a. The applicant has indicated that they would only be able to meet some of the landscaping requirements, as discussed with the applicant it was identified that the normal processing and need of an Irrigation plan would not be as feasible due to the size of the property and the location of the water meter and structures on the property. The facility is located next to the residential structure on the property which is at the end of the driveway which is a considerable distance from the water meter. As indicated by the applicant, in the installation of the irrigation system, they will have run the system to the facility which would result in an unreasonable expense. The applicant has however indicated that they plan to water the plants and use drought resistant plants to help alleviate the necessity to water the plants on a cycle. The applicant has also indicated that they are planning to use an alternative watering method for irrigation to help resolve the irrigation issue. If granted ordinance relief regarding irrigation, they will not have to submit the typical set of irrigation documents necessary for approval.

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#### PROPOSED SITE

##### AMENITIES:

The applicant has proposed a listed number of amenities which should help alleviate some of the relative issues and impacts that this use would have with it being used on a residential zoning district. The applicant has also received comments for some additional amenities from the neighbors.

The complete proposed site amenities offered in exchange for the requested use and ordinance relief includes:

- Installation of direction sign with additional landscaping
- Structured drop-off and pick-up visiting hours.
- Noise control methods and measures.
- Controlled lighting within hours of operations only.
- Regular maintenance on property with additional upkeeping.
- Enhanced architectural building design.

#### **1. Installation of Directional Signage & Landscaping.**

- a. The applicant plans to add a monument sign that will be designed and placed at the split in the driveway. This applicant stated that this sign should help address the concern from the neighbor, as it was brought up during the meeting that the applicant's customers sometimes enter the neighbor's property. The applicant also indicated that they are planning to use drought resistant plants, for landscaping around the sign. It should help the sign be more appealing and help resolve the issue of his customers bothering the neighbor.

#### **2. Structured Visiting Hours.**

- a. The applicant indicated that they would have a structured window of operation for their customers to drop-off and pick-up their pets. The customers will be required to visit and conduct business within this window of time. This should address issues with



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### STAFF REPORT

incoming traffic-flow that this use could bring to this area. The applicant planned to operate on an appointment basis, and those without an appointment would not be able visit the property outside of the window of operation.

#### 3. **Noise Control Measure.**

- a. In the event that the Dogs become noisy they will be brought indoors and will only be allowed on supervised walks. This should address the neighbors' concerns regarding noise being brought about by the dogs that are within the facility.

#### 4. **Controlled Lighting.**

- a. The outdoor lighting will be shielded and directed downwards to minimize the light pollution so that it does not disturb the neighbors. The applicant has also indicated that they plan to turn off the lights at around 10pm every night and the interior lighting will be dimmed to decrease light exposure.

#### 5. **Regular Maintenance.**

- a. The applicant also intends to do regular maintenance for the property to keep it visually appealing to customers, this includes the enhancement of landscaping on the property, instead of using typical plants the applicant plans to use water resistant plants around the sign and add some additional plants around the facility. The applicant also lives on the property so the maintenance and upkeep of the property would be more structured and regularly conducted.

#### 6. **Enhanced Building Elements.**

- a. In examining the construction plans of the structure, the building is a bit more enhanced in its design elements. The main support structure is a 40'x40' pole barn style structure with 6x6 columns every 10" around the perimeter of the building. The roof and exterior walls are metal. The roof is 26 gauge, and the walls are 24 gauge. The appearance of the façade for the structure is more modern in design and resembles that of a housing structure. The shutters on the exterior of the building add a residential character to the building, making it stand out in comparison to a regular barn like structure.

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### PRELIMINARY SITE PLAN CONSIDERATION:

In order to reach the dog boarding facility, you have to drive to the end of the driveway which is approximately 870' long and 12' wide and is composed of gravel aggregate. When having multiple cars traveling along this driveway, it can cause issues, as the driveway is limited in width as typically only one vehicle is meant to travel on the driveway at a time. Which gives reasons as to why limited vehicle traffic is warranted. When at the beginning of the driveway, you should be able to observe and locate the proposed amenities as stated within the report. This would be signage that indicates the direction of the facility, which will address issues of visitors being confused about what driveway to utilize upon arrival.

When a customer reaches the end of the driveway they would be able to observe the location of the primary residential structure and the dog boarding facility. The use of an animal care facility requires the applicant to have parking spaces for the use, which he has indicated on the site plan. The parking is limited; however, it should be accommodating for the limited amount of traffic that the applicant is planning on having. If ordinance relief is



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**STAFF REPORT**

granted, the applicant will have the ability to have keep the configuration of parking as observed on the current site-plan or they can create parking that is lesser in design.

The existing structure being used as the dog boarding facility is 40'x40' in size and the building has two main entrances, a regular door and set of French doors. The building seems to have a gated release that opens into the enclosed outdoor area, which will allow for the dogs to run. This enclosed area is surrounded by a 6' wooden picket fence, which is the designated space which by the UDC standards checks off an additional standard needed for the operations of the facility. The building does have additional design elements such as shutters which help tie the building into the existing character of the property.

In review of the provided site plan and the supporting documents presented by the applicant, he has indicated and provided all the necessary elements regarding the site and has met many of the requirements for the use of a dog boarding facility. If the application is approved with the requested ordinance relief for irrigation, the applicant will not be required to submit a set of irrigation plans, and instead use an additional form of irrigation such as manually watering. As stated, the applicant will still be required to provide an alternative landscaping plan which will be subject to review by the MPC Executive Director which must be approved prior to the issuance of permits as well as any additional documents.

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**STAFF**

**ASSESSMENT:** Based on the information contained in the application, and analysis of the facts of record, MPC Staff concludes that: approval is warranted with the stipulation that the parking be installed as required by the code.

**Alternately, based on the information provided at the public hearing the PZC may:**

1. Approve the requested R-A(PUD) with full ordinance relief and amenities.
2. Deny the requested R-A(PUD) designation.

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**PUBLIC ASSESSMENT:** 1 person spoke in support. No opposition was present.

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**MPC BOARD RECOMMENDATION:** The Board voted unanimously to approve this application.

---

**23-21-P**

**R-A**

Hwy 79

Locust Hill

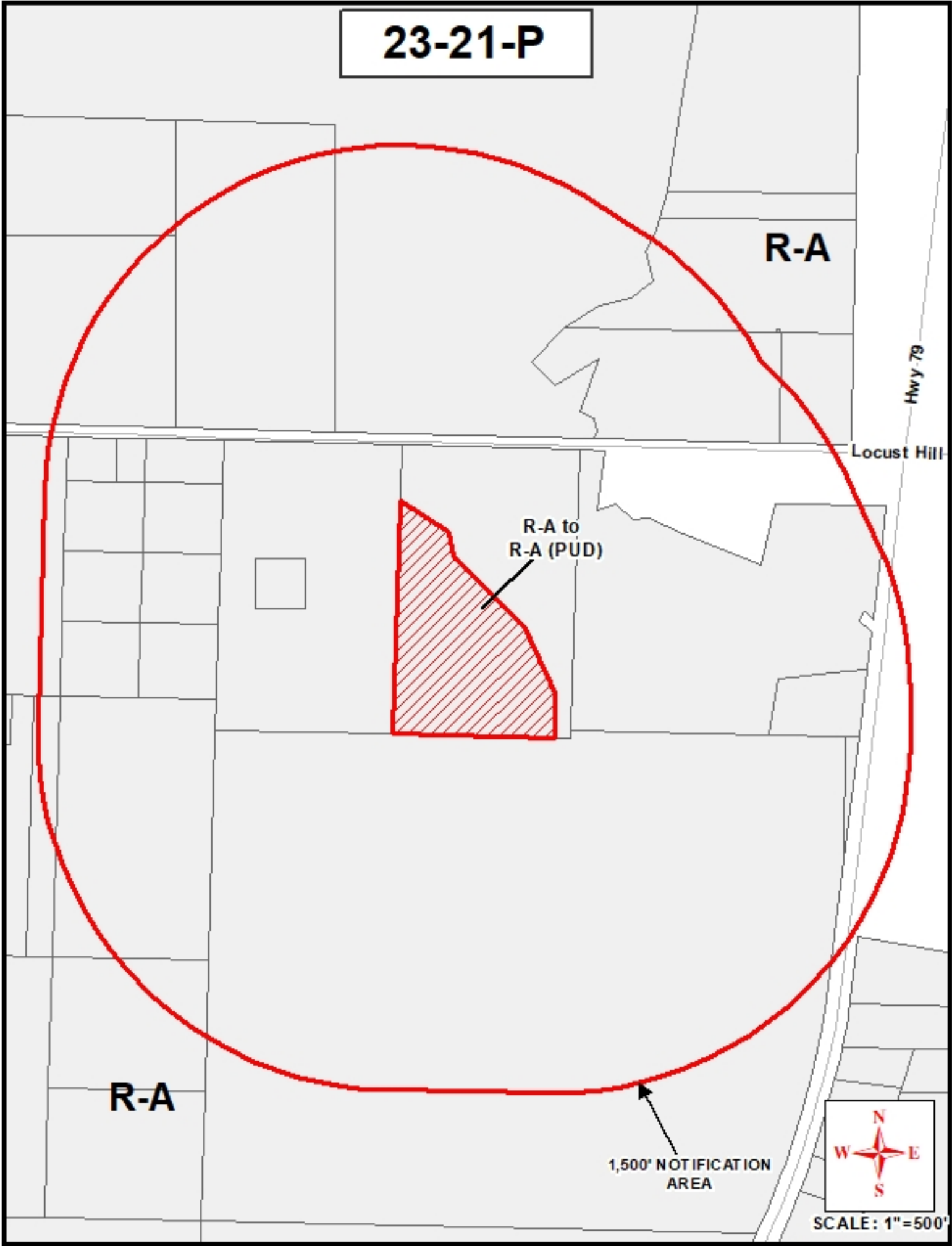
R-A to  
R-A (PUD)

**R-A**

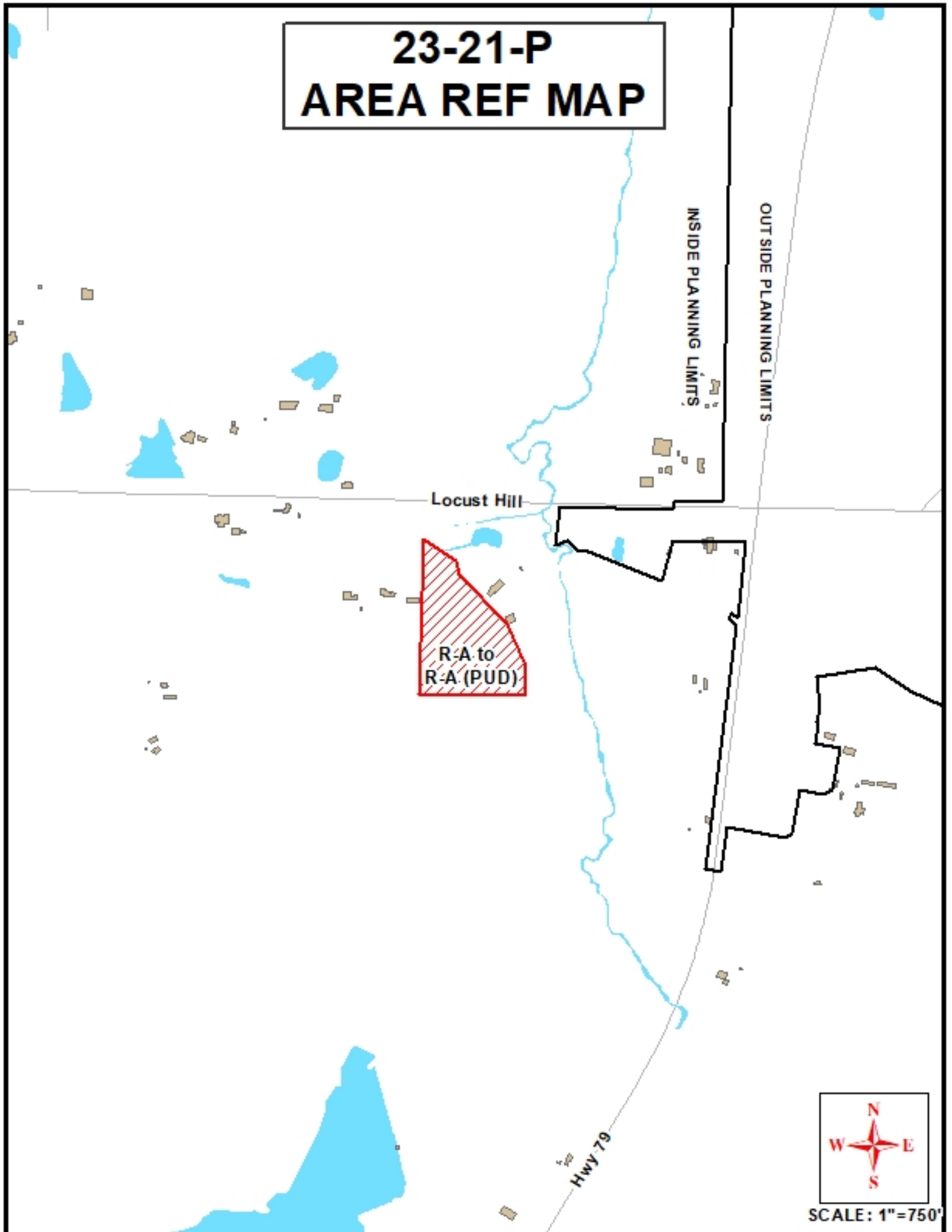
1,500' NOTIFICATION  
AREA



SCALE: 1" = 500'



# 23-21-P AREA REF MAP



INSIDE PLANNING LIMITS

OUTSIDE PLANNING LIMITS

Locust Hill

R-A to  
R-A (PUD)

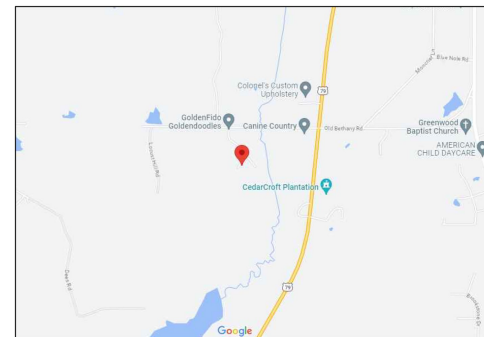
Hwy 79



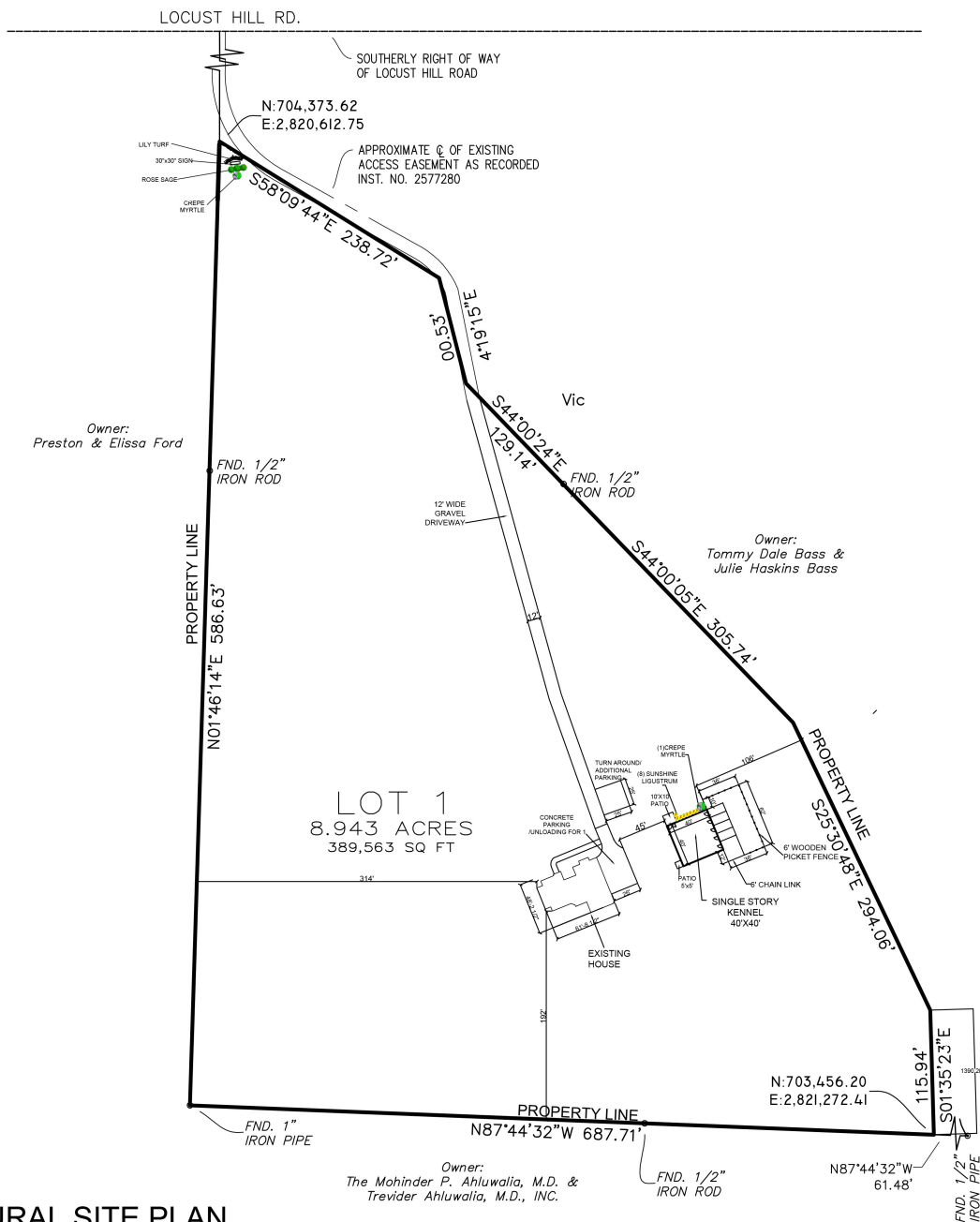
SCALE: 1"=750'

# REDWINE KENNEL

NE/4 OF SECTION 34, T17N-R16W, CADDO, PARISH, LOUISIANA



VICINITY MAP



## ARCHITECTURAL SITE PLAN

Scale 1"=100'

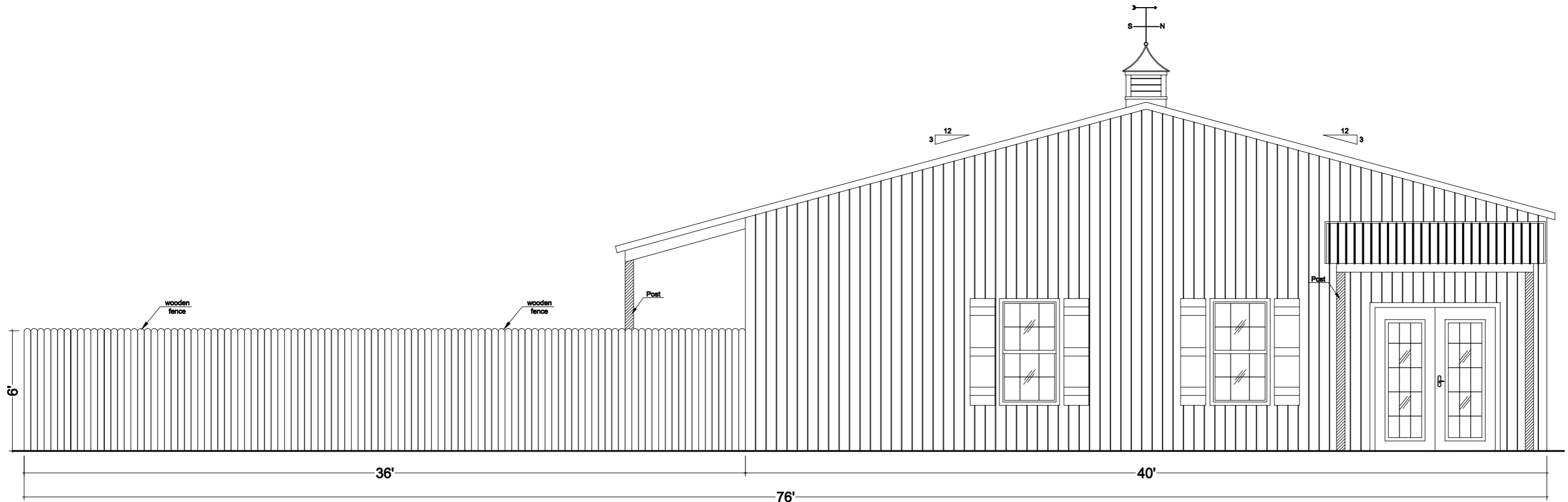


SITE PLAN

**OWNER:**  
BRANDON REDWINE  
9655 LOCUST HILL RD GREENWOOD  
LA 71033

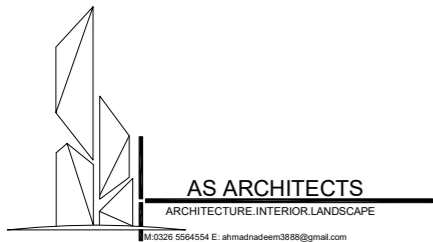
NE/4 OF SECTION 34,  
T17N-R16W, CADDO, PARISH,  
LOUISIANA  
LOT SIZE: 8.943 ACRE

issued
drawn
Da
Revis
▲
SITE PLAN
Sheet
1



**FRONT ELEVATION**  
 SCALE = 1/4" = 1'-0"

CONSULTANTS :



APPROVAL & SIGN :

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CLIENT:

DRAWING TITLE:

**FRONT ELEVATION**

JOB ARCHITECT:

AS Architects

CHECKED BY :

AS

REVISION DATE:

SCALE:

1/4 = 1'-0"

DRAWN BY:

AS

REVISION DATE:

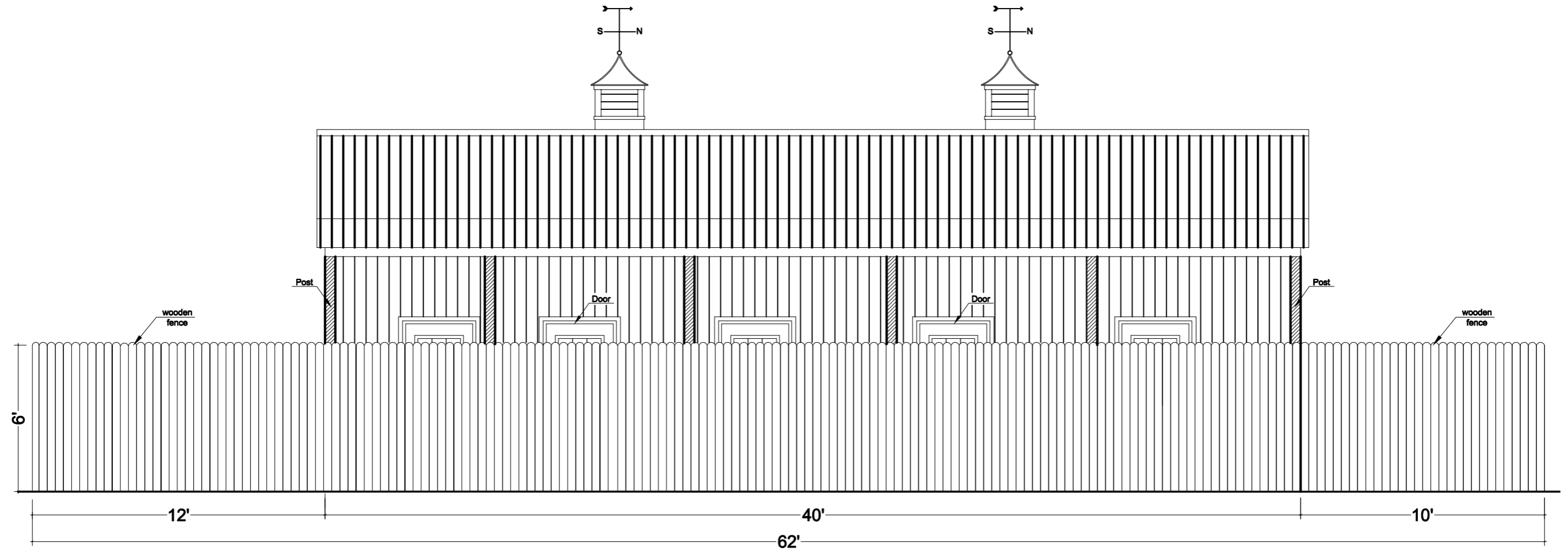
DATE:

SEP - 2023

DRAWING NO.

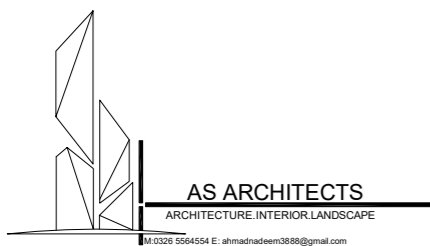
AR - 01

REVISION DATE:



**SIDE ELEVATION**  
 SCALE = 1/4" = 1'-0"

CONSULTANTS :



APPROVAL & SIGN :

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CLIENT:

DRAWING TITLE:

**SIDE ELEVATION**

JOB ARCHITECT:

AS Architects

CHECKED BY :

AS

REVISION DATE:

SCALE:

1/4 = 1'-0"

DRAWN BY:

AS

REVISION DATE:

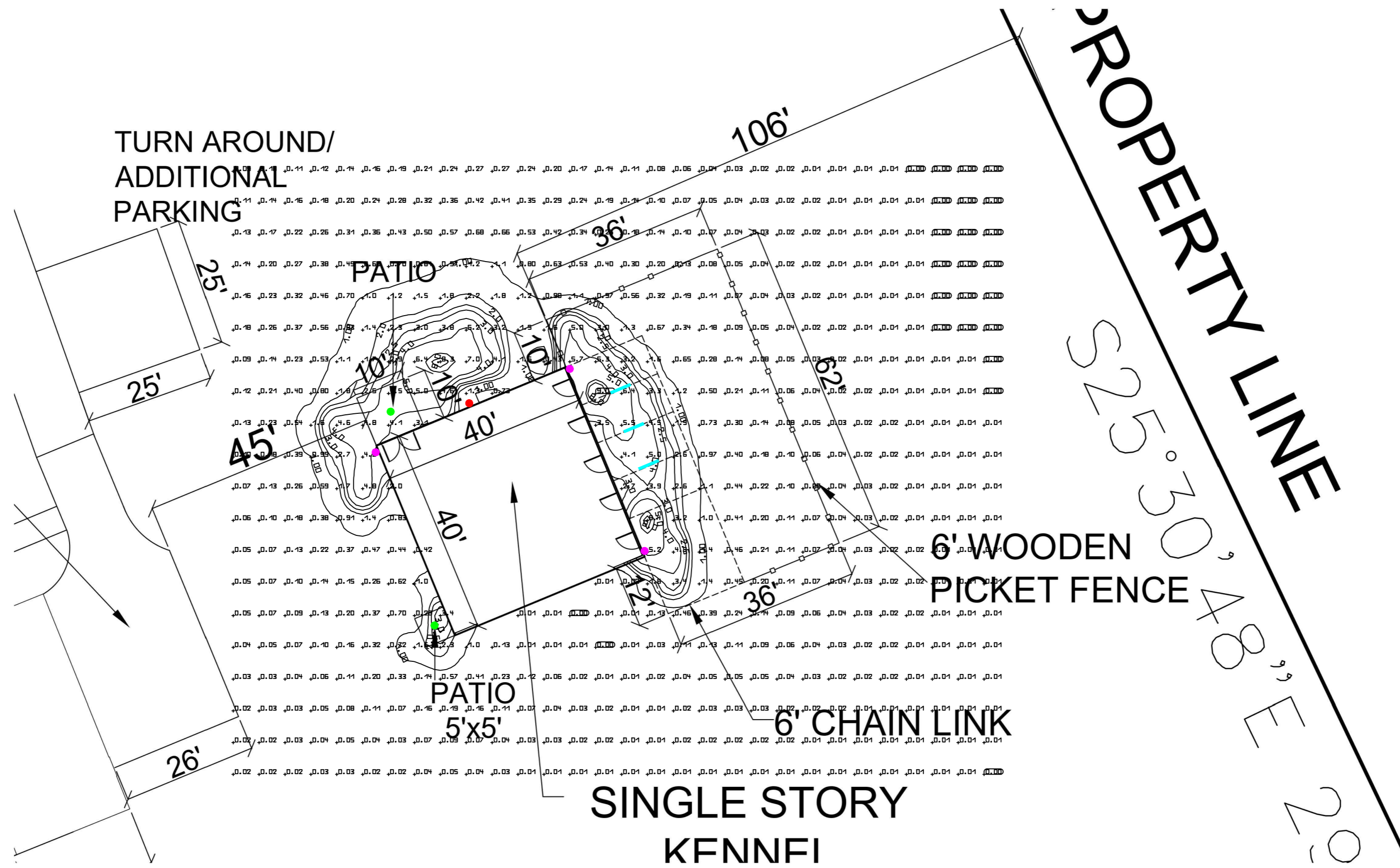
DATE:

SEP - 2023

DRAWING NO.

AR - 01

REVISION DATE:



Statistic						
Symbol	Quantity	Manufacture	Catalog Number	Lumens Per Lamp	Light Loss Factor	Wattage
●	1	-----	-----	5000 lm		55.5 W
●	2	-----	-----	1800 lm		20 W
●	3	-----	-----	1500 lm		16.6 W
—	3	-----	-----	1000 lm		11.1 W

#	Description	Symbol	Min	Max	Avg	Min/Avg	Min/Max
1	CALCULATION AREA	+	0.002 fc	9.04 fc	0.57 fc	0.004	0.000

# PHOTOMETRIC PLAN



←  
Kennel  
Name

*Property  
Line*









# NPP Sign In Sheet

Project Name/Location: Redwine Kennel / 9655 Locust Hill #1033 Date: 7/3/23

Meeting Location: 9655 Locust Hill RD Greenwood, LA Time: 7:00 PM

Name	Organization	Address	Email Address	Phone Number
Catherine Allred	Canine Country	9525 Locust Hill Rd, Gwd	catherine@caninecountry.dog	318-465-9127
Bill Ford	Neighbor	9709 Locust Hill Rd	Ford622@bellSouth.net	318-938-1491
Randy & Leigh Anne Jones	Neighbor	10131 Elysian Fields Rd, Greenwood	RLJONES55@YAHOO.COM	318-519-2530
Shawn & Leann Fenton	Neighbor	9936 Locust Hill Rd	fentonhome@comcast.net	218-46014

## Redwine Kennel – Neighborhood Participation Plan Report

Contact Name: Brandon Redwine

Meeting Date: July 3, 2023

Meeting Location: Redwine Kennel 9655 Locust Hill Rd Greenwood, LA 71033

Meeting Start Time: 7:00 PM

Meeting End Time: 8:00 PM

Number of people in attendance: 8

Date of Filing of Land Use Application:

### General Introduction:

For this neighborhood meeting, we reached out to local residents and business owners, including our next-door neighbors and Catherine Allred from Canine Country. The primary method of outreach was through invitation letters sent in the mail, supplemented by personal communication where necessary. The meeting's agenda was centered around discussing our proposal to convert existing structures on our property into a luxury long-term dog boarding business, operating strictly by appointment.

The format of the meeting was mainly a casual conversation and tour of the existing kennel to be repurposed. In attendance representing us were myself, Brandon Redwine, and my spouse, as the property owners.

### Summary of Concerns and Issues Raised at the Meeting:

1. **Concern about the conversion of our property into a commercial operation and potential future expansion:**

**Applicant Response:** We clarified the difference between a commercial zoning and a PUD. Emphasizing that our PUD restricts us to the specific approved use and any future expansions or changes to our business model would necessitate additional community consultations and approvals, mitigating the fear of our business unexpectedly growing into a larger operation.

2. **Concern about a potential increase in traffic:**

**Applicant Response:** We clarified that our business model operates strictly on an appointment-only basis, which should keep traffic to a minimum, and not cause any more traffic than the current residential use.

3. **Concern about customers getting lost and going to the wrong property:**

**Applicant Response:** To ensure our customers do not mistakenly go to the wrong property, we have offered to install a clearly visible sign at the driveway split to direct customers to the correct location. Additionally, customers would have spoken to us before arriving and will be given clear directions.

4. **Concern about additional wear and tear on the shared bridge:**

**Applicant Response:** We reassured our neighbors that given the low volume of traffic associated with our long-term stay model, the bridge should not experience significant additional wear and tear beyond the usual residential traffic.

5. **Concern about the noise from barking dogs:**

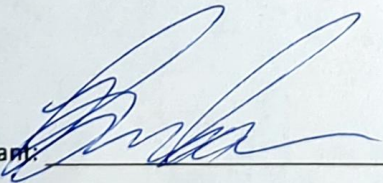
**Applicant Response:** To control noise, we have a policy in place to keep any excessively noisy dogs indoors and on a leash when outdoors. This should mitigate any potential noise concerns.

The following documents will be submitted 2-weeks prior to the Public Hearing:

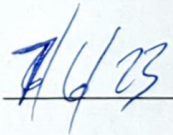
- Copy of the letter that was mailed to neighbors
- Meeting sign-in sheet
- Meeting minutes
- Copy of the plan that was presented at the neighborhood meeting

I, the undersigned, as the applicant or an authorized representative of the applicant, do solemnly swear and attest that the information provided is true and accurate. I have included a complete record of the neighborhood meeting, as well as an honest response regarding the intentions for development.

Signature of Applicant: \_\_\_\_\_



Date: \_\_\_\_\_



Printed Name of Applicant: Brandon Redwine

**23-21-P - Planned Unit Development (PUD)**

**Project Address Information:**

**Address:** 9655 Locust Hill Rd  
**City:** Greenwood  
**State:** LA  
**Zip:** 71033

**Project Details:**

**Designation:** Caddo Parish  
**Status:** Open  
**Project Name:** 9655 Locust Hill Rd  
**Project Number:** 23-21-P  
**Project Description:** Dog Boarding Facility for a home based business at residency. Developed as a (SPUD) small planned unit development.  
**Application Category:** Planning Case - Parish  
**Parcel Legal Description:** 8.943 ACS. M/L- LOT 1, REDWINE SUBDIVISION, Section 34, T17N, R16W, Caddo Parish, Louisiana.  
**General Location of Property:** South side of Locust Hill Rd approx. 1870' west of Hwy 79.  
**Council:**  
**Caddo Parish Commissioner District:** 12 - Epperson  
**Request:** (PUD) Planned Unit Development,  
**Proposed Use:** Dog Boarding Facility for home based business.  
**Subdivision:**

**GEO Number:** 171634004000100  
**Township:** 17  
**Section:** 34  
**Range:** 16  
**Existing Zone:** R-A (PUD)

**Project Fees:**

Planned Unit Development (Site Plan)  
PUD Site Plan Review

**Contact information:**

Applicant:			
		Brandon Redwine	9655 Locust Hill Rd Greenwood,, LA 71033
	Mobile: (318) 230-3306	Home:	Office:
Architect:			
		Brandon Redwine	9655 Locust Hill Rd Greenwood, LA 71033
	Mobile: (318) 230-3306	Home:	Office:
Business Owner:			
		Brandon Redwine	9655 Locust Hill rd Greenwood, LA
	Mobile: (318) 230-3306	Home:	Office:
Engineer:			

Engineer:		Brandon Redwine	9655 Locust Hill Rd Greenwood, LA 71033
	Mobile: (318) 230-3306	Home:	Office:
Property Owner:			
		Brandon Redwine	9655 Locust Hill Rd Greenwood, LA 71033
	Mobile: (318) 230-3306	Home:	Office:

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, November 29, 2023 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**CASE NO. 23-21-P:** 9655 Locust Hill Road. Application by Brandon Redwine for approval to rezone property located on the (South side of Locust Hill Road approximately 1870' west of Highway 79), from (R-A Rural-Agricultural Zoning District to R-A PUD Rural-Agricultural Planned Unit Development Zoning District), being more particularly described as (8.943 ACS. M/L- LOT 1, REDWINE SUBDIVISION, Section 34, T17N, R16W), Caddo Parish, Louisiana.

Alan Clarke, Executive Director  
Metropolitan Planning Commission

**BY THE CADDO PARISH COMMISSION:**

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED SOUTHWEST CORNER OF OLD MANSFIELD ROAD AND MIDYETT STREET, CADDO PARISH, LA., FROM R-A RURAL-AGRICULTURAL ZONING DISTRICT TO C-3 GENERAL COMMERCIAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that Volume II of the Code of Ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, is hereby amended and re-enacted to read as follows, to wit:

The official Zoning Map of the Shreveport Metropolitan Planning Area of Caddo Parish, Louisiana, be amended by rezoning property located South-West corner of Old Mansfield Road and Midyett Street, Caddo Parish, LA, more particularly described below, be and the same is hereby amended **R-A Rural-Agricultural Zoning District to C-3 General Commercial Zoning District:**

LOT 1, MIDYETT SUBN. & Lot 2, Midyett Subn. 161431-1-2. & 0.3018 ACS. M/L- BEGINNING AT THE SW'LY COR. OF LOT 1, MIDYETT SUBN. PER MAP IN CB 800-347; BEING IN SEC. 31(16-14) THENCE RUN E'LY PARALLEL TO MIDYETT ST. 167.4 FT.; THENCE S'LY ALONG W'LY LINE OF LOT 2, 78.7 FT.; THENCE W'LY PARALLEL TO MIDYETT ST. 167.4 FT.; THENCE N'LY 78.7 FT. TO POB. Section 31 T16N R14W, Caddo Parish, Louisiana.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that this ordinance shall become effective ten (10) days after publication in the official journal.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**23-32-P**  
Wilcoxon Air Inc

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 29, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, November 29, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Laura Neubert, Chairperson  
Jake Brown  
Constance L. Green  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Kamrin Hooks, Executive Assistant/Planner 1  
Jomari Smith, Planner 1  
Emily Trant, Land Development Coordinator  
Adam Bailey, Community Planning & Design Manager

**Members Absent**

None

The hearing was opened with prayer by **MR. HUMPHREY, SR.** The Pledge of Allegiance was led by **MS. HART.**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Caddo Parish Planning And Zoning Commission are subject to appeal to the appropriate governing body, the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Caddo Parish Planning and Zoning Commission.

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the October 27, 2023 public hearing as submitted.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**PUBLIC HEARING**

**CASE NO. 23-32-P ZONING REQUEST**

Applicant: WILCOXEN AIR INC  
Owner: WILCOXEN AIR INC  
Location: 11163 OLD MANSFIELD RD (sw corner of Old Mansfield Road and Midyett St)  
Existing Zoning: R-A  
Request: R-A to C-3  
Proposed Use: Contractor's Office

**Representative &/or support:**

**Tony Durmon 11165 Old Mansfield Road, Keithville, LA, 71047**

Durmon stated that they have been doing business at this property for about twenty years. He stated that the business has surpassed its operating space. He also stated no neighbors had objections. No further discussion ensued.

*draft*

Opposition: None.

A motion was made by MR. MARCHIVE, III seconded by MR. BROWN to recommend this application for approval.

The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE

**END OF PUBLIC HEARING**

**OLD BUSINESS**

CLARKE informed the Board that it would be best to have the slate of officers selected by December so voting can happen on December 27, 2023, for the new officers to take place in January.

**NEW BUSINESS**

**OTHER MATTERS TO BE REVIEWED BY THE COMMISSION**

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:40 p.m.**

\_\_\_\_\_  
**Laura Neubert, Chair**

\_\_\_\_\_  
**Phyllis Hart, Secretary**



**CADDO PARISH PLANNING AND ZONING COMMISSION**

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

**STAFF REPORT**

**NOVEMBER 29, 2023**

**AGENDA ITEM NUMBER:**

**MPC Staff Member:** Emily Trant

**Parish Commission District:** 11/Lazarus

**CASE NUMBER 23-32-P: ZONING REQUEST**

**APPLICANT:** WILCOXEN AIR INC  
**OWNER:** Wilcoxen Air Inc  
**LOCATION:** 11163 Old Mansfield Road (sw corner of Old Mansfield Road and Midyett St)  
**EXISTING ZONING:** R-A  
**REQUEST:** R-A to C-3  
**PROPOSED USE:** Contractor's Office

---

**DESCRIPTION:** The applicant is requesting to rezone three lots that total approximately 34,300 square feet from R-A, Rural Agriculture District to C-3, General Commercial District. The property is completely surrounded by the R-A district. Properties in the vicinity along Keithville Lodge Road and Mansfield Road are zoned C-2, Corridor Commercial, C-3, and I-1, Light Industrial. Wilcoxen Air has been in operation for roughly 20 years.

There are no prior cases associated with this property. There have been numerous requests to rezone property from R-A to B-2, Neighborhood Business, B-3, Community Business, or I-1 zoning districts. In some instances, the request was to bring an existing use into code compliance. All requests were approved (P-2-02, P-22-04, P-4-10 and P-24-18). Other relevant cases include a request to rezone property from R-A to B-2, B-3, I-1 or R-A-E (extended use district); whether the request was for existing uses to come into compliance is unknown. All requests were approved (P-36-95, P-5-8-, P-11-93, P-15-77, P-14-80, P-38-83, P-21-99, and P-57-84). The most recent case that was approved by this body was approval of a request from R-A to I-1 for a new business (22-28-P).

Nearby neighborhoods include: Boggy Bayou and Keith Road.

---

**REMARKS:** As stated, the applicant is requesting to rezone the site for the purpose of a contractor's office. The use has been in operation for 20 years at this location and is considered a legal non-conforming use. When a non-conforming use is expanded or intensified, the use must become fully compliant with the Caddo Parish Unified Development Code (UDC). The applicant wishes to expand their business and add an additional warehouse to store materials and products. The UDC does not permit a contractor's office within the R-A zoning district so rezoning approval must be granted in order for the business to expand.

A contractor's office is permitted by right in the following districts: C-4, Heavy Commercial, I-MU, Industrial Mixed Use, I-1, Light Industrial, and I-2 Heavy Industrial Districts. The use may be approved with a special use permit in the C-3 zoning district. Understanding the sensitivity to the surrounding residentially zoned properties, the applicant has requested to rezone the property to C-3, as it is the least intrusive. If approved, a special use permit application will be submitted for consideration at a future public hearing. As stated in Article 4.3 of the Unified Development Code



## **CADDO PARISH PLANNING AND ZONING COMMISSION**

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### **STAFF REPORT**

(UDC), C-3 is defined as "The purpose of the C-3 General Commercial Zoning District is to accommodate regional commercial centers. The C-3 District provides for medium- and large-scale development that may generate a sizeable amount of traffic and typically requires significant off-street parking. Higher density residential uses are also allowed to facilitate mixed-use development where appropriate." The permitted by right uses in C-3 zoning district include Agriculture, Amusement Facility – Indoor, Animal Care Facility, Animal Shelter, Animal Shelter – Operated by Public Authority, Art Gallery, Arts Studio, Automated Teller Machine – Standalone, Body Modification Establishment, Broadcasting Facility TV/Radio - Without Antennae, Bus Transfer Station, Business Support Services, Car Wash, Commercial Facility For Pop-Up Use, Community Center, Community Garden, Cultural Facility, Day Care Center, Drive-Through Facility, Dwelling – Above the Ground Floor, Educational Facility - Primary or Secondary , Financial Institution, Financial Institution with Drive-Through, Food Truck and Trailer Vendor, Funeral Home, Furniture, Furnishings and Equipment Sales, Gas Station, Government Office, Healthcare Institution, Hotel, Industrial Services, Live Performance Venue, Lodge/Meeting Hall, Medical/Dental Office, Office, Outdoor Dining, Parking Lot (Principal Use), Parking Structure (Principal Use), Personal Service Establishment, Place of Worship, Public Park, Public Safety Facility, Reception Facility, Residential, Care Facility, Restaurant , Retail Sales of Alcohol-Beer/Wine, Retail Goods Establishment , Self-Service Ice Vending Unit, Self-Storage Facility: Climate-Controlled, Soup Kitchen, Soup Kitchen, Accessory, Specialty Food Service, Vehicle Dealership – Enclosed, Vehicle, Dealership – With Outdoor Storage/Display, Vehicle Rental – Enclosed , Vehicle Repair/Service – Minor , Wireless, Telecommunications – Attachments to Existing Structures (Other than Towers), Wireless Telecommunications – Modifications , Farmers' Market, Temporary Outdoor Events, Temporary Sale of Non-Seasonal Merchandise and Temporary Seasonal Sales.

In terms of compatibility to surrounding uses, there is little to compare to on this side of Old Mansfield Road. There is an existing church and a couple of residential dwellings; however, the majority of the properties are undeveloped. A comparison to existing zoning is evaluated and all of the potential uses that could be permitted within those districts. The site is roughly 700 ft away from a portion of Mansfield Road that is primarily light industrial and general commercial zoning. Generally speaking, the intensity and/or density of zoning designations should gradually increase from residentially zoned properties, rather than locating immediately adjacent to them. When incompatible districts are located immediately adjacent to one another, such as the proposed request, it is considered spot zoning. There are methods to mitigate commercial development when located next to residential development. This evaluation will be conducted during the site plan review process, should the rezoning request be granted.

Although the case history for nearby property reveals a trend of development for this area, the Future Land Use Map of the Great Expectations Master Plan identifies the three parcels in the application as Neighborhood Commercial. The zoning request from R-A to C-3 is not consistent with the Future Land Use Map. A request to rezone to either C-1, Neighborhood Commercial or C-2, Corridor Commercial would be more appropriate; however, would not achieve the applicant's goal of expanding their existing business.

The applicant hosted a Neighborhood Participation Plan meeting on Saturday, October 28<sup>th</sup> at 9:00 am. According to the applicant, no one attended the meeting.



**CADDO PARISH PLANNING AND ZONING COMMISSION**

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

**STAFF REPORT**

**STAFF**

**ASSESSMENT:** Based on the information contained in the application, and analysis of the facts of record, MPC Staff concludes that denial is warranted due to incompatibility with the Master Plan Future Land Use Map and adjacent zoning districts.

Alternatively, the Parish Planning and Zoning Commission may:

1. Recommend approval of the request as submitted.
2. Recommend approval of an alternative zoning district.

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**PUBLIC ASSESSMENT:** 1 spoke in support. No opposition was present.

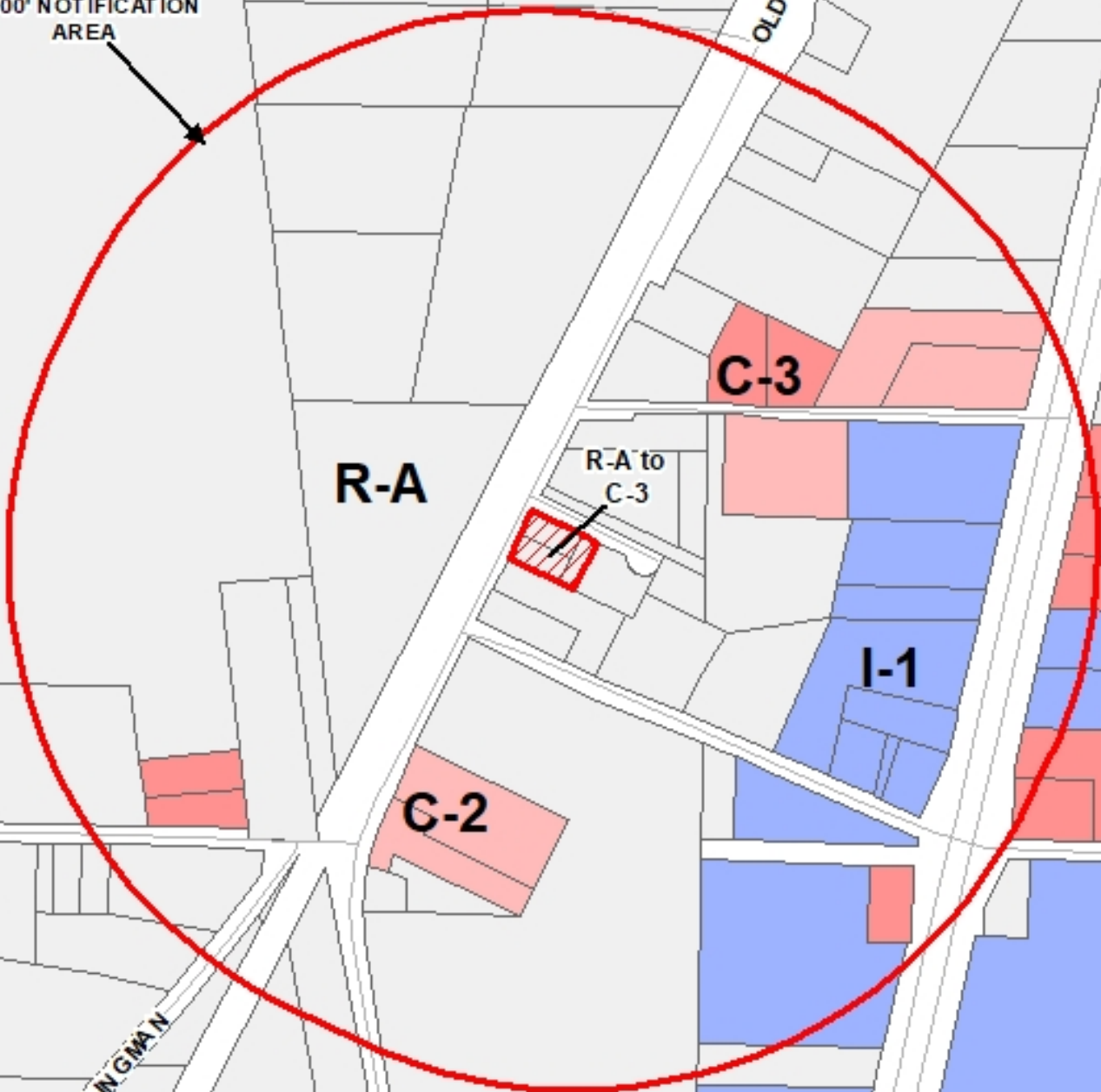
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**MPC BOARD**  
**RECOMMENDATION:** The Board voted unanimously to recommend this application for approval.

---

**23-32-P**

1,500' NOTIFICATION AREA



**R-A**

**C-3**

R-A to  
C-3

**I-1**

**G-2**

CLINGMAN

OLD MANSFIELD

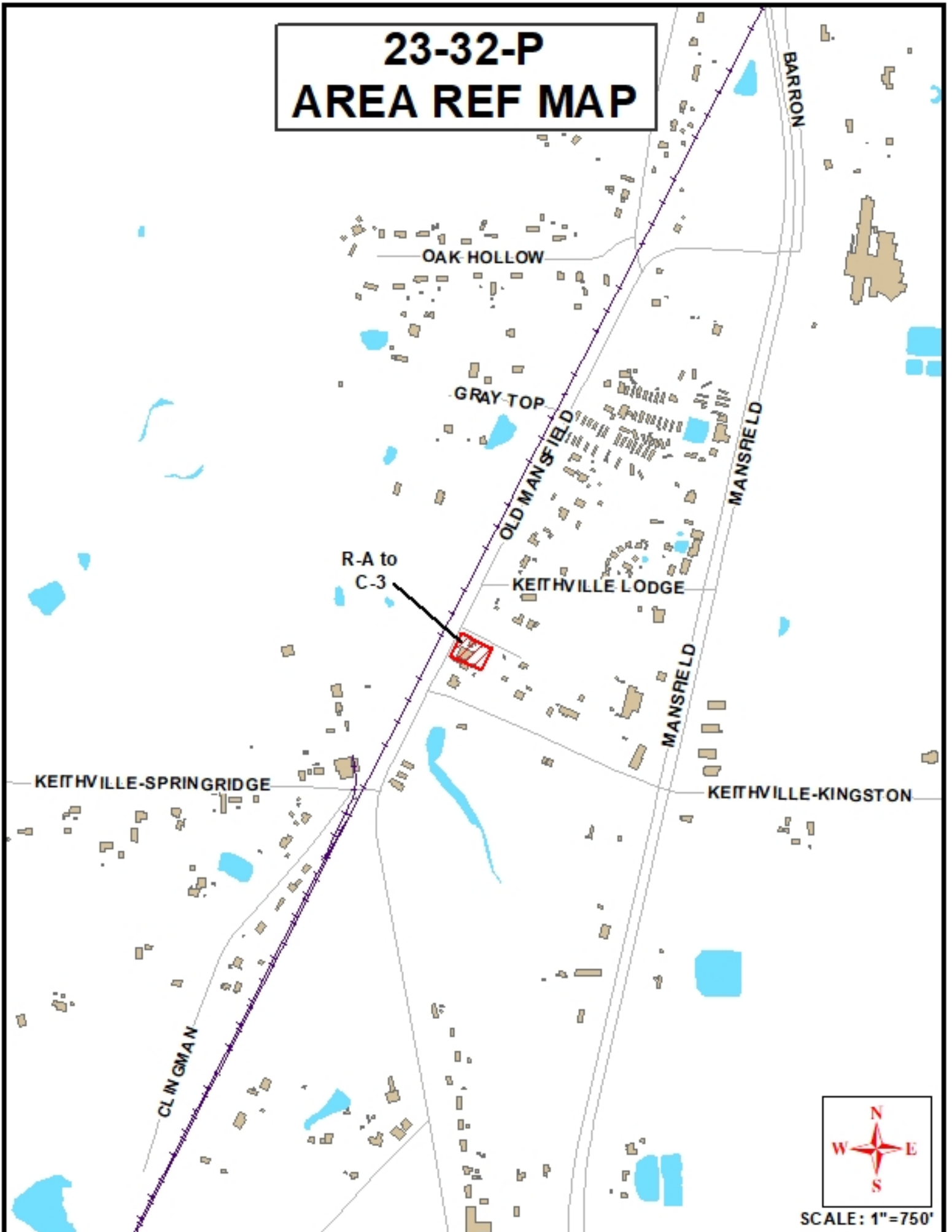
MANSFIELD

MANSFIELD



SCALE: 1"=500'

# 23-32-P AREA REF MAP



R-A to  
C-3



SCALE: 1"=750'

## **NPP Neighborhood Meeting Invitation**

**Wilcoxon Air, Inc.**

Dear Neighbors,

Wilcoxon Air, Incorporated has been a proud member of your neighborhood for the past twenty years. Our existing business at 11165 Old Mansfield Rd. was grandfathered into the old zoning district. Our business has grown over the years and our existing facilities no longer meet all our needs. We plan to erect a shop for storage at 11163 Old Mansfield Rd., a lot we own next door to our existing shop. As such, we're seeking to rezone our district to a general commercial zoning designation. The nature of our business is not changing. We are simply expanding and making property improvements.

Please feel free to contact me at (318) 925-2062 or [billhawks11@gmail.com](mailto:billhawks11@gmail.com).

We value your input. The neighborhood participation meeting will take place:

Date: Saturday, October 28, 2023

Time: 9:00 AM

Location: 11165 Old Mansfield Rd., Keithville, LA 71047

If you attend the meeting and would like to stay abreast of our progress, please leave us with your email address. We'll contact you with any changes to the project. If you are unable to attend the meeting and would like to stay informed, please feel free to contact me.

Best Regards,

Bill Hawks, Owner

Wilcoxon Air, Inc.

OWNER	STREET AD	CITY	STATE	ZIP	GEOGNO
Festavan, R	3771 Gray	Keithville	La	71047	1.61E+14
Terreco, In	9518 Primr	Shreveport	La	71118	1.61E+14
Davlin, Jim	10909 Chei	Keithville	La	71047-940	1.61E+14
Boaz Tax S	Po Box 850	Orlando	FL	32885	1.61E+14
Eagle Landi	75 Columbi	Cedarhurst	NY	11516	1.61E+14
Creech, Da	Po Box 99	Keithville	La	71047-009	1.61E+14
Hogg, Willi	252 De Bar	De Bary	FL	32713	1.61E+14
L.B.J & Ass	2830 Hoyt	Shreveport	La	71118-250	1.61E+14
Richie Taric	6950 Mira	Mira	La	71044	1.61E+14
Melancon,	11309 Cling	Keithville	La	71047-758	1.61E+14
Baptist Chu	3482 Keith	Keithville	La	71047-656	1.61E+14
Cason, Antl	11089 Old	Keithville	La	71047	1.61E+14
Dean, Davi	158 Curtis	Fayetteville	TN	37334-620	1.61E+14
Graham, D	3055 Mour	Keithville	La	71047-833	1.61E+14
Armstrong,	9800 Chas	Shreveport	La	71118-462	1.61E+14
Keithville U	Po Box 286	Keithville	La	71047	1.61E+14
Cordero, Cl	3522 Keith	Keithville	La	71047	1.61E+14
Riser, Jean	11065 Old	Keithville	La	71047-659	1.61E+14
Haley, Hurs	3811 Gray	Keithville	La	71047	1.61E+14
Whitlock P	P O Box 35	Keithville	La	71047	1.61E+14
Armstrong,	9800 Chas	Shreveport	La	71118	1.61E+14
Barber, She	10170 Engl	Keithville	La	71047	1.61E+14
Right Way	1688 Couch	Benton	La	71006	1.61E+14
L.S.M. Gam	Po Box 721	Shreveport	La	71137-721	1.61E+14
Marshall, S	Po Box 274	Keithville	La	71047-027	1.61E+14
Dance, Clai	1255 Hog	Dripping Sp	TX	78620	1.61E+14
Thrash, Ter	12292 Mar	Keithville	La	71047-853	1.61E+14
Howard, Lii	11075 Gre	Shreveport	La	71106	1.61E+14
Hayes, Kim	310 Shootc	Princeton	La	71067	1.61E+14
Billingsley,	3391 Barro	Keithville	La	71047-935	1.61E+14
M. E. Churc	Po Box 286	Keithville	La	71047-028	1.61E+14
Chill Rental	2006 Carte	West Monr	La	71291	1.61E+14
Bozeman, F	11085 Old	Keithville	La	71047	1.61E+14
S & A Truck	C/O Carl &	Shreveport	La	71106	1.61E+14
Eagle Wate	Po Box 296	Keithville	La	71047	1.61E+14
Graham, D	3055 Mour	Keithville	La	71047-833	1.61E+14
Hays, Russ	6435 Vard	Keithville	La	71047	1.61E+14
Burford, Jai	Po Box 68	Gloster	La	71030	1.61E+14
Stewart-WI	Po Box 57	Keithville	La	71047	1.61E+14
Fox, Edmor	3495 Keith	Keithville	La	71047-656	1.61E+14
Natchitoch	3011 N Ma	Alexandria	La	71303-414	1.61E+14
King, Carl Jr	8741 E Wilk	Shreveport	La	71106	1.61E+14
Thomas, D	12348 Mar	Keithville	La	71047-651	1.61E+14
Davlin, Jim	10909 Chei	Keithville	La	71047-940	1.61E+14
Liles, Rober	12290 Mar	Keithville	La	71047-853	1.61E+14
United Met	Po Box 286	Keithville	La	71047-028	1.61E+14

Horizontal Po Box 551 Shreveport La	71135	1.61E+14
Caddo, Par 501 Texas S Shreveport La	71101-540	1.61E+14
Thrash, Ter 166 Rustic Shreveport La	71106	1.61E+14
Weed, Evel 3770 Gray Keithville La	71047	1.61E+14
Wright, Jen 13515 Bay San Antonio TX	78231	1.61E+14
Bramlett, C 11276 Clin Keithville La	71047	1.61E+14
Bat Investn 637 Dudley Shreveport La	71104	1.61E+14
Wood, Ran 5352 Verm Keithville La	71047-702	1.61E+14
Wilcoxon A Po Box 180 Shreveport La	71138	1.61E+14
Snead's Lar 11639 Keit Keithville La	71047-650	1.61E+14
Barnes, The 12274 Mar Keithville La	71047-853	1.61E+14
Despino, R; 800 River R Colfax La	71417	1.61E+14
Sdd Heirs, I 104 Deer C Bossier City La	71111	1.61E+14



**Land Development**

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
318-673-6480 | fax 318-673-6461

**UDC DEVELOPMENT APPLICATION**

The following application is required for all properties within the MPC's five-mile Caddo Parish Planning Limits. Members of the MPC's Land Development department are available to outline the development review process, verify submittal requirements and identify UDC requirements specific to all development requests.

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY		
Date: _____	Planner: _____	Case No: _____ Application Fee: _____
1. PROPERTY INFORMATION		
Project Name: <u>Wilcoxer Av, Inc</u>	Associated Case: <u>22-10-7453-BC</u>	
Project Address/Location: <u>11163 Old Mansfield Rd</u>		
Current Zoning District:	Proposed Zoning District (if applicable):	Parcel Number(s):
2. CASE TYPE		
<input checked="" type="checkbox"/> Zoning Map Amendment (Rezoning) <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Preliminary & Final Plat (7 or more lots) <input type="checkbox"/> Final Plat (Less than 7 lots) <input type="checkbox"/> Re-Plat	<input type="checkbox"/> Planned Unit Development (PUD) Zoning Map Amendment and Preliminary Site Plan <input type="checkbox"/> PUD Site Plan (Administrative) <input type="checkbox"/> Small Planned Unit Development (SPUD) Zoning Map Amendment and Site Plan	<input type="checkbox"/> Public Right-of-Way Closure and Abandonment <input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Site Plan Revision <input type="checkbox"/> Site Plan Modification <input type="checkbox"/> Other: _____
3. PARCEL DESCRIPTION		
(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)		
<u>Midyett Subdivision Lot 1 - 161431-1-1</u>		
4. GENERAL LOCATION OF PROPERTY		
(street address and/or frontage, and distance to cross street)		
<u>11163 OLD MANSFIELD Rd. 71047</u>		
5. PROPOSED USE OF THE PROPERTY		
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Townhouse Residential <input type="checkbox"/> Duplex Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial		
Provide a brief explanation, attach additional sheets, if necessary		



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**UDC DEVELOPMENT APPLICATION**

6. ZONING INFORMATION		7. BUILDING INFORMATION	
Current Zoning District(s): <b>R-A</b>	Proposed Zoning District(s): <b>C-3</b>	Proposed Building Use(s):	
If more than one district, provide the acreage of each:		Existing Building(s) sq. ft. gross:	
Special Purpose Overlay District (if applicable):		Proposed Building(s) sq. ft. gross:	
Total Site Acres: <b>0.79</b>		Total sq. ft. gross (existing & proposed):	
Off-Street Parking Required:		Proposed height of building(s):	Number of stories:
Off-Street Parking Provided:		Ceiling height of First Floor:	
8. DIMENSIONAL STANDARDS			
Lot Area (square footage):		Lot Coverage (Total Area in square feet):	
Lot Coverage Percentage of Total Lot Area:			
9. STORMWATER INFORMATION			
Existing Impervious Surface:	acres/square feet	Hazard Flood Area	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Impervious Surface:	acres/square feet	Red River	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cross Lake Watershed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Wetlands	<input type="checkbox"/> Yes <input type="checkbox"/> No



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**UDC DEVELOPMENT APPLICATION**

10. CONTACT INFORMATION			
<b>IMPORTANT NOTE ABOUT PROJECT CONTACT</b>	<p>If property owner designates an agent as the coordinator for the project, this person (the applicant) shall attend all necessary meetings and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. <b>All contact for this project will be made through the applicant listed below.</b></p> <p><b>NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS:</b> ALL property owners must sign. All <b>property owners</b> must sign unless one person has the power of attorney to sign for others and that power of attorney is submitted with the application. A managing partner in a corporation may sign and submit written authorization. <b>If in business name or corporation, list all persons owning 6% or more. Attach separate sheet if necessary.</b></p>		
<p><b>APPLICANT CONTACT INFORMATION:</b> <span style="float: right;">Check if Primary Contact <input checked="" type="checkbox"/></span></p> <p>Name: <u>William 'Bill' Hawks</u> Company: <u>Wilcoxon Air, Inc</u></p> <p>E-mail: <u>billhawksll@gmail.com</u> Phone: <u>318-464-0448</u> Fax: _____</p> <p>Address: <u>1046 Hwy 174</u> City: <u>Baldwin</u> State: <u>LA</u> Zip: <u>71004</u></p>			
<p><b>ARCHITECT CONTACT INFORMATION:</b> <span style="float: right;">Check if Primary Contact <input type="checkbox"/></span></p> <p>Name: _____ Company: _____</p> <p>E-mail: _____ Phone: _____ Fax: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p>			
<p><b>ENGINEER CONTACT INFORMATION:</b> <span style="float: right;">Check if Primary Contact <input type="checkbox"/></span></p> <p>Name: _____ Company: _____</p> <p>E-mail: _____ Phone: _____ Fax: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p>			
<p><b>CURRENT PROPERTY OWNER CONTACT INFORMATION:</b> <span style="float: right;">Check if Primary Contact <input type="checkbox"/></span></p> <p>Name: <u>William Hawks &amp; James Fuglie</u> Company: <u>Wilcoxon Air Inc</u></p> <p>E-mail: <u>wilcoxonair@aol.com</u> Phone: <u>318-925-2022</u> Fax: _____</p> <p>Address: <u>1165 Old Mansfield Rd</u> City: <u>Kentville</u> State: <u>LA</u> Zip: <u>71047</u></p> <p>Designee Contact Name: <u>William Bill Hawks</u> Email Address: <u>billhawksll@gmail.com</u> Phone Number: <u>318-464-0448</u></p>			
<p><b>PROPERTY OWNER, CHECK ONE OF THE FOLLOWING:</b></p> <p><input checked="" type="checkbox"/> I will represent the application myself; OR <input type="checkbox"/> I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.</p>			
<p><b>ACKNOWLEDGEMENT:</b></p> <p>I hereby certify that I am the owner of the property and further certify that the information regarding property ownership provided on this development application is true and correct.</p>			
<p><u>[Signature]</u> Property Owner Signature</p>	<p><u>9-14-23</u> Date</p>	<p><u>[Signature]</u> Applicant Signature</p>	<p><u>9-14-23</u> Date</p>

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, November 29, 2023 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**CASE NO. 23-32-P:** 11163 Old Mansfield Road. Application by Wilcoxon Air Inc for approval to rezone property located on the (southwest corner of Old Mansfield Road and Midyett Street), from (R-A Rural-Agricultural Zoning District to C-3 General Commercial Zoning District), being more particularly described as (LOT 1, MIDYETT SUBN. & Lot 2, Midyett Subn. 161431-1-2. & 0.3018 ACS. M/L- BEGINNING AT THE SW'LY COR. OF LOT 1, MIDYETT SUBN. PER MAP IN CB 800-347; BEING IN SEC. 31(16-14) THENCE RUN E'LY PARALLEL TO MIDYETT ST. 167.4 FT.; THENCE S'LY ALONG W'LY LINE OF LOT 2, 78.7 FT.; THENCE W'LY PARALLEL TO MIDYETT ST. 167.4 FT.; THENCE N'LY 78.7 FT. TO POB. Section 31 T16N R14W), Caddo Parish, Louisiana.

Alan Clarke, Executive Director  
Metropolitan Planning Commission

**BY THE CADDO PARISH COMMISSION:**

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED SOUTH OF EAST FLOURNOY LUCAS APPROXIMATELY 840 FEET WEST OF ELLERBE ROAD, CADDO PARISH, LA., FROM R-1-7 SINGLE FAMILY ZONING DISTRICT TO C-1 NEIGHBORHOOD COMMERCIAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that Volume II of the Code of Ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, is hereby amended and re-enacted to read as follows, to wit:

The official Zoning Map of the Shreveport Metropolitan Planning Area of Caddo Parish, Louisiana, be amended by rezoning property located South of East Flournoy Lucas approximately 840 feet west of Ellerbe Road, Caddo Parish, LA, more particularly described below, be and the same is hereby amended **R-1-7 SINGLE FAMILY ZONING DISTRICT TO C-1 NEIGHBORHOOD COMMERCIAL ZONING DISTRICT:**

Lot 11 & East 33.48 Ft Of Lot 10, & West 29.74 Ft Of Lot 12, Blk 2, Forbing Factory subn. Section 8, T16N, R13W, Caddo Parish, Louisiana.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that this ordinance shall become effective ten (10) days after publication in the official journal.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**23-33-P**  
**MOHR AND ASSOCIATES, INC.**

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 29, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, November 29, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Laura Neubert, Chairperson  
Jake Brown  
Constance L. Green  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Kamrin Hooks, Executive Assistant/Planner 1  
Jomari Smith, Planner 1  
Emily Trant, Land Development Coordinator  
Adam Bailey, Community Planning & Design Manager

**Members Absent**

None

The hearing was opened with prayer by **MR. HUMPHREY, SR.** The Pledge of Allegiance was led by **MS. HART.**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Caddo Parish Planning And Zoning Commission are subject to appeal to the appropriate governing body, the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Caddo Parish Planning and Zoning Commission.

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the October 27, 2023 public hearing as submitted.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**PUBLIC HEARING**

**CASE NO. 23-33-P ZONING REQUEST**

Applicant: MOHR AND ASSOCIATES, INC.  
Owner: Progressive Pet Care, LLC  
Location: 273 E FLOURNOY LUCAS RD (S side of E Flournoy Rd, approx. 830 ft W of Ellerbe Rd (LA-523)  
Existing Zoning: R-1-7, C-1  
Request: Special Use Permit & Site Plan Approval  
Proposed Use: Animal Care Facility

**Representative &/or support:**

**Andy Craig 1324 N Hearne Ste.301, Shreveport, LA, 71107**

Craig stated that once this project started that is when his company realized that only half of the property was commercial property. No further discussion ensued.

*draft*

Opposition: None.

A motion was made by MR. MARCHIVE, III seconded by MR. HUMPHREY, SR. to recommend this application for approval.

The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE

**END OF PUBLIC HEARING**

**OLD BUSINESS**

CLARKE informed the Board that it would be best to have the slate of officers selected by December so voting can happen on December 27, 2023, for the new officers to take place in January.

**NEW BUSINESS**

**OTHER MATTERS TO BE REVIEWED BY THE COMMISSION**

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:40 p.m.**

\_\_\_\_\_  
**Laura Neubert, Chair**

\_\_\_\_\_  
**Phyllis Hart, Secretary**

## STAFF REPORT – CITY OF SHREVEPORT

NOVEMBER 15, 2023

**AGENDA ITEM NUMBER: #**  
**MPC Staff Member:** Staci Matz  
**City Council District:** Choose an item.  
**Parish Commission District:** 10/Mario Chavez

**CASE NUMBER** 23-33-P: **ZONING REQUEST**  
**APPLICANT:** MOHR & ASSOCIATES  
**OWNER:** Progressive Pet Care, LLC  
**LOCATION:** 273 East Flounoy Lucas Road  
**EXISTING ZONING:** R-1-7 & C-1  
**REQUEST:** Rezone property from R-1-7 & C-1 to C-1  
**PROPOSED USE:** Animal Care Facility “Progressive Pet Care”

**DESCRIPTION:** The applicant is requesting approval to rezone the eastern 17,778 square feet of the lot to C-1 neighborhood commercial zoning to combine and construct an animal care facility on the two adjacent parcels directly to the west. All parcels are owned by Progressive Pet Care, LLC. This parcel is currently split zoned with the western side of the parcel zoned C-1 and the eastern portion of the parcel zoned R-1-7. The parcels to the north are zoned C-2, corridor commercial zoning and are part of a larger planned unit development (PUD). The parcels to the east of the site are zoned R-1-7, single-family residential. The parcels to the west of the site are zoned C-1, neighborhood commercial, as well as R-1-7, single-family residential. The parcels to the south of the site are zoned R-1-7, single-family residential.

There are no prior cases for this parcel.

Prior cases in the surrounding area listed:

- P-5-18 A rezoning request for an R-1-7 to C-2 for commercial multi-tenant strip center approved for alternate C-1 zoning.
- Special Exception Use BAP-6-87 for home business welding shop that was approved with stipulations.
- Special Exception Use BAP-5-99 for expanded home occupation that was approved by the ZBA.
- C-62-14 a rezoning request for an R-A to B-2 with MPC approval for a YMCA and grocery anchored shopping center or other uses permitted with in this zoning classification that was approved with stipulations.

Nearby neighborhoods include: Huckleberry Ridge, Suburban Acres, East Ridge and Wallace Lake Heights

**REMARKS:** The applicant is requesting approval to rezone the approximately 17,778 square feet of the mixed zoned parcel from R-1-7 to C-1, Neighborhood Commercial District. The intention of this rezoning is to allow the property to apply for a Special Use Permit to construct an animal care facility.

## STAFF REPORT – CITY OF SHREVEPORT

As stated in Article 4.3 of the Unified Development Code (UDC), C-1 is defined as "The C-1 Neighborhood Commercial District is intended to accommodate local non-residential uses that predominantly serve the needs of the nearby residential neighborhoods and are similar in character of the surrounding residential neighborhood. Residential dwelling units are allowed above the ground floor." The permitted by right uses in C-1 zoning district include Agriculture, Amusement Facility – Indoor, Animal Shelter – Operated by Public Authority, Art Gallery, Arts Studio, Automated Teller Machine – Standalone, Bus Transfer Station, Community Center, Community Garden, Cultural Facility, Day Care Center, Dwelling – Above the Ground Floor, Educational Facility - Primary or Secondary, Financial Institution, Financial Institution with Drive-Through, Food Truck and Trailer Vendor, Government Office, Lodge/Meeting Hall, Medical/Dental Office, Office, Personal Service Establishment, Place of Worship, Public Park, Public Safety Facility, Restaurant, Retail Goods Establishment, Soup Kitchen, Soup Kitchen - Accessory, Specialty Food Service, Wireless Telecommunications – Attachments to Existing Structures (Other than Towers), Wireless Telecommunications – Modifications (Eligible Facility), Temporary Farmers' Market, Temporary Outdoor Events, Temporary Sale of Non-Seasonal Merchandise and Temporary Seasonal Sales.

The property is located directly across the street from a large shopping plaza with Kroger as the anchor tenant. This shopping plaza has many retail stores, as well as a gas station. Approximately 235' to the Northeast of the parcel is a C-2 zoned parcel with an existing CVS pharmacy.

The Future Land Use Map's designation of the property is Low-Density Residential which is an indication of the intended character of the area. The proposed C-1 zoning classification uses are a slightly higher intensity. The large shopping plaza and retail area across the street does, however, make this placement in the area more aligned with the current uses.

Per UDC requirements, the applicant hosted a neighborhood participation (NPP) meeting on October 26, 2023, at 5:00pm. There were six (6) people in attendance, only 2 of those in attendance were outside of the project scope. One person was observing to get information on how to run a NPP meeting. The other person that showed up was in support of the project. There was no opposition to the project. The meeting adjourned at 5:20pm.

---

### STAFF

**ASSESSMENT:** **Based on the information contained in the application, and analysis of the facts of record, MPC Staff concludes that an approval of the rezoning request from R-1-7, single-family residential to C-1, Neighborhood Commercial is warranted.**

**Alternately, based on the information provided at the public hearing the MPC may:**

- a. Deny the requested rezoning.**
- b. Approve a zoning district other than what is requested.**

## STAFF REPORT – CITY OF SHREVEPORT

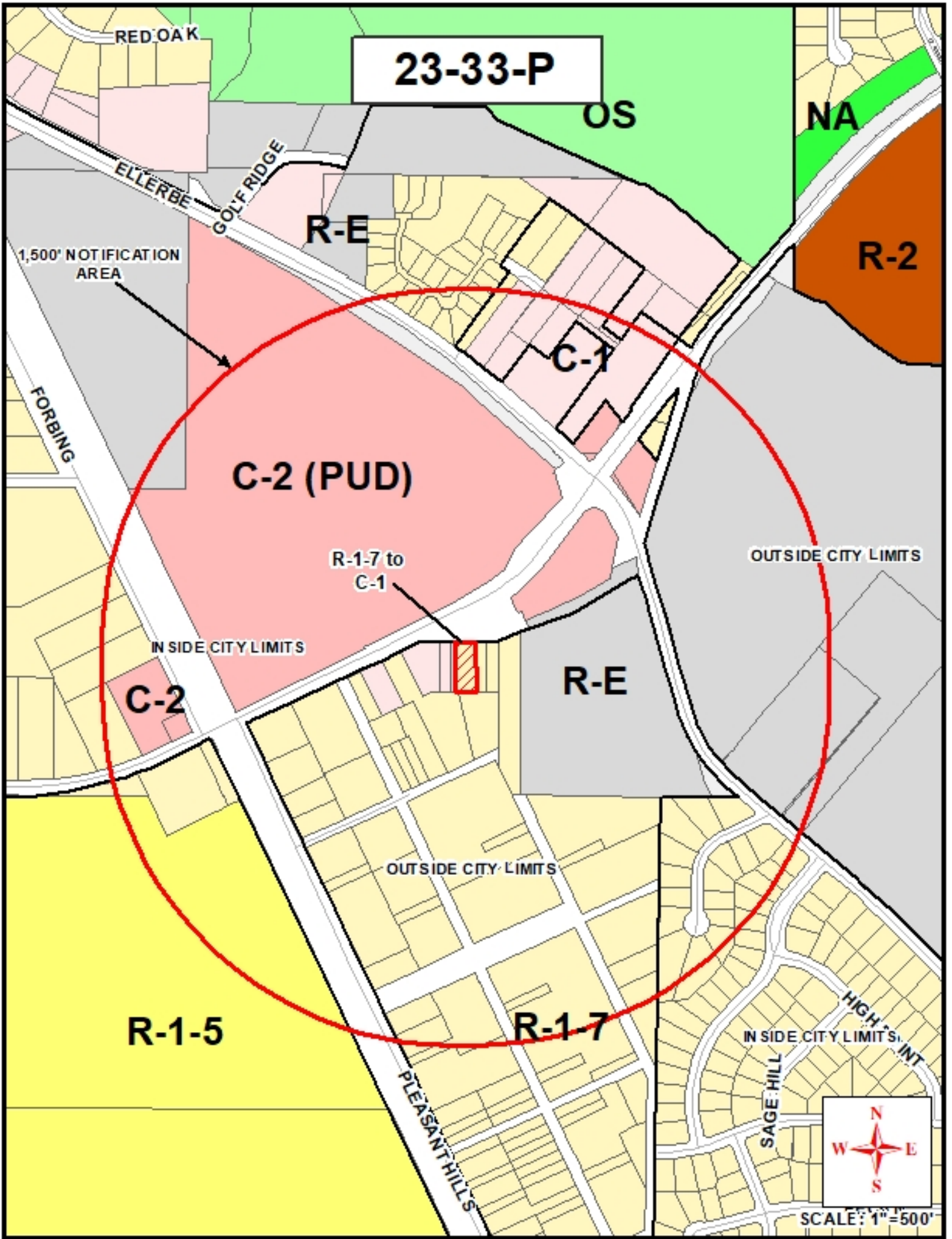
**PUBLIC ASSESSMENT:** 1 person spoke in support. No opposition was present.

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**MPC BOARD  
RECOMMENDATION:** The Board voted unanimously to recommend this application for approval.

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23-33-P



1,500' NOTIFICATION AREA

INSIDE CITY LIMITS

OUTSIDE CITY LIMITS

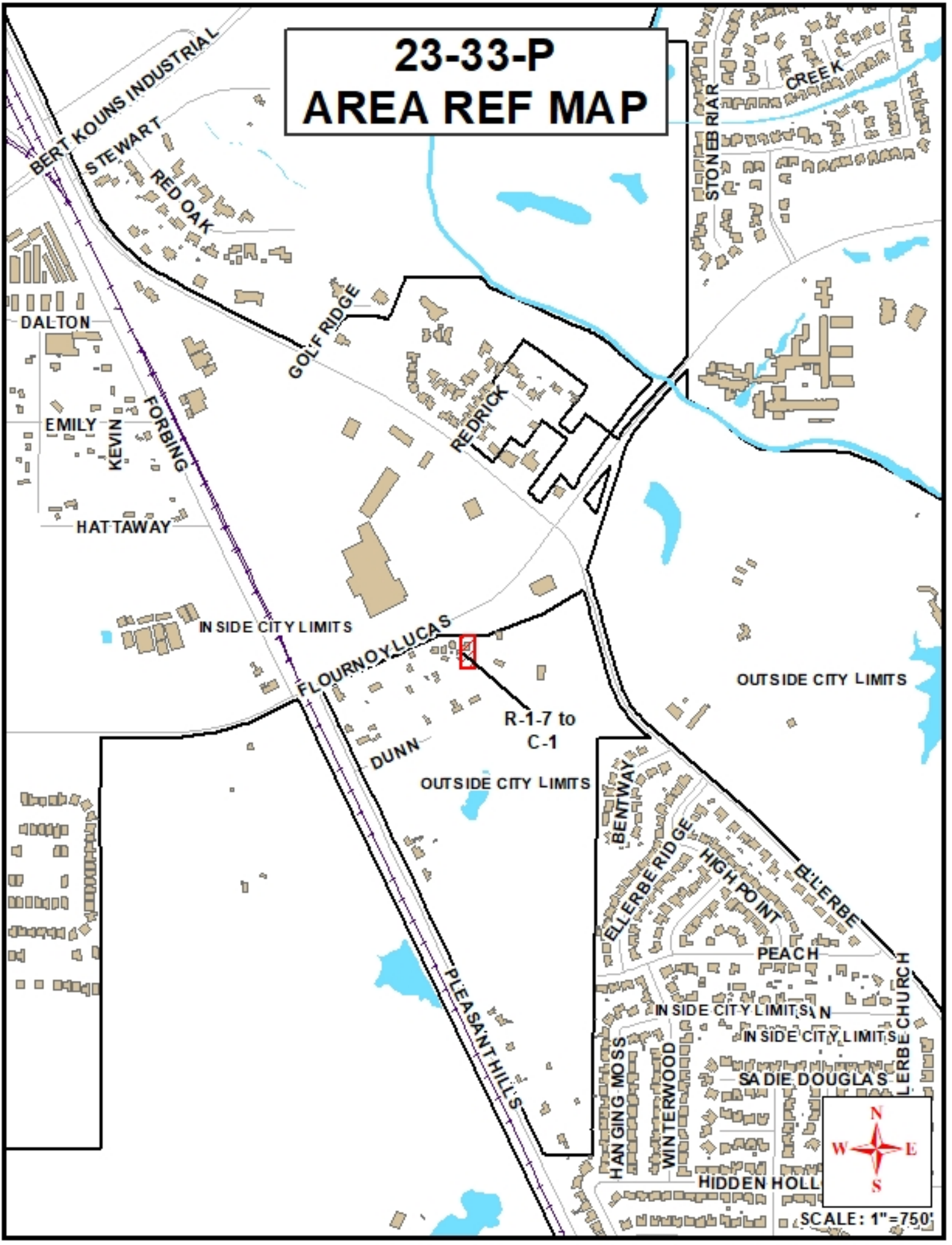
OUTSIDE CITY LIMITS

INSIDE CITY LIMITS



SCALE: 1" = 500'

# 23-33-P AREA REF MAP



IN SIDE CITY LIMITS

OUTSIDE CITY LIMITS

R-1-7 to  
C-1




















OUTSIDE CITY LIMITS

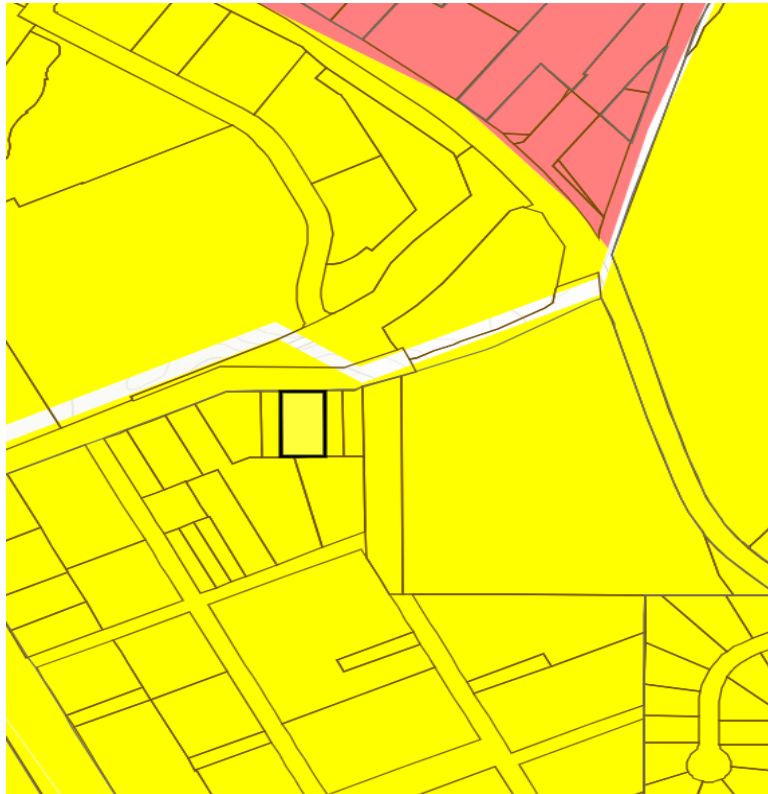


SCALE: 1" = 750'

# 23-185-C

## Future Land Use Map

 Rural Enterprise	 General Commercial	 Parks and Open Space	 Surface Water
 Residential Low	 Urban Village Mixed use	 Parks and Open Space (Potential New)	 Planning Area
 Residential Medium	 Major Mixed Use Center	 Institutional	 City of Shreveport
 Residential High	 Light Industrial/Business Park	 Transportation	 Streets
 Neighborhood Commercial	 Industrial		 Railroads



NPP MINUTES  
PROGRESSIVE PET CARE  
October 26, 2003

The meeting was held on site at the Flournoy-Lucas Road address and commenced at 5:07 PM.

Two representatives of the owner were present, one representative of the contractor was present and the engineer/surveyor was in attendance.

One neighbor showed up and was in support of the project.

One person was in attendance just to observe the process for a possible future project, so had no opinion about the referenced case.

The site plan, access and utility service were discussed as well as the need for the SUP for the proposed facility in the tract to be rezoned.

The meeting was adjourned at about 5:20 PM.

## NPP Sign In Sheet

**Project Name/Location:** *PROGRESSIVE PET CARE*

**Date:** *10/26/23*

**Meeting Location:** *ON SITE*

**Time:** *5:00 PM*

Name	Organization	Address	Email Address	Phone Number
<i>Andy Craig</i>	<i>Mottr</i>	<i>✓</i>	<i>acraig@mottranddca.com</i>	<i>318-347-9235</i>
<i>Michelle Brown</i>		<i>251 Duin</i>	<i>318-498-8627</i>	
<i>Stephen Weeks</i>	<i>Self</i>	<i>4830 Line Ave, 303 Shreveport, LA 71106</i>	<i>319 464 1560</i>	<i>318 4164 1560</i>
<i>Tara Barnes</i>	<i>PROGRESSIVE PET</i>		<i>Tbarnes1517@gmail.com</i>	
<i>Julie Barnes</i>	<i>PROGRESSIVE PET</i>		<i>jbarnesolun@gmail.com</i>	
<i>Tony Barnes</i>	<i>BARCAT</i>		<i>tony@barcatconstruction.com</i>	<i>318-469-4944</i>



**Land Development**

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**UDC DEVELOPMENT APPLICATION**

*The following application is required for all properties within the MPC's five-mile Caddo Parish Planning Limits. Members of the MPC's Land Development department are available to outline the development review process, verify submittal requirements and identify UDC requirements specific to all development requests.*

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY		
Date: _____ Planner: _____ Case No: _____ Application Fee: _____		
1. PROPERTY INFORMATION		
<b>Project Name:</b> Progressive Pet Care	<b>Associated Case:</b> Site Plan and Subdivision Plat approval will be requested	
<b>Project Address/Location:</b> 267, 269 and 273 East Flouroy Lucas Road		
<b>Current Zoning District:</b> C-1 and R-1-7	<b>Proposed Zoning District (if applicable):</b> C-1 w/SUP	<b>Parcel Number(s):</b> 161308-005-0047-00; 161308-005-00458-00; and 161308-005-0011-00
2. CASE TYPE		
<input checked="" type="checkbox"/> Zoning Map Amendment (Rezoning)	<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Public Right-of-Way Closure and Abandonment
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Zoning Map Amendment and Preliminary Site Plan	<input type="checkbox"/> Site Plan Approval
<input type="checkbox"/> Preliminary & Final Plat (7 or more lots)	<input type="checkbox"/> PUD Site Plan (Administrative)	<input type="checkbox"/> Site Plan Revision
<input type="checkbox"/> Final Plat (Less than 7 lots)	<input type="checkbox"/> Small Planned Unit Development (SPUD)	<input type="checkbox"/> Site Plan Modification
<input type="checkbox"/> Re-Plat	<input type="checkbox"/> Zoning Map Amendment and Site Plan	<input type="checkbox"/> Other: _____
3. PARCEL DESCRIPTION		
<i>(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)</i> Lots 7-11 and West 2974 feet of Lot 12, Block 2, Forbing Factory Subdivision and half of adjacent abandoned right of way		
4. GENERAL LOCATION OF PROPERTY		
<i>(street address and/or frontage, and distance to cross street)</i> 267, 269 and 273 East Flournoy-Luca Roa; 735 feet to Pleasant Hills Drive		
5. PROPOSED USE OF THE PROPERTY		
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Townhouse Residential <input type="checkbox"/> Duplex Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial		
<b>Provide a brief explanation, attach additional sheets, if necessary</b> Veterinary Clinic		

**Land Development**

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
 318-673-6480 | fax 318-673-6461

**UDC DEVELOPMENT APPLICATION**

6. ZONING INFORMATION		7. BUILDING INFORMATION	
Current Zoning District(s): C-1 & R-1-7 - Proposed Zoning District(s): C-1/SUP		Proposed Building Use(s): Veterinary Clinic	
If more than one district, provide the acreage of each:		Existing Building(s) sq. ft. gross:	
Special Purpose Overlay District (if applicable):		Proposed Building(s) sq. ft. gross: 3,995	
Total Site Acres: 1.370		Total sq. ft. gross (existing & proposed): 3,995	
Off-Street Parking Required: 14		Proposed height of building(s): 25'7" Number of stories: 1	
Off-Street Parking Provided: 15		Ceiling height of First Floor: 9'6"	
8. DIMENSIONAL STANDARDS			
Lot Area (square footage): 59,664		Lot Coverage (Total Area in square feet): 59.664	
Lot Coverage Percentage of Total Lot Area: 100			
9. STORMWATER INFORMATION			
Existing Impervious Surface: .3 acres/square-foot		Hazard Flood Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Proposed Impervious Surface: .45 acres/square-foot		Red River <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cross Lake Watershed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Wetlands <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



UDC Caddo Parish  
Revised August 21, 2020

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### UDC DEVELOPMENT APPLICATION

CONTACT INFORMATION	
<b>IMPORTANT NOTE ABOUT PROJECT CONTACT</b>	<p>If property owner designates an agent as the coordinator for the project, that person or their authorized agent will receive the agenda, recommendations, and case information and will be responsible for providing case information to other parties as required. All contact for this project will be made through the applicant and agent.</p> <p><b>NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS.</b> All property owners must sign this application. If one person has the power of attorney to sign for others and that power of attorney is submitted with the application, a managing partner in a corporation may sign and submit written authorization. If the applicant owns 5% or more, attach separate sheet if necessary.</p>
<b>APPLICANT CONTACT INFORMATION:</b>	
Name: <u>Same as Engineer Contact listed below</u>	<input type="checkbox"/> Check if Primary Contact
E-mail: _____	Company: _____
Address: _____	Phone: _____ Fax: _____
	City: _____ State: _____ Zip: _____
<b>ARCHITECT CONTACT INFORMATION:</b>	
Name: _____	<input type="checkbox"/> Check if Primary Contact
E-mail: _____	Company: _____
Address: _____	Phone: _____ Fax: _____
	City: _____ State: _____ Zip: _____
<b>ENGINEER CONTACT INFORMATION:</b>	
Name: <u>J. Andrew Craig, PE, PLS</u>	<input checked="" type="checkbox"/> Check if Primary Contact
E-mail: <u>acraig@mohrandassoc.com</u>	Company: <u>Mohr and Associates, Inc</u>
Address: <u>1324 North Heame Avenue #301</u>	Phone: <u>318.686.7190</u> Fax: _____
	City: <u>Shreveport</u> State: <u>LA</u> Zip: <u>71107-6529</u>
<b>CURRENT PROPERTY OWNER CONTACT INFORMATION:</b>	
Name: <u>Julie Barnes &amp; Tara Barnes, Members</u>	<input type="checkbox"/> Check if Primary Contact
E-mail: _____	Company: <u>Progressive Pet Care, LLC</u>
Address: <u>10007 Longmont Circle</u>	Phone: _____ Fax: _____
	City: <u>Shreveport</u> State: <u>LA</u> Zip: <u>71106</u>
Designee Contact Name: <u>Julie Barnes &amp; Tara Barnes, Members</u>	Email Address: _____ Phone Number: _____
<b>PROPERTY OWNER, CHECK ONE OF THE FOLLOWING:</b>	
<p><input type="checkbox"/> I will represent the application myself; OR <input checked="" type="checkbox"/> I hereby designate <u>Mohr and Associates, Inc</u> (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.</p>	
<b>ACKNOWLEDGEMENT:</b>	
<p>I hereby certify that I am the owner of the property and further certify that the information regarding property ownership provided on this development application is true and correct.</p>	
Property Owner Signature	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>9.14.23</u> Date         </div> <div style="text-align: center;">          Applicant Signature       </div> <div style="text-align: center;"> <u>9-13-23</u> Date         </div> </div>

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, November 29, 2023 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**CASE NO. 23-33-P:** 273 East Flournoy Lucas Road. Application by Mohr and Associates, Inc. for approval to rezone property located on the (South of East Flournoy Lucas approximately 840 ft west of Ellerbe Road), from (R-1-7 Single-Family Residential Zoning District to C-1 Neighborhood Commercial Zoning District), being more particularly described as (Lot 11 & East 33.48 Ft Of Lot 10, & West 29.74 Ft Of Lot 12, Blk 2, Forbing Factory subn. Section 8, T16N, R13W), Caddo Parish, Louisiana.

Alan Clarke, Executive Director  
Metropolitan Planning Commission

**BY THE CADDO PARISH COMMISSION:**

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED EAST SIDE OF THE EAST KINGS HIGHWAY AND HANOVER DRIVE INTERSECTION, CADDO PARISH, LA., FROM R-E RESIDENTIAL ESTATE ZONING DISTRICT TO R-1-5 SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that Volume II of the Code of Ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, is hereby amended and re-enacted to read as follows, to wit:

The official Zoning Map of the Shreveport Metropolitan Planning Area of Caddo Parish, Louisiana, be amended by rezoning property located east side of the East Kings Highway and Hanover Drive intersection, Caddo Parish, LA, more particularly described below, be and the same is hereby amended **R-E Residential Estate Zoning District to R-1-5 Single-Family Residential Zoning District:**

Commencing on the easterly right of way of the abandoned T & P Railroad at the Southwest corner of Lot 1, Sandy Bend Acres Subdivision as recorded in Book 150, Page 334, Conveyance Records of Caddo Parish, Louisiana, thence southeasterly and parallel with the easterly right of way line of East Kings Highway a distance of 805 feet to a set 1/2" iron pipe at an angle point in the boundary of Tract E, Partition of Casciola Estate, as recorded in Book 800, Page 39, Conveyance Records of Caddo Parish, Louisiana, being the Point of Beginning of the tract herein described; Thence South 12°40'13" East a distance of 71.22 feet to a chain link fence post at the northeast corner of that tract recorded in Instrument No. 1685607, Conveyance Records of Caddo Parish, Louisiana; Thence South 89°21'18" West a distance of 92.02 feet to a set nail in asphalt pavement on the east right of way line of said East Kings Highway, being the northwest corner of said tract; Thence North 12°40'13" West a distance of 52.80 feet along said east right of way line to a set 60d nail in top of a plastic culvert pipe at the southwest corner of Tract E, said Partition of Casciola Estate; Thence North 77°48'32" East (passing a set 1/2" iron pipe for reference at a distance of 10.00 feet) a total distance of 90.00 feet along the south line of said Tract E to the Point of Beginning. Said tract herein described containing 0.128 acre, more or less **CASE NO. 23-34-P:** 273 E Flournoy Lucas Road. Application by Mohr and Associates, Inc. for special use permit and site plan approval on the (S side of E Flournoy Rd, approx. 830 ft W of Ellerbe Rd (LA-523), in the (R-1-7 Single-Family Residential Zoning District, C-1 Neighborhood Commercial Zoning District) to allow (Animal Care Facility), being more particularly described (Lots 7 & 8, Blk. 2, Forbing Factory Subn; & Lot 9 & W 8.26 ft of Lot 10, Blk. 2, Forbing Factory Subn., & Lot 11 & E 33.48 ft of Lot 10, & W 29.74 ft of Lot 12, Blk 2, Forbing Factory Subn. Section 08, T16N, R13W), Caddo Parish, Louisiana.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that this ordinance shall become effective ten (10) days after publication in the official journal.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**23-35-P**  
**JLor LLC**

*draft*

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 29, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, November 29, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Laura Neubert, Chairperson  
Jake Brown  
Constance L. Green  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Kamrin Hooks, Executive Assistant/Planner 1  
Jomari Smith, Planner 1  
Emily Trant, Land Development Coordinator  
Adam Bailey, Community Planning & Design Manager

**Members Absent**

None

The hearing was opened with prayer by **MR. HUMPHREY, SR.** The Pledge of Allegiance was led by **MS. HART.**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Caddo Parish Planning And Zoning Commission are subject to appeal to the appropriate governing body, the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Caddo Parish Planning and Zoning Commission.

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the October 27, 2023 public hearing as submitted.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**PUBLIC HEARING**

**CASE NO. 23-35-P ZONING REQUEST**

Applicant: JLOR LLC  
Owner: JLOR LLC  
Location: 10501 E KINGS HWY (east side of the E Kings Hwy and Hanover Dr intersection)  
Existing Zoning: R-E, R-1-5  
Request: R-E to R-1-5  
Proposed Use: Neighborhood Commercial Establishment

**Representative &/or support:**

**John Lorick Ellerbe Road**

Warwick asked the Board if they had any questions. No further discussion ensued.

**Opposition: None**

*draft*

A motion was made by MR. MARCHIVE, III seconded by MR. HUMPHREY, SR. to recommend this application for approval.

The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE

**END OF PUBLIC HEARING**

**OLD BUSINESS**

CLARKE informed the Board that it would be best to have the slate of officers selected by December so voting can happen on December 27, 2023, for the new officers to take place in January.

**NEW BUSINESS**

**OTHER MATTERS TO BE REVIEWED BY THE COMMISSION**

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:40 p.m.**

\_\_\_\_\_  
**Laura Neubert, Chair**

\_\_\_\_\_  
**Phyllis Hart, Secretary**



**CADDO PARISH PLANNING AND ZONING COMMISSION**

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

**STAFF REPORT**

**NOVEMBER 29, 2023**

**AGENDA ITEM NUMBER: 10**

**MPC Staff Member: Emily Trant**

**Parish Commission District: 8/Blake**

**CASE NUMBER 23-35-P: ZONING REQUEST**

**APPLICANT:** JLOR LLC  
**OWNER:** JLor LLC  
**LOCATION:** 10501 E Kings (east side of the E Kings Hwy and Hanover Dr intersection)  
**EXISTING ZONING:** R-E  
**REQUEST:** R-E to R-1-5  
**PROPOSED USE:** Neighborhood Commercial Establishment

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**DESCRIPTION:** The applicant is requesting to rezone approximately 5,725 square foot tract of land from R-E, Residential Estate District to R-1-5, Single-Family Residential. The property is surrounded by the R-E district to the north, east and south. The properties west of the site are zoned R-3, Multi-Family and R-1-5. There is an existing 545 sq ft building on site that the applicant would like to use for office space.

There is one previous case associated with this property: extended use approval of a beauty shop (P-12-91). Nearby relevant cases include approval to rezone from R-A, Rural Agriculture to R-1B, Single Family Residential; approval to rezone from R-A to B-2-A, Business Park District, for office and warehouse uses; and approval to rezone from R-A to R-3 for townhomes.

Nearby neighborhoods include: Agurs, Cherokee Park, Dixie Highway, Hearne Extension, Martin Luther King, North Highland.

---

**REMARKS:** As stated, the applicant is requesting to rezone the site to use it for an office. The existing non-residential building was approved in the 90s with an extended use approval. The Caddo Parish Unified Development Code does not have an application process for extended uses; however, an existing non-residential structure within certain residential districts can request special use permit approval of a Neighborhood Commercial Establishment. Neighborhood Commercial Establishments encompass uses such as an office, art studio, restaurant, personal service establishment, and retail goods establishment. The R-E zoning district does not provide a special use permit pathway for the Neighborhood Commercial Establishment; therefore, the applicant must request approval to change the base zoning district of the property.

The use of an office is permitted by right in the C-1, Neighborhood Commercial zoning district. If this zoning district were requested and approved, the applicant would not have to pursue further development applicants. Being sensitive to the future land use map designation of residential low in this area, the applicant understands that maintaining a residential zoning district is the most appropriate approach. The R-1-5 zoning district does not introduce any new uses that are not already permitted by right in the R-E zoning district.



**CADDO PARISH PLANNING AND ZONING COMMISSION**

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

**STAFF REPORT**

In terms of compatibility to surrounding uses, a request to rezone to another residential use has virtually zero impact. Evaluation of the specific use will be forthcoming if rezoning approval is granted and a subsequent special use permit is submitted. The purpose of requesting the R-1-5 district, as opposed to other single-family districts, is because the property meets the district bulk and area requirements. The R-E zoning district requires lots to be a minimum of 25,00 sq ft in area, so approval of the R-1-5 district would alleviate a non-conformity.

The applicant hosted a Neighborhood Participation Plan meeting on Monday, October 30<sup>th</sup> at 5:00PM. According to the applicant, no one attended the meeting.

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**STAFF**

**ASSESSMENT:** Based on the information contained in the application, and analysis of the facts of record, MPC Staff concludes that approval is warranted due to neighborhood compatibility and the Master Plan Future Land Use Map.

Alternatively, the Parish Planning and Zoning Commission may:

1. Recommend approval of an alternative district, such as the C-1 Zoning District.
2. Recommend denial.

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**PUBLIC ASSESSMENT:** 1 person spoke in support. No opposition was present.

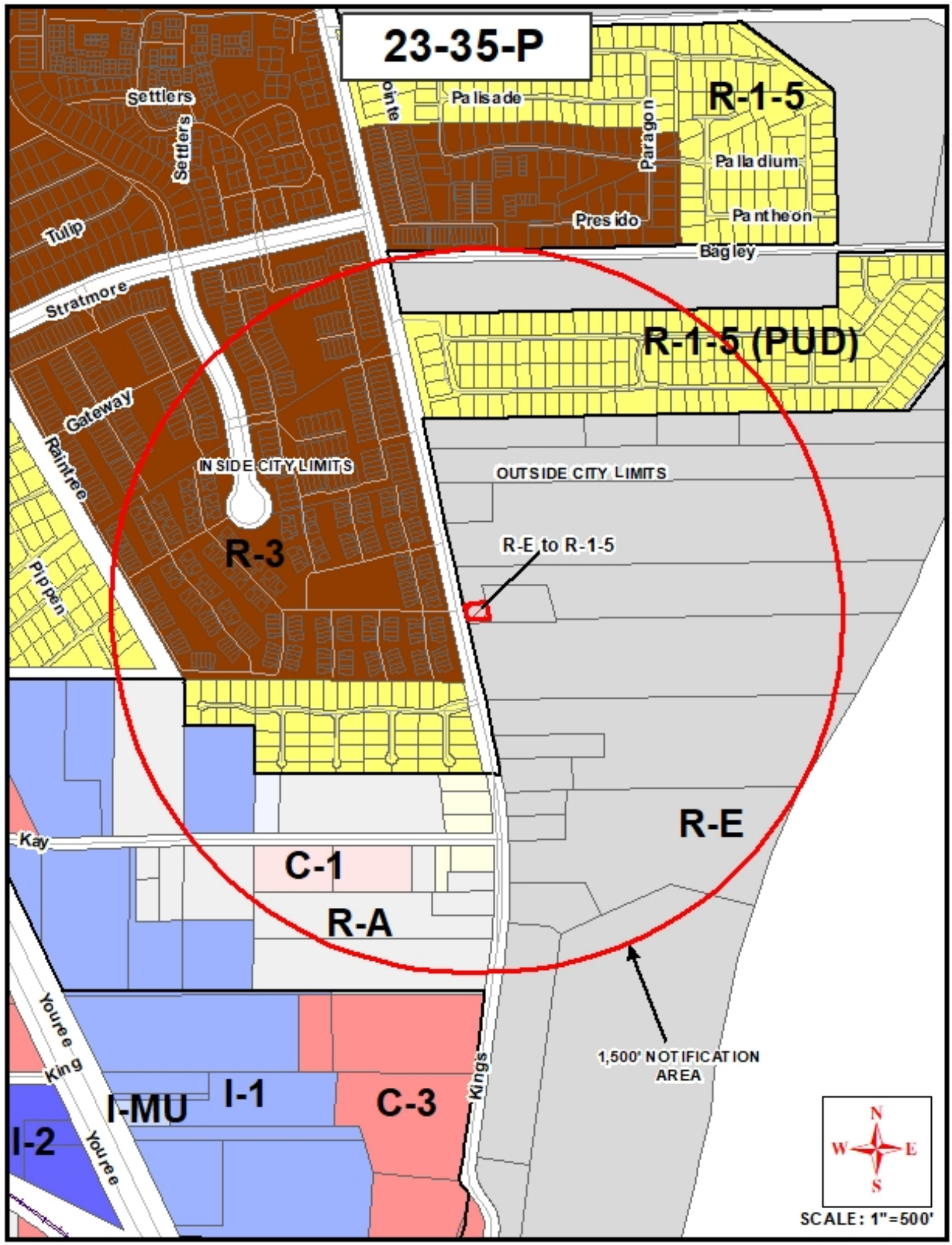
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**MPC BOARD**

**RECOMMENDATION:** The Board voted unanimously to recommend this application for approval.

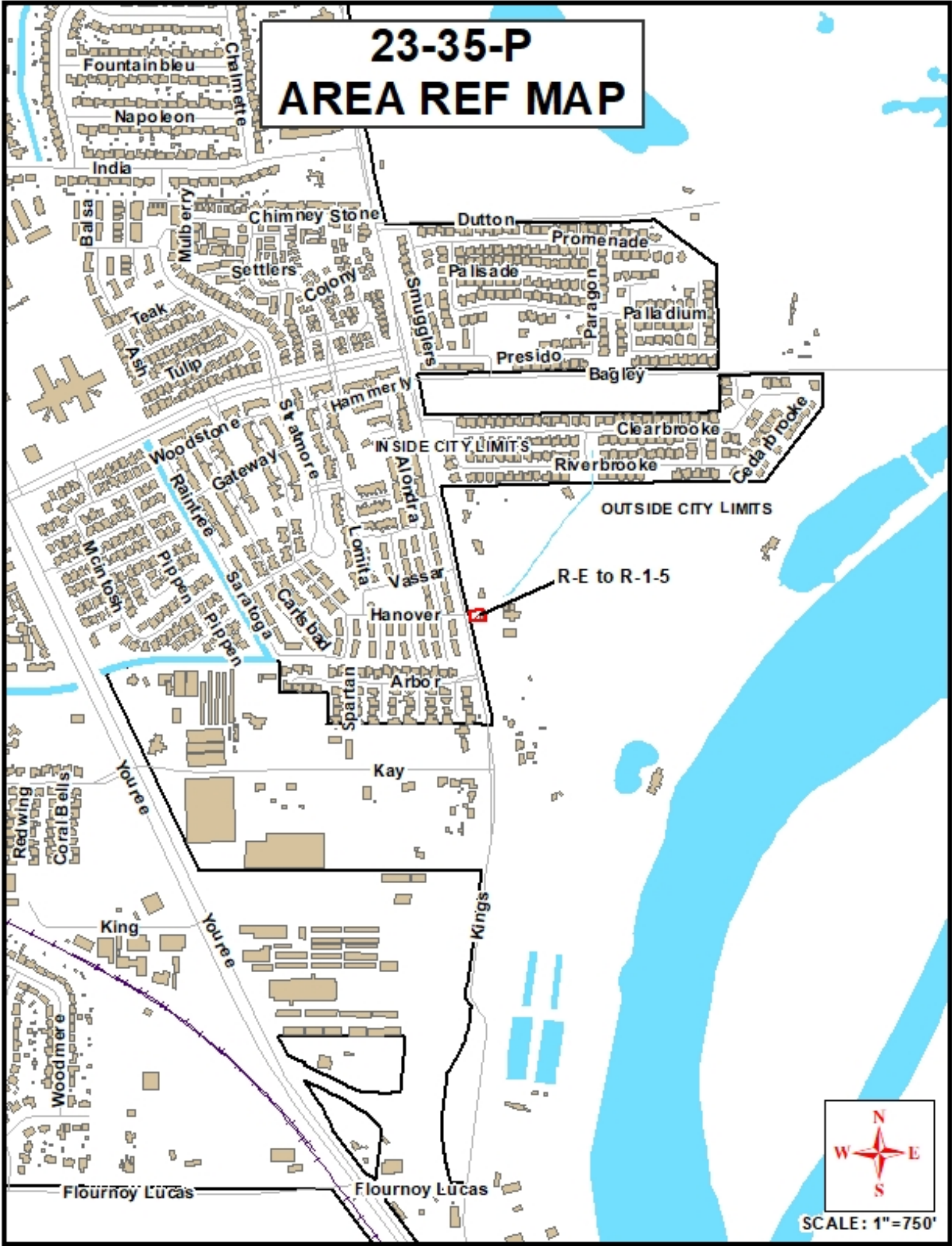
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# 23-35-P



SCALE: 1"=500'

# 23-35-P AREA REF MAP



SCALE: 1"=750'

NPP Neighborhood Meeting

Case: 23-35-P

October 13, 2023

Dear Neighbor,

I am proposing to rezone our property located at 10501 East Kings Hwy from R-1 with exception to C-1 for private office use.

The property has served as a beauty shop under the R-1 with exception zoning. The new zoning will allow me to use the property for my private personal office.

Because you are a nearby neighbor or otherwise interested in the neighborhood, I am inviting you to a meeting where you can learn more about what we propose, and present questions or concerns. Our application has to be heard by the Caddo Parish Planning and Zoning Commission and we are required to do this before our application is deemed complete.

The meeting will take place:

Date/Time: Monday, October 30, 2023 at 5:00 pm

Location: Onsite at 10501 East Kings Hwy, Shreveport, LA 71115

At the meeting I'll provide a sign-in sheet to obtain email addresses so that I can keep you updated if there are any changes to the project. If you are unable to attend and would like to receive info from the meeting or have any additional questions or comments, please feel free to contact me at 318-208-1584 or [jlorick@aol.com](mailto:jlorick@aol.com). I hope to see you at the meeting.

John M. Lorick

OWNER	STREET AD	CITY	STATE	ZIP	GEOGNO
Yeh, Mintz	170 Clear B	Shreveport La		71115	1.71E+14
Chism, Lula	200 Riverb	Shreveport La		71115	1.71E+14
Brown, Anr	9124 Belair	Richland Hi Tx		76182	1.61E+14
Reese, Dan	717 Moors	Windcrest Tx		78239-263	1.71E+14
Wu, Yan M	196 Riverb	Shreveport La		71115	1.71E+14
Brubaker, F	10711 E Kir	Shreveport La		71115-370	1.61E+14
Carrington,	10315 Lom	Shreveport La		71115-344	1.71E+14
Mvh Invest	1033 Dum	Shreveport La		71106	1.71E+14
Lpp Mortg	6000 Legac	Plano Tx		75023	1.71E+14
Thomas, N	10111 Salir	Shreveport La		71115	1.71E+14
Shreveport Po	Box 311	Shreveport La		71130	1.61E+14
Riverbrook Po	Box 175	Shreveport La		71161-017	1.71E+14
Brittian, Ro	162 Clearb	Shreveport La		71115	1.71E+14
Riverbrook Po	Box 175	Shreveport La		71161-017	1.71E+14
Cunninghai	152 Water	Shreveport La		71106	1.71E+14
Teach, Don	10503 E Kir	Shreveport La		71115-322	1.61E+14
Rutherford	10111 Los	Shreveport La		71115	1.71E+14
Cuneo, Har	120 Arbor I	Shreveport La		71115	1.61E+14
Gellers Rea	67 Monmo	Oceanport NJ		7757	1.71E+14
Attaway, Fi	10113 E Kir	Shreveport La		71115-322	1.61E+14
Shepard, E	10305 Lom	Shreveport La		71115-344	1.71E+14
Mokry, Tir	10101 E Kir	Shreveport La		71115-322	1.61E+14
Lawrence,	209 Riverb	Shreveport La		71115	1.71E+14
Moak, Rob	10319 Lom	Shreveport La		71115-344	1.71E+14
Attaway, Fi	10113 E Kir	Shreveport La		71115-322	1.61E+14
Green, Pau	10605 E Kir	Shreveport La		71115-323	1.61E+14
Easterling,	166 Clearb	Shreveport La		71115	1.71E+14
Kej Propert	10961 Sanc	Shreveport La		71106	1.71E+14
Ritchie, Jes	10113 Salir	Shreveport La		71115	1.71E+14
Hostas Sou	214 Lorrair	Montclair NJ		7043	1.71E+14
Hanson, Ke	10605 Mec	Shreveport La		71115	1.61E+14
Decharles,	205 Riverb	Shreveport La		71115	1.71E+14
Duong, Car	124 Arbor I	Shreveport La		71115	1.61E+14
Hawn Inve	412 Stanto	Bossier City LA		71111	1.71E+14
Matriano-L	10401 E Kir	Shreveport La		71115	1.71E+14
Svs River Ri	222 Hallett	Shreveport La		71115	1.71E+14
Goodwin, J	1508 East I	Shreveport La		71105	1.61E+14
River Oaks	205 Hanov	Shreveport La		71115-348	1.71E+14
Johnson, F	10609 Mec	Shreveport La		71115	1.61E+14
Lane, Tash	10320 Cort	Shreveport La		71115	1.71E+14
Rsl And Sor	9656 Norri	Shreveport La		71106	1.71E+14
Bella Sorell	152 Water	Shreveport La		71106	1.71E+14
Jenkins, Jo	171 Clear B	Shreveport La		71115	1.71E+14
Williams, C	113 Arbor I	Shreveport La		71115	1.61E+14
Davis, Jane	9834 High I	Shreveport La		71106	1.61E+14
Matriano-L	10401 E Kir	Shreveport La		71115	1.61E+14

Green, Pau 10605 E Kir Shreveport La	71115-323	1.61E+14
Strange, Jai 116 Arbor I Shreveport La	71115-474	1.61E+14
Greene Ha 405 Vauxh Bossier City LA	71111	1.71E+14
Jones, Shar 175 Clearb Shreveport La	71115	1.71E+14



UDC Caddo Parish  
Revised August 21, 2020

**Land Development**

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**UDC DEVELOPMENT APPLICATION**

The following application is required for all properties within the MPC's five-mile Caddo Parish Planning Limits. Members of the MPC's Land Development department are available to outline the development review process, verify submittal requirements and identify UDC requirements specific to all development requests.

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY		
Date: _____	Planner: _____	Case No: _____ Application Fee: _____
<b>1. PROPERTY INFORMATION</b>		
Project Name:	Associated Case:	
Project Address/Location: <i>10501 EAST Kings Hwy</i>		
Current Zoning District: <i>R-E</i>	Proposed Zoning District (if applicable): <i>R-1-S</i>	Parcel Number(s): <i>161303003002700</i>
<b>2. CASE TYPE</b>		
<input checked="" type="checkbox"/> Zoning Map Amendment (Rezoning)	<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Public Right-of-Way Closure and Abandonment
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Zoning Map Amendment and Preliminary Site Plan	<input type="checkbox"/> Site Plan Approval
<input type="checkbox"/> Preliminary & Final Plat (7 or more lots)	<input type="checkbox"/> PUD Site Plan (Administrative)	<input type="checkbox"/> Site Plan Revision
<input type="checkbox"/> Final Plat (Less than 7 lots)	<input type="checkbox"/> Small Planned Unit Development (SPUD) Zoning Map Amendment and Site Plan	<input type="checkbox"/> Site Plan Modification
<input type="checkbox"/> Re-Plat		<input type="checkbox"/> Other: _____
<b>3. PARCEL DESCRIPTION</b>		
(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)		
<i>see attached</i>		
<b>4. GENERAL LOCATION OF PROPERTY</b>		
(street address and/or frontage, and distance to cross street)		
<i>10501 EAST Kings Hwy</i>		
<b>5. PROPOSED USE OF THE PROPERTY</b>		
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Townhouse Residential <input type="checkbox"/> Duplex Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial		
Provide a brief explanation, attach additional sheets, if necessary		
<i>To BE USED AS PERSONAL OFFICE</i>		



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**Land Development**

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
318-673-6480 | fax 318-673-6461

**UDC DEVELOPMENT APPLICATION**

6. ZONING INFORMATION		7. BUILDING INFORMATION	
Current Zoning District(s): R-E Proposed Zoning District(s): R-1-S		Proposed Building Use(s): PERSONAL PRIVATE OFFICE	
If more than one district, provide the acreage of each:		Existing Building(s) sq. ft. gross: 394 sq ft	
Special Purpose Overlay District (if applicable):		Proposed Building(s) sq. ft. gross:	
Total Site Acres: 13.18414		Total sq. ft. gross (existing & proposed):	
Off-Street Parking Required:		Proposed height of building(s):	Number of stories:
Off-Street Parking Provided:		Ceiling height of First Floor:	
8. DIMENSIONAL STANDARDS			
Lot Area (square footage): 5,743 sq ft		Lot Coverage (Total Area in square feet): 5,743 sq ft	
Lot Coverage Percentage of Total Lot Area:			
9. STORMWATER INFORMATION			
Existing Impervious Surface:	acres/square feet	Hazard Flood Area	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Impervious Surface:	acres/square feet	Red River	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cross Lake Watershed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Wetlands	<input type="checkbox"/> Yes <input type="checkbox"/> No



**Land Development**

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
318-673-6480 | fax 318-673-6461

**UDC DEVELOPMENT APPLICATION**

**10. CONTACT INFORMATION**

**IMPORTANT NOTE ABOUT PROJECT CONTACT**

If property owner designates an agent as the coordinator for the project, this person (the applicant) shall attend all necessary meetings and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

**NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS:** ALL property owners must sign. All property owners must sign unless one person has the power of attorney to sign for others and that power of attorney is submitted with the application. A managing partner in a corporation may sign and submit written authorization. If in business name or corporation, list all persons owning 6% or more. Attach separate sheet if necessary.

**APPLICANT CONTACT INFORMATION:**

Check if Primary Contact

Name: JOHN M LONICK Company: JLOR LLC  
E-mail: JLonick@ACL.com Phone: 318 208-1584 Fax: \_\_\_\_\_  
Address: 10555 EIERBE RD City: Spont State: LA Zip: 71106

**ARCHITECT CONTACT INFORMATION:**

Check if Primary Contact

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ENGINEER CONTACT INFORMATION:**

Check if Primary Contact

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CURRENT PROPERTY OWNER CONTACT INFORMATION:**

Check if Primary Contact

Name: John M Lonick Company: JLOR LLC  
E-mail: JLonick@ACL.com Phone: 318 208-1584 Fax: \_\_\_\_\_  
Address: 10555 EIERBE RD City: Spont State: LA Zip: 71106  
Designee Contact Name: John M Lonick Email Address: JLonick@ACL.com Phone Number: 318 208-1584

**PROPERTY OWNER, CHECK ONE OF THE FOLLOWING:**

I will represent the application myself; OR  I hereby designate \_\_\_\_\_ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

**ACKNOWLEDGEMENT:**

I hereby certify that I am the owner of the property and further certify that the information regarding property ownership provided on this development application is true and correct.

John M Lonick 10-11-23 John M Lonick 10-11-23  
Property Owner Signature Date Applicant Signature Date

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, November 29, 2023 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**CASE NO. 23-35-P:** 10501 East Kings Highway, Application by Jlor LLC for approval to rezone property located on the (east side of the E Kings Hwy and Hanover Dr intersection), from (R-E Residential Estate Zoning District to R-1-5 Single-Family Residential Zoning District), being more particularly described as (A tract of land located in Section 3, Township 16 North, Range 13 West, Caddo Parish, Louisiana, consisting of a northerly portion of that abandoned 90 foot wide T & P Railroad Right of Way, lying South of and adjacent to Tract E, Partition of Casciola Estate, as recorded in Book 800, Page 39, Conveyance Records of Caddo Parish, Louisiana, also lying east of and adjacent to East Kings Highway (formerly Shreveport-Lucas Rd. and also Harts Island Rd.), and being more particularly described as follows: Commencing on the easterly right of way of the abandoned T & P Railroad at the Southwest corner of Lot 1, Sandy Bend Acres Subdivision as recorded in Book 150, Page 334, Conveyance Records of Caddo Parish, Louisiana, thence southeasterly and parallel with the easterly right of way line of East Kings Highway a distance of 805 feet to a set 1/2" iron pipe at an angle point in the boundary of Tract E, Partition of Casciola Estate, as recorded in Book 800, Page 39, Conveyance Records of Caddo Parish, Louisiana, being the Point of Beginning of the tract herein described; Thence South 12°40'13" East a distance of 71.22 feet to a chain link fence post at the northeast corner of that tract recorded in Instrument No. 1685607, Conveyance Records of Caddo Parish, Louisiana; Thence South 89°21'18" West a distance of 92.02 feet to a set nail in asphalt pavement on the east right of way line of said East Kings Highway, being the northwest corner of said tract; Thence North 12°40'13" West a distance of 52.80 feet along said east right of way line to a set 60d nail in top of a plastic culvert pipe at the southwest corner of Tract E, said Partition of Casciola Estate; Thence North 77°48'32" East (passing a set 1/2" iron pipe for reference at a distance of 10.00 feet) a total distance of 90.00 feet along the south line of said Tract E to the Point of Beginning. Said tract herein described containing 0.128 acre, more or less

Alan Clarke, Executive Director  
Metropolitan Planning Commission

**ORDINANCE NO. 6410 OF 2024**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE 2023 BUDGET TO AMEND THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE HEAD START FUND AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, Head Start programs promote the school readiness of infants, toddlers, and preschool-aged children from low-income families; and

WHEREAS, the Head Start program is funded through a federal grant from the United States Department of Health and Human Services (HHS); and

WHEREAS, the Head Start program received an additional award from HHS; and

WHEREAS, it is necessary to amend the budget for revenues and expenditures for the Head Start Fund to appropriate these funds; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Head Start Fund for the year 2023 as follows:

	<u>Budget Increase (Decrease)</u>
<b>Head Start Fund:</b>	
Revenue:	
Head Start Grant	\$3,000,000
Head Start Program	\$3,000,000

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

**Approved as to legal form:**

\_\_\_\_\_  
**Parish Attorney**

\_\_\_\_\_  
**Date**

**ORDINANCE AND RESOLUTION AUTHORIZATION FORM**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
ORDINANCE AMENDING THE 2023 BUDGET TO AMEND THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE HEAD START FUND  (Ordinance No. 6410 of 2024)	
<b>ORIGINATING DEPARTMENT: Finance</b>	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Head Start Fund to appropriate the increased funds from HHS.	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B. Barnett</u> Date <u>12/11/2023</u>
Legal	_____ Date _____
Parish Administrator	_____ Date _____

**ORDINANCE NO. 6411 OF 2024**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE 2023 BUDGET TO AMEND THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE HOUSING CHOICE VOUCHER PROGRAM FUND AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Parish of Caddo has been the recipient of the Section 8 grant (Housing Voucher Program) from the Department of Housing and Urban Development (HUD) since the 1970s; and

WHEREAS, Section 8 funds the Housing Voucher Program that the federal program has for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market; and

WHEREAS, the Parish received additional funding for the Housing Voucher Program in 2023 due to the performance of the program in 2022; and

WHEREAS, it is necessary to amend a budget for revenues and expenditures for the Housing Voucher Program Fund; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Housing Voucher Program Fund for the year 2023 as follows:

	<u>Budget Increase (Decrease)</u>
<b>Housing Voucher Program Fund:</b>	
Revenue:	
Section 8 Grant Revenue	\$75,000
Section 8 Grant Expenses	\$75,000

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

**Approved as to legal form:**

\_\_\_\_\_  
**Parish Attorney**

\_\_\_\_\_  
**Date**

**ORDINANCE AND RESOLUTION AUTHORIZATION FORM**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
ORDINANCE AMENDING THE 2023 BUDGET TO AMEND THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE HOUSING VOUCHER PROGRAM FUND  (Ordinance No. 6411 of 2024)	
<b>ORIGINATING DEPARTMENT: Finance</b>	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Housing Voucher Program Fund to appropriate the increased funds from HUD.	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B. Barnett</u> Date <u>12/11/23</u>
Legal	_____ Date _____
Parish Administrator	_____ Date _____

**ORDINANCE NO. 6412 OF 2024**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES TO APPROPRIATE FUNDS FOR A CADDO COMMUNITY LIGHTHOUSE PILOT PROJECT AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, in 2021 Caddo Parish experienced a winter weather freeze where Caddo residents lost access to drinking water and electricity; and

WHEREAS, without water and electricity conditions quickly deteriorated for our senior citizens; and

WHEREAS, the Community Lighthouse Project is a strategy to establish a network of 20 neighborhood-led resiliency hubs at congregations and non-profit institutions throughout Caddo Parish with commercial-scale solar power and backup battery capacity and an emergency water supply; and

WHEREAS, the North Louisiana Interfaith is seeking support to develop Community Lighthouses at Morning Star Baptist Church, The Highland Center and Galilee Baptist Church as part of the pilot phase; and

WHEREAS, the funding for Lighthouses at Morning Star Baptist Church and The Highland Center was appropriated with Ordinance 6317 of 2023; and

WHEREAS, it is necessary to amend the Oil and Gas Fund to appropriate funds for the Lighthouse Project at Galilee Baptist Church; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Oil and Gas and ARPA Fund for the year 2024 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Oil and Gas Fund</u></b>	
Expenditures:	
Community Lighthouse Pilot Project	\$250,000

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**ORDINANCE AND RESOLUTION FACT SHEET**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES TO APPROPRIATE FUNDS FOR A CADDO COMMUNITY LIGHTHOUSE PILOT PROJECT  (Ordinance No. 6412 of 2024)	
<b>ORIGINATING DEPARTMENT:</b> Commissioner Roy Burrell	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Oil and Gas appropriate \$250,000 for a Caddo Community Lighthouse Pilot Project.	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B Barnett</u> Date <u>12/11/2023</u>
Legal	_____ Date _____
Parish Administrator	_____ Date _____

**ORDINANCE NO. 6413 OF 2024**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES TO APPROPRIATE FUNDS FOR A CADDO COMMUNITY LIGHTHOUSE PILOT PROJECT AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, in 2021 Caddo Parish experienced a winter weather freeze where Caddo residents lost access to drinking water and electricity; and

WHEREAS, without water and electricity conditions quickly deteriorated for our senior citizens; and

WHEREAS, the Community Lighthouse Project is a strategy to establish a network of 20 neighborhood-led resiliency hubs at congregations and non-profit institutions throughout Caddo Parish with commercial-scale solar power and backup battery capacity and an emergency water supply; and

WHEREAS, the North Louisiana Interfaith is seeking support to develop Community Lighthouses at Morning Star Baptist Church and The Highland Center as part of the pilot phase; and

WHEREAS, the funding for both Lighthouses was appropriated with Ordinance 6317 of 2023; and

WHEREAS, the funding source for The Highland Center location was originally funded through American Rescue Plan Act (ARPA) by reducing the Green Infrastructure Project; and

WHEREAS, the Lighthouse Project did not meet eligibility requirements of ARPA and therefore funding will be reallocated to Green Infrastructure: and

WHEREAS, it is necessary to change the original funding source from ARPA to the Oil and Gas Fund; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Oil and Gas and ARPA Fund for the year 2024 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Oil and Gas Fund</u></b>	
Expenditures:	
Community Lighthouse Pilot Project	\$250,000
<b><u>ARPA Fund</u></b>	
Expenditures:	
Community Lighthouse Pilot Project	(\$250,000)
Green Infrastructure	\$250,000

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**ORDINANCE AND RESOLUTION FACT SHEET**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
<p>AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES TO APPROPRIATE FUNDS FOR A CADDO COMMUNITY LIGHTHOUSE PILOT PROJECT</p> <p><b>(Ordinance No. 6413 of 2024)</b></p>	
<b>ORIGINATING DEPARTMENT: Commissioners: John Paul Young and Roy Burrell</b>	
<p><b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Oil and Gas and ARPA Fund to appropriate \$250,000 for a Caddo Community Lighthouse Pilot Project.</p> <p>The Highland Center Lighthouse is ineligible under ARPA. Therefore, this ordinance appropriates the expenditures out of Oil and Gas and not ARPA.</p> <p>This also returns funds to the Green Infrastructure project that was reduced for the Lighthouse Project.</p>	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley Barnett</u> Date <u>12/11/2023</u>
Legal	_____ Date _____
Parish Administrator	_____ Date _____



**ORDINANCE NO. 6414 OF 2024**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA.R.S. 47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN A PARCEL OF PROPERTY IDENTIFIED BY CADDO PARISH TAX ASSESSOR'S GEOGRAPHIC NUMBER 181437-036-0005-00 AND DESCRIBED AS LOT 5, J. B. PICKETT SUBDIVISION, TAL 14, SHREVEPORT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

**WHEREAS**, Mr. Olanza Sanders has applied under Section 19-31 of the Code of Ordinances to acquire a certain property adjudicated to the Parish for unpaid property taxes;

**WHEREAS**, Mr. Olanza Sanders has met the requirements to acquire the property with a municipal address of 1024 Baker Street based on his application;

**WHEREAS**, this property is adjudicated to the Parish for unpaid 2006 property taxes;

**WHEREAS**, under the Caddo Reinvest program the Parish is required to take full ownership interest in this property prior to transferring it to Mr. Orlando Sanders;

**WHEREAS**, taking full ownership interest under La. R.S. 47:2236 requires the Parish to duly adopt and record an ordinance declaring the Parish's intent to acquire full ownership of the subject property;

**NOW, THEREFORE, BE IT ORDAINED**, by the Caddo Parish Commission in due, legal, and regular session convened, that pursuant to La R.S. 47:2236, it does declare its intent to acquire full ownership interest in the following described property:

- a) Lot 5, J. B. Pickett Subdivision, TAL 14, Shreveport (Geo. No. 181437-036-0005-00)

**BE IT FURTHER ORDAINED**, that the Parish Administrator, or her designee is directed to comply with the requirements of La R.S. 47:2236, including but not limited to recordation of this ordinance, giving of notice in accordance with the statutes, filing of the notice, and filing of the affidavit in accordance with the statutes.

**BE IT FURTHER ORDAINED**, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

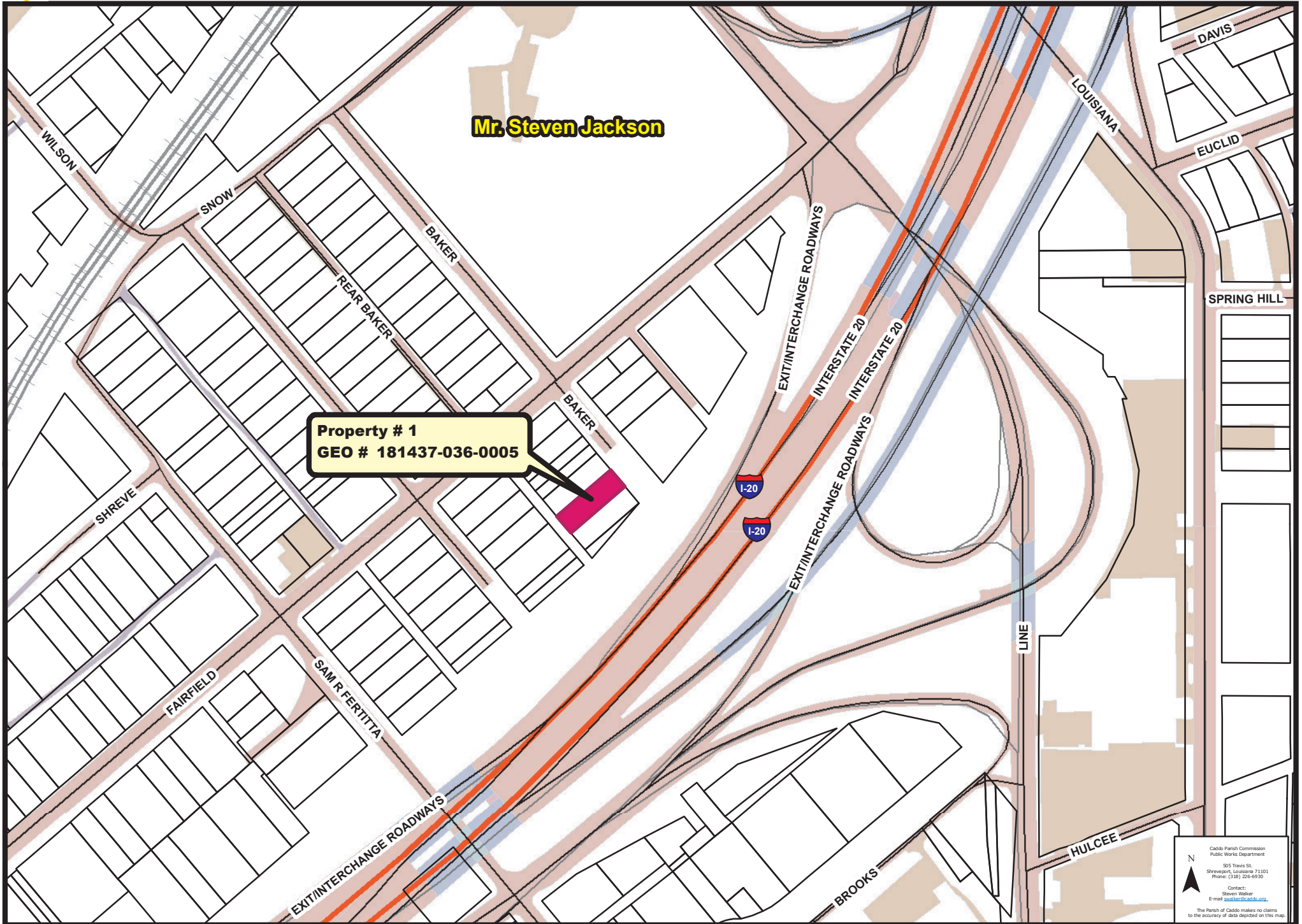
**BE IT FURTHER ORDAINED**, that this ordinance shall take effect upon adoption.

**BE IT FURTHER ORDAINED**, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

  
\_\_\_\_\_  
Parish Attorney

  
\_\_\_\_\_  
Date



**Mr. Steven Jackson**

**Property # 1**  
**GEO # 181437-036-0005**



**ORDINANCE NO. 6415 OF 2024**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA.R.S. 47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN A PARCEL OF PROPERTY IDENTIFIED BY CADDO PARISH TAX ASSESSOR'S GEOGRAPHIC NUMBER 181430-001-0154-00 AND DESCRIBED AS LOTS 154, 115, & 156. AND ONE HALF ADJACENT ABANDONED ALLEY, LAKEVIEW SUBDIVISION, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

**WHEREAS**, Caddo Parish Fire Protection District One has made a request for the Parish of Caddo to acquire a certain property that is adjudicated to the Parish for unpaid property taxes;

**WHEREAS**, this property is adjudicated to the Parish for unpaid 2015 property taxes;

**WHEREAS**, taking full ownership interest under La. R.S. 47:2236 requires the Parish to duly adopt and record an ordinance declaring the Parish's intent to acquire full ownership of the subject property;

**NOW, THEREFORE, BE IT ORDAINED**, by the Caddo Parish Commission in due, legal, and regular session convened, that pursuant to La R.S. 47:2236, it does declare its intent to acquire full ownership interest in the following described property:

- a) Lots 154, 155, & 156, and One-Half (1/2) the adjacent abandoned alley, Lakeview Subdivision, (Geo. No. 181430-001-0154-00)

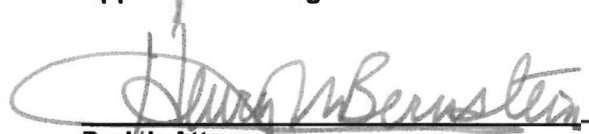
**BE IT FURTHER ORDAINED**, that the Parish Administrator, or her designee is directed to comply with the requirements of La R.S. 47:2236, including but not limited to recordation of this ordinance, giving of notice in accordance with the statutes, filing of the notice, and filing of the affidavit in accordance with the statutes.

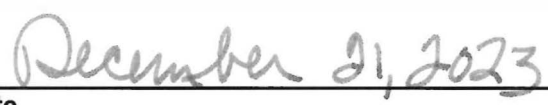
**BE IT FURTHER ORDAINED**, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

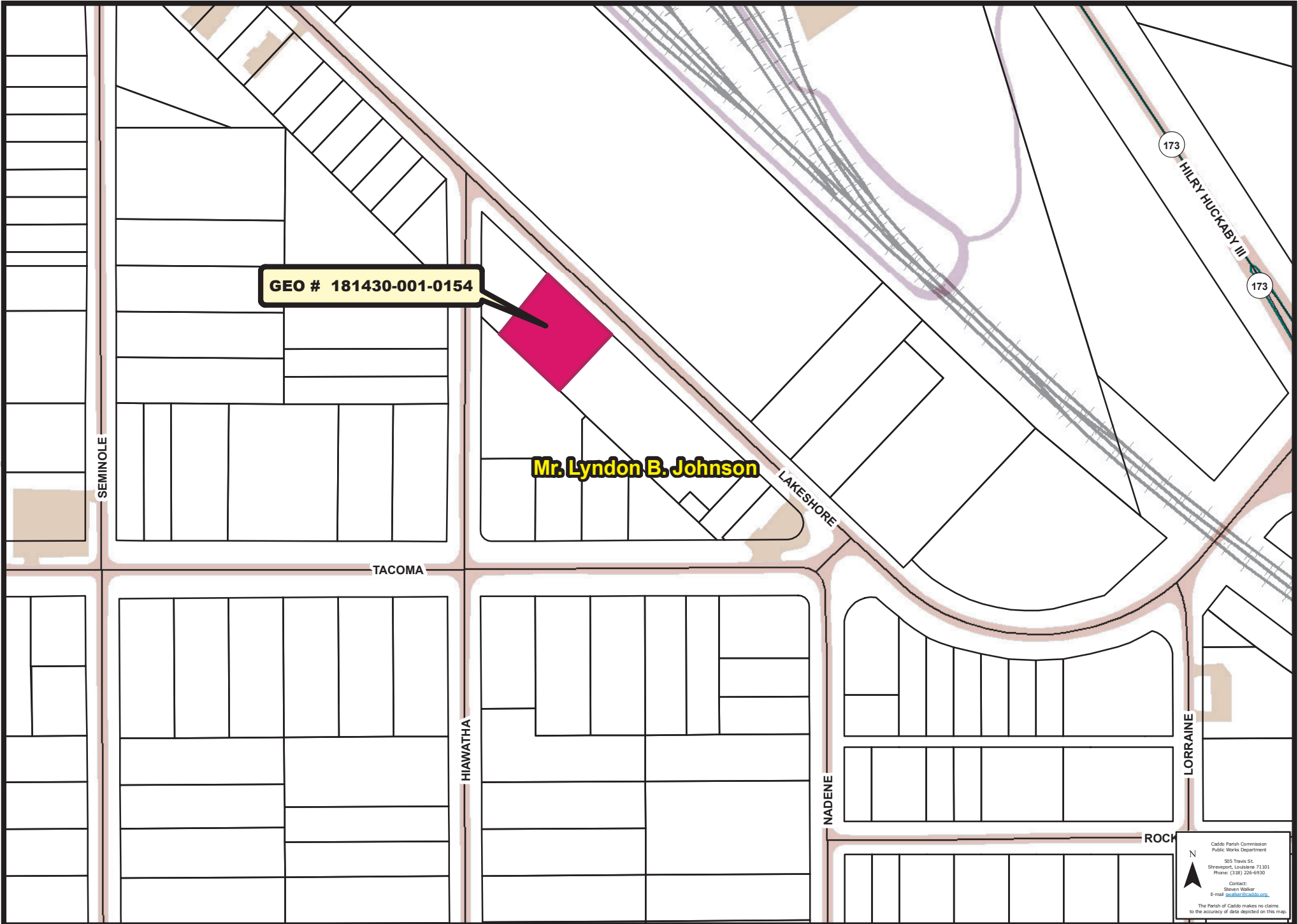
**BE IT FURTHER ORDAINED**, that this ordinance shall take effect upon adoption.

**BE IT FURTHER ORDAINED**, that all ordinances or parts thereof in conflict herewith are hereby repealed.

**Approved as to legal form:**

  
\_\_\_\_\_  
Parish Attorney

  
\_\_\_\_\_  
Date



GEO # 181430-001-0154

Mr. Lyndon B. Johnson

Caddo Parish Commission  
 Public Works Department  
 505 Travis St.  
 Shreveport, Louisiana 71101  
 Phone: (318) 226-6930  
 Contact:  
 Steven Walker  
 E-mail: [swalker@caddo.org](mailto:swalker@caddo.org)  
 The Parish of Caddo makes no claims  
 to the accuracy of data depicted on this map.

**ORDINANCE AND RESOLUTION FACT SHEET  
CADDO PARISH COMMISSION**

TITLE		
<p>Ordinance <u>6416</u> of 2024</p> <p align="center">AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA. R.S. 47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN A PARCEL OF PROPERTY IDENTIFIED BY CADDO PARISH TAX ASSESSOR'S GEOGRAPHIC NUMBER 201625-001-0014-00 AND DESCRIBED AS AC LOT 3 OF MOORINGSPORT LESS THAT PART NORTH AND WEST OF KCS&amp;G RAILROAD RIGHT-OF-WAY AND THAT PART OF TRACT LYING SOUTH AND EAST OF RIGHT-OF-WAY DESCRIBED AS: BEGIN 52 FEET EAST OF NORTHWEST CORNER OF SD LOT 3; THENCE EASTERLY ALONG NORTH LINE OF SD LOT 42; THENCE SOUTHERLY AT RIGHT ANGLE 91 FEET; THENCE WESTERLY AT RIGHT ANGLE 42 FEET; THENCE NORTHERLY AT RIGHT ANGLE 91 FEET TO POINT OF BEGINNING; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO</p>		
<b>DATE</b> 11/30/2023	<b>ORIGINATING DEPARTMENT:</b> Public Works	
BACKGROUND INFORMATION		
<p>The Parish has received a request from Mr. Doug Dominick, representing the Village of Mooringsport to acquire a certain vacant lot adjacent to their property along East Croom Street. The process requires the Parish to acquire full ownership, and this ordinance is the first step under state law for the Parish to do so. Once the property is acquired by the Parish, the Village of Mooringsport is requesting the Parish to donate the property to them.</p>		
<p>The Parish will receive reimbursement for all costs associated with title, notice, and recording fees.</p>		
EFFECT(S) OF PROPOSED ACTION		
<p>Remove property from the adjudicated tax roll and return back to the economic stream of commerce.</p>		
ALTERNATIVES/STAFF RECOMMENDATION		
<p>Were the Commission not to adopt this ordinance an opportunity would be lost to place the property back in the economic stream of commerce. It is therefore the recommendation of the Public Works Department that the ordinance be adopted as presented.</p>		
KEY STAFF CONTACT		
<p>William M. Talton</p>		
COORDINATION		
Department Head	(Initial)	
Parish Administrator/CEO	(Initial)	
ADJUDICATED PROPERTY APPLICANTS		
Property Number	Acquired Party	District Number
201625-001-0014-00	Village of Mooringsport	1

ORDINANCE NO. \_\_\_\_\_ OF 2023

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA.R.S. 47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN A PARCEL OF PROPERTY IDENTIFIED BY CADDO PARISH TAX ASSESSOR'S GEOGRAPHIC NUMBER 201625-001-0014-00 AND DESCRIBED AS AC LOT 3 OF MOORINGSPOORT LESS THAT PART NORTH AND WEST OF KCS&G RAILROAD RIGHT-OF-WAY AND THAT PART OF TRACT LYING SOUTH AND EAST OF RIGHT-OF-WAY DESCRIBED AS: BEGIN 52 FEET EAST OF NORTHWEST CORNER OF SD LOT 3; THENCE EASTERLY ALONG NORTH LINE OF SD LOT 42; THENCE SOUTHERLY AT RIGHT ANGLE 91 FEET; THENCE WESTERLY AT RIGHT ANGLE 42 FEET; THENCE NORTHERLY AT RIGHT ANGLE 91 FEET TO POINT OF BEGINNING; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

**WHEREAS**, Village of Mooringsport has made a request for the Parish of Caddo to acquire a certain property that is adjudicated to the Parish for unpaid property taxes;

**WHEREAS**, this property is adjudicated to the Parish for unpaid 2000 property taxes;

**WHEREAS**, taking full ownership interest under La. R.S. 47:2236 requires the Parish to duly adopt and record an ordinance declaring the Parish's intent to acquire full ownership of the subject property;

**NOW, THEREFORE, BE IT ORDAINED**, by the Caddo Parish Commission in due, legal, and regular session convened, that pursuant to La R.S. 47:2236, it does declare its intent to acquire full ownership interest in the following described property:

- a) A tract of land described as AC Lot 3 of Mooringsport less that part North and West of KCS&G Railroad right-of-way and that part of tract lying South and East of right-of-way described as: Begin 52 feet East of Northwest corner of SD Lot 3; thence Easterly along North line of SD Lot 42; thence Southerly at right angle 91 feet; thence Westerly at right angle 42 feet; thence Northerly at right angle 91 feet to Point of Beginning. (Geo. No. 201625-001-0014-00)

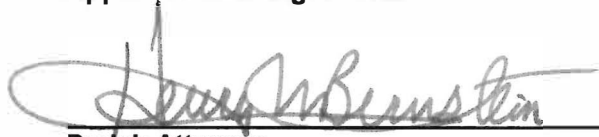
**BE IT FURTHER ORDAINED**, that the Parish Administrator, or her designee is directed to comply with the requirements of La R.S. 47:2236, including but not limited to recordation of this ordinance, giving of notice in accordance with the statutes, filing of the notice, and filing of the affidavit in accordance with the statutes.

**BE IT FURTHER ORDAINED**, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

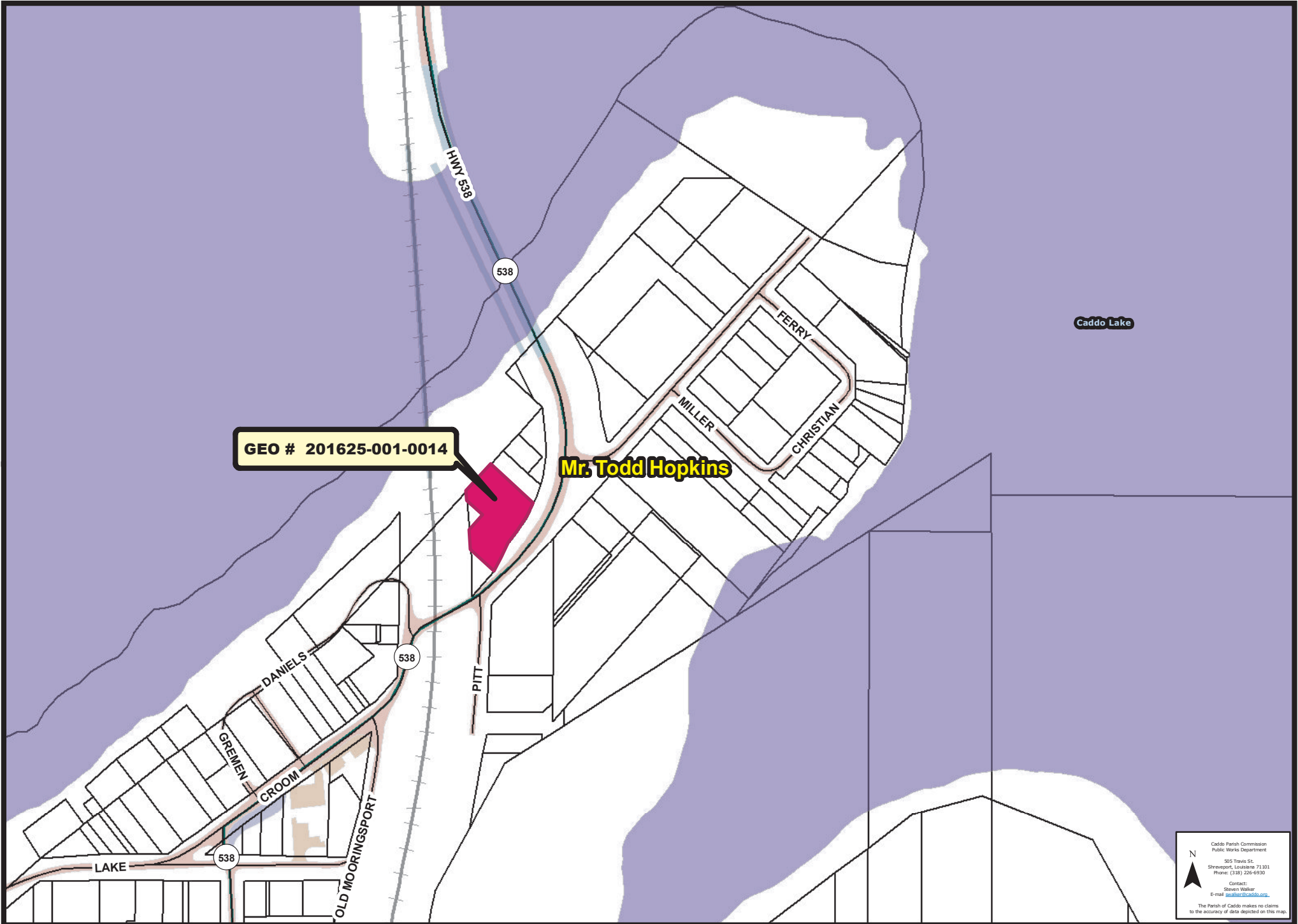
**BE IT FURTHER ORDAINED**, that this ordinance shall take effect upon adoption.

**BE IT FURTHER ORDAINED**, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

  
\_\_\_\_\_  
Parish Attorney

  
\_\_\_\_\_  
Date



Caddo Parish Commission  
Public Works Department  
525 Travis St.  
Shreveport, Louisiana 71101  
Phone: (318) 226-6930  
Contact:  
Steven Walker  
E-mail: [swalker@caddo.gov](mailto:swalker@caddo.gov)  
The Parish of Caddo makes no claims  
to the accuracy of data depicted on this map.

**RESOLUTION NO. 1 of 2024**

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO DESIGNATE AND CHANGE THE POLLING PLACES FOR PRECINCTS 3-3, 3-7, AND 9-13 AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, Ordinance No. 6397 was adopted on November 22, 2023 to amend and reenact Ordinance No. 6342 regarding the establishment of the voting precincts in Caddo Parish;

WHEREAS, several voting precinct polling locations were relocated shortly before the adoption of Ordinance No. 6397 resulting in the ordinance reciting incorrect polling place locations for several precincts;

WHEREAS, Resolution 46 relocated the polling place for Precinct No. 127 (now denoted as Precinct No. 9-13 in Ordinance No. 6397) from LSU Pecan Station, 10300 Harts Island Road, Shreveport, Louisiana to the Caddo Parish Port Commission, 6000 Doug Attaway Blvd., Shreveport, Louisiana;

WHEREAS, Resolution 47 relocated the polling place for Precincts No. 006, 064, and 099 (now denoted as Precinct No. 3-7 in Ordinance No. 6397) from E. B. Williams Stoner Hill Elementary School, 2127 C. E. Galloway Blvd., Shreveport, Louisiana to Valencia Park Community Center, 1800 Viking Drive, Shreveport, Louisiana;

WHEREAS, Ordinance No. 6342, as amended by Ordinance No. 6397, incorrectly denoted the polling place for Precinct No. 3-3 as Government Plaza, 505 Travis Street, Shreveport, Louisiana;

WHEREAS, the established polling location for Precinct No. 3-3 is located at Cherokee Park Elementary School, 2010 E. Algonquin Trail, Shreveport, Louisiana; and

WHEREAS, the polling places corrected herein have been reviewed and meet all requirements for polling places.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that the Caddo Parish Commission does hereby change, reestablish, and otherwise designate pursuant to La. R.S. 18:534 the following polling places:

- a) Precinct No. 3-3 -- Cherokee Park Elementary School, 2010 E. Algonquin Trail, Shreveport, Louisiana;
- b) Precinct No. 3-7 -- Valencia Park Community Center, 1800 Viking Drive, Shreveport, Louisiana; and
- c) Precinct No. 9-13 -- Caddo Parish Port Commission, 6000 Doug Attaway Blvd., Shreveport, Louisiana.

BE IT FURTHER RESOLVED that notice of this change shall be published in the official journal of the parish in accordance with La. R.S. 18:535.

BE IT FURTHER RESOLVED if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**RESOLUTION NO. 2 of 2024**

A resolution approving the holding of an election in Caddo Parish Fire District Seven, State of Louisiana, on Saturday, April 27, 2024, to authorize the continuation of a special tax therein.

WHEREAS, the Board of Commissioners of Caddo Parish Fire District Seven, State of Louisiana (the "Governing Authority"), acting as the governing authority of Caddo Parish Fire District Seven, State of Louisiana (the "District"), adopted a resolution on December 11, 2023, calling a special election in the District on Saturday, April 27, 2024, to authorize continuation of a special tax therein; and

WHEREAS, the governing authority of the District has requested that the Caddo Parish Commission, acting as the governing authority of the Parish of Caddo, State of Louisiana, give its consent and authority for the District to hold the aforesaid election, and in the event that the election carries to continue to levy and collect the special tax provided for therein; and

WHEREAS, as required by Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, it is now the desire of the Caddo Parish Commission to approve the holding of said election and in the event that the election carries, to continue to levy and collect the special tax provided for therein;

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission, acting as the governing authority of said Parish, that:

SECTION 1. In compliance with the provisions of Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, and in accordance with the request of the Board of Commissioners of Caddo Parish Fire District Seven, State of Louisiana, the Caddo Parish Commission hereby approves the holding of an election in the District, on Saturday, April 27, 2024, at which election there will be submitted the following proposition, to-wit:

**PROPOSITION  
(MILLAGE CONTINUATION)**

Shall Caddo Parish Fire District Seven, State of Louisiana (the "District), continue to levy a tax of 10 mills on all the property subject to taxation in the District (an estimated \$674,250 reasonably expected at this time to be collected from the levy of the tax for an entire year), for a period of 10 years, beginning with the year 2024 and ending with the year 2033, for the purpose of hiring full time firefighters and paying salaries and related benefits, together with providing an allowance for uniforms and equipment?

SECTION 2. In the event the election carries, the Caddo Parish Commission does hereby further consent to and authorize the District to continue to levy and collect the special tax provided for therein.

This resolution having been submitted to a vote, the vote thereon was as follows:

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstaining</u>
Todd A. Hopkins	_____	_____	_____	_____
Lyndon B. Johnson	_____	_____	_____	_____
Steven Jackson	_____	_____	_____	_____
John-Paul Young	_____	_____	_____	_____
Roy Burrell	_____	_____	_____	_____
Steffon D. Jones	_____	_____	_____	_____
Stormy Gage-Watts	_____	_____	_____	_____
Ron Cothran	_____	_____	_____	_____
John E. Atkins	_____	_____	_____	_____
Mario Chavez	_____	_____	_____	_____
Ed Lazarus	_____	_____	_____	_____
Kenneth Epperson, Sr.	_____	_____	_____	_____

And the resolution was declared adopted on this, the 4<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
/s/ Jeff Everson  
Clerk

\_\_\_\_\_  
/s/ Roy Burrell  
President

STATE OF LOUISIANA

PARISH OF CADDO

I, the undersigned Clerk of the Caddo Parish Commission, do hereby certify that the foregoing page constitutes a true and correct copy of a resolution adopted by said Commission on January 4, 2024, approving the holding of an election in Caddo Parish Fire District Seven, State of Louisiana, to authorize the continuation of a special tax therein.

IN FAITH WHEREOF, witness my official signature at Shreveport, Louisiana, on this, the 4<sup>th</sup> day of January, 2024.

---

Clerk

**RESOLUTION NO. 3 OF 2024**

BY THE CADDO PARISH COMMISSION:

A RESOLUTION AUTHORIZING THE CADDO COMMUNITY ACTION AGENCY, INC. TO ADMINISTER THE HEAD START PROGRAM FOR THE PARISH OF CADDO, AND TO OTHERWISE PROVIDE RESPECT THERETO

WHEREAS, the Caddo Parish Commission desires to obtain state and federal funds, where available, to benefit low and moderate income persons in the Parish of Caddo; and

WHEREAS, federal grants which are administered by the U.S. Department of Health and Human Services are available for the purpose of providing a Head Start Preschool Education Program to qualified parish governments; and

WHEREAS, the program provides a comprehensive program to children in Early Head Start ages 0-3 and Traditional Head Start ages 3-5 and their families; and

WHEREAS, this program consists of five components: education, health, parent involvement, social services and transportation; and

WHEREAS, the aforementioned program provides critical services by assisting children from low and moderate income families during their formative years; and

WHEREAS, the Caddo Community Action Agency, Inc. has administered this program for the Caddo Parish Commission over the last forty-five (47) years; and

WHEREAS, the Caddo Parish Commission is the appropriate agency to receive federal and/or state funding for the purpose of providing programs to support the indigent persons living with the Parish of Caddo.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission, in due, legal and regular session convened, that the Caddo Parish Commission does hereby authorize the Caddo Community Action Agency, Inc. to administer the Head Start program on behalf of the Parish of Caddo.

BE IT FURTHER RESOLVED that Laurance Guidry and/or his successor is hereby authorized to do all things necessary to implement, maintain, amend or review any documents associated with the Head Start Program from the effective date of this resolution through January 31, 2025.

BE IT FURTHER RESOLVED that if any provision or item of this Resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of the Resolution are hereby declared severable.

BE IT RESOLVED, that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict thereof are hereby repealed.

**Approved as to legal form:**

\_\_\_\_\_  
**Parish Attorney**

\_\_\_\_\_  
**Date**

**North Louisiana Criminalistics Laboratory  
Amended 2023 Budget and  
Proposed 2024 Budget**

	<u>Approved 2023 Budget</u>	<u>Amended 2023 Budget</u>		<u>Proposed 2024 Budget</u>
<b>Revenues:</b>				
City Courts	700,000	713,383	13,383	713,383
District Courts	1,300,000	1,328,736	28,736	1,328,736
Mayor Courts	750,000	790,097	40,097	790,097
Bond Fees	80,000	82,207	2,207	82,207
Fees Collected Act 432	800,000	1,050,457	250,457	1,050,457
Diverslon (Pre-Trial)	40,000	216,790	176,790	216,790
			0	
<b>Total Court Revenue:</b>	<b>3,670,000</b>	<b>4,181,670</b>	<b>511,670</b>	<b>4,181,670</b>
Drug Chemistry Revenue	30,000	24,000	-6,000	24,000
Emergency Relief Fund	0	1,503,478	1,503,478	0
NEW Sale of West Monroe	0	427,063	427,063	0
Intergovernmental-Grant Revenue	400,000	812,397	412,397	400,000
Insurance Claim - Christmas Freeze 2022	0	61,018	61,018	0
NEW Interest Earned	0	51,946	51,946	96,000
Toxicology Revenue	70,000	76,975	6,975	76,000
Miscellaneous	10,000	10,208	208	10,000
Rape Kits	10,000	13,500	3,500	12,000
NEW DNA Revenue	0	375	375	0
<b>Total Revenue:</b>	<b>4,190,000</b>	<b>7,162,253</b>	<b>2,972,253</b>	<b>4,799,670</b>
<b>Expenditures:</b>				
Auto Expenses (Fleet)	20,000	17,025	2,975	49,834
Building & Grounds	60,000	56,794	3,206	55,000
Dues & Subscriptions	35,000	16,364	18,636	20,000
Freight	2,000	3,305	-1,305	3,500
Grant Expense	400,000	1,015,607	-615,607	400,000
Insurance General	200,000	165,203	34,797	190,000
Insurance Health	272,270	252,562	19,708	280,887
Lab Equipt.Maint.Service Agreements	165,000	167,385	-2,385	165,000
Lab Supplies	180,000	235,632	-55,632	240,000
DNA Supplies/Expenses	300,000	313,348	-13,348	315,000
Legal & Accounting - Audit	40,000	26,871	13,129	30,000
Accreditation Expenses	45,000	51,324	-6,324	50,000
Office Supplies	60,000	70,005	-10,005	70,000
Other Service	2,000	2,302	-302	2,500
Payroll Taxes	43,000	38,800	4,200	40,171
Retirement Expenses	275,100	272,013	3,087	286,406
Salaries	2,569,529	2,514,883	54,646	2,686,883
Training	25,000	22,428	2,572	25,000
Travel/Continuing Education	20,000	37,940	-17,940	40,000
Utilities-Satellite	40,000	32,728	7,272	25,000
NLFSC-Utilities	425,000	447,583	-22,583	445,000
NLFSC-Building Maintenance	245,000	336,117	-91,117	330,000
NEW NLFSC-2022 Christmas Freeze	0	117,008	-117,008	0
Capital Outlays	0	0	0	0
NEW Contingency	0	300,000	-300,000	300,000
<b>Total Expenditures</b>	<b>5,423,899</b>	<b>6,513,227</b>	<b>-1,089,328</b>	<b>6,050,180</b>
Excess(Deficiency) of Revenue Over(Under)	(1,233,899)	649,027		(1,250,510)
Estimated Beginning Fund Balance	1,269,893	1,524,690		2,173,717
Estimated Ending Fund Balance	35,994	2,173,717		923,207

**RESOLUTION NO. 4 OF 2024**

BY THE CADDO PARISH COMMISSION:

A RESOLUTION APPROVING THE AMENDED 2023 AND PROPOSED 2024 BUDGETS OF THE NORTH LOUISIANA CRIMINALISTICS LABORATORY COMMISSION AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

BE IT RESOLVED, by the Caddo Parish Commission in due, legal and regular session convened this 4th day of January, 2024, that it hereby approves the amended 2023 and proposed 2024 budgets of the North Louisiana Criminalistics Laboratory Commission, as presented.

BE IT FURTHER RESOLVED that if any provision or item of this resolution, or application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

This resolution having been submitted to a vote, the vote thereon was as follows:

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAIN:
Todd Hopkins	_____	_____	_____	_____
Lyndon B. Johnson	_____	_____	_____	_____
Steven Jackson	_____	_____	_____	_____
John-Paul Young	_____	_____	_____	_____
Roy A. Burrell	_____	_____	_____	_____
Steffon D. Jones	_____	_____	_____	_____
Stormy Gage-Watts	_____	_____	_____	_____
Grace Anne Blake	_____	_____	_____	_____
John E. Atkins	_____	_____	_____	_____
Mario Chavez	_____	_____	_____	_____
Ed Lazarus	_____	_____	_____	_____
Ken Epperson, Sr.	_____	_____	_____	_____

And this resolution was declared adopted on this, the 4th day of January, 2024.

**Approved as to legal form:**

\_\_\_\_\_  
**Parish Attorney**

\_\_\_\_\_  
**Date**

I, Jeff Everson, Clerk to the Caddo Parish Commission, hereby certify that the foregoing is a true copy of the transaction of said body in regular session convened on the 6th day of January, 2022, and is so recorded in Minute Book No. 69, at Page 430.

Given under my hand and seal of office this 21st day of January, 2022.

  
\_\_\_\_\_  
Clerk of Parish Commission  
Caddo Parish, Louisiana

# State of Louisiana

## Parish of Caddo

In the Name and By the Authority of The  
Caddo Parish Commission

### Resolution Of Remembrance & Respect To The Memory Of

*Mr. Korey Davis, Sr.*

**WHEREAS**, the Caddo Parish Commission & the city of Shreveport note with deep regret the passing of individuals whose life, works & legacy have been beneficial to the City of Shreveport, Caddo Parish and beyond, such an individual being *Mr. Korey Deon Davis*, who will be laid to eternal rest on December 23, 2023.

**WHEREAS**, Mr. Davis was born in Shreveport, Louisiana on March 31, 1970 and reared by his father, Mr. Leroy Davis, his mother, Ms. Sammy Mahoney and his step-father Mr. Ben Mahoney; and

**WHEREAS**, Mr. Davis attended Northwood High School where he set the top record for long jump & track and played Quarterback on the football team before graduating in 1988; and

**WHEREAS**, Mr. Davis attended Grambling State University where he was a member of the World Famed Tiger Marching Band from 1988-1992, playing tuba and serving as Drill Sergeant; and

**WHEREAS**, Mr. Davis continued his graduate studies at California State University, San Bernardino where he received a Master's Degree in Education and before embarking on a successful career as an educator teaching special education in public schools in Louisiana, California and Texas; and

**WHEREAS**, he and his bride, Coleone Davis, were blessed with a fruitful marriage that produced six children: Cortyera, Dallas, Clark, Brie, Carter and Korey, Jr.; and

**WHEREAS**, Davis was a respected member of any organization he joined, including Silver Dogs, Inc., AF&AM Masons, Kappa Kappa Psi (honorary band society), and Kappa Alpha Psi Fraternity, Inc. where he served as Community Service Chairman for the Mansfield Cedar Hill Alumni Chapter; and

**WHEREAS**, Davis had a love of life that led to many interests including his role as President & CEO of Black Top Publishing, author of novels such as "I Ain't Gonna Gossip in Church No More," success as a stand-up comedian who performed with some of the most widely respected comedians in the industry, and hobbies including golf, hunting, riding, karaoke, tuba, and travel; and

**WHEREAS**, he is warmly remembered by many current and past associates, friends and family for his infectious enthusiasm, genuine care for others, love for family and many talents; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Caddo Parish Commission along with Shreveport Mayor Tom Arceneaux, does further convey to the family and friends of *Mr. Korey Davis, Sr.* its most sincere expressions of sympathy and consolation, and the prayer that they will be comforted by the lasting impact that Davis's life has had.

ATTEST:

*Jeff Everson*

Jeff Everson  
Commission Clerk



*Tom Arceneaux*

Tom Arceneaux  
Mayor  
The City of Shreveport

*Roy Burrell*

Roy Burrell  
President  
Caddo Parish Commission

*Steven Jackson*

Steven Jackson  
District 3  
Caddo Parish Commission



Nov. 15, 2023

 Mr. David Jones

Dear Mr Jones,  
It is with much regret  
that I am submitting my  
resignation, effective  
immediately, as a member  
of this Board.

I have enjoyed serving  
North Caddo Medical  
Center for these years,  
but the time has come.  
I treasure the friends  
made and all I have  
learned. May God bless  
you and North Caddo Medical  
Center.

Patricia White



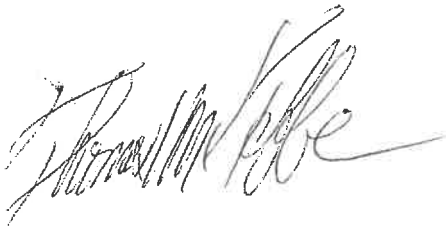
Thomas M. Tebbe  
PO Box 128  
Ida, Louisiana 71044  
318-453-6960

Honorable Caddo Parish Commissioners,

I am seeking consideration for an appointment as a Board Member for the North Caddo Medical Center. A brief synopsis of my work history, community involvement, recognitions, and work ethics are attached.

Thank you for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read "Thomas M. Tebbe", with a long, sweeping underline.

Thomas M. Tebbe



December 5, 2023

Thomas M. Tebbe  
18975 Alabama Ave  
Ida, Louisiana 71044  
Phone: 318-453-6960  
DOB: July 8, 1942

**COLLEGE EDUCATION:** Holy Cross University, New Orleans, Louisiana

- Master's Degree – Cum Laude, Administration and Supervision
- Bachelor's Degree – Cum Laude, Science

**HIGH SCHOOL:** St. Aloysius High School, New Orleans, Louisiana

- Diploma in Academic Studies

**MILITARY:** Keesler AFB, Biloxi, Mississippi

- United States Air Force – Aircraft Control and Warning Operator

**WORK HISTORY:** (Relevant)

- ESCO Group Mt. Prospect, Illinois - Senior Advisor, National Programs Director, 2005 to present.
- Louisiana Community and Technical College, Campus Dean, and instructor 1973 to 2002

**COMMUNITY SERVICES:**

- Mayor of Ida Louisiana (Former)
- Alderman of Ida Louisiana (Former)
- President and Member of Shreve Memorial Library Board of Trustees; six years. (Former)
- District 8 Fire Board representing Ida, Louisiana – one year.
- Louisiana Heat Pump Association- Board Member, 5 years (Former)

**Recognition/Awards**

- Alpha Chi National Honors Society
- Apprenticeship Man of the Year Award, Associated Builders and Contractors (ABC)
- Instructor of the Year Award, New Orleans Chamber of Commerce
- Lifetime Achievement Award, HVAC Excellence, Chicago Illinois
- Louisiana Power and Light Company training award and featured presenter in television commercials.
- Louisiana Secretary of State declaration of February 19 as Tom Tebbe Day

mayor@townofvivian.us

---

**From:** Kim Jaynes <hosstonmayor@gmail.com>  
**Sent:** Monday, December 4, 2023 10:45 AM  
**To:** mayor@townofvivian.us  
**Subject:** NCMC Board Nomination

Mayor Festavan,

I would like to nominate Thomas "Tom" Tebbe for the North Caddo Medical Center Hospital Board to represent the Hosston area.

Thank you,

Kim Jaynes, Mayor

--

Village of Hosston  
15669 Hwy 71  
PO BOX 206  
Hosston, LA 71043  
(318)287-3225

[mayor@townofvivian.us](mailto:mayor@townofvivian.us)

---

**From:** Ida Louisiana <ida.louisiana@gmail.com>  
**Sent:** Monday, December 4, 2023 8:41 PM  
**To:** mayor@townofvivian.us  
**Subject:** Thomas Tebbe

Mayor  
Thomas Tebbe would be someone I would highly recommend for the North Caddo Hospital Board. I have worked with him for the past 12 years in several different positions and he has always been a great asset. He served as an Alderman for the Village of Ida during my first 2 terms and also as a past Mayor as well. He also served our area on the Shreve Memorial Library Board and also as the President for the Shreve Memorial Library Board in the past. He is very knowledgeable and would serve the area well.

Thanks,

**Kenneth Shaw, Mayor**

**Eugenia Humbles, Clerk**

**Village of Ida**

**Office Hours:**

**Monday 8-4**

**Tuesday 8-4**

**Thursday 8-4**

**Office - (318) 284-3231**

**Fax - (318) 284-3244**



**SPECIAL RESOLUTION  
IN RECOGNITION AND APPRECIATION OF DONNA CURTIS**

**WHEREAS**, Donna Curtis has served as the Executive Director of Shreveport Green for an outstanding period of 32 years, dedicating her career to the advancement of our community's environmental & aesthetic well-being; and

**WHEREAS**, during her tenure as Executive Director, Donna Curtis has demonstrated unwavering commitment and exceptional leadership, steering Shreveport Green towards a greener, cleaner, and more sustainable future for Caddo Parish, while promoting environmental awareness, implementing transformative educational programs, and initiating numerous enhancement projects aimed at fostering a cleaner and more vibrant community; and

**WHEREAS**, among Curtis' achievements is the Tree Legacy Program, which has seen the planting of thousands of trees throughout our region, contributing to the beautification and conservation of our natural resources, the establishment of nearly 20 Community Gardens, the planting of countless wildflowers and daffodils, and the organization of thousands of volunteers for annual litter removal events, all of which have left an indelible mark on our landscape, the establishment of a mobile market that has combated food shortages and improved access to fresh, healthy food options within underserved areas; facilitated neighborhood-based and school-based outreach and education programs, furthering the reach of Shreveport Green's mission to create a more sustainable, eco-conscious community, been instrumental in the proper redirection of hazardous waste and recyclable materials, fostering sustainability and responsible waste management practices within our community; and

**WHEREAS**, Curtis's commitment to data-driven decision-making is exemplified through the annual litter index surveys she has conducted, providing valuable insights that have guided the community towards more effective litter prevention and removal strategies; and


**WHEREAS**, Donna Curtis's exemplary leadership has garnered national recognition, with Shreveport Green receiving a total of 21 national awards, including eleven first-place Keep America Beautiful National System awards, the National Tree Trust Branching Out Volunteer Award in 2000, KAB National Youth Group Award for ShreveCorps, and four Keep Louisiana Beautiful awards.


**NOW, THEREFORE, BE IT RESOLVED**, that the Caddo Parish Commission does hereby express its profound gratitude and admiration to Donna Curtis for her 32 years of dedicated service as the Executive Director of Shreveport Green; and


**BE IT FURTHER RESOLVED**, that this Commission extends its heartfelt congratulations to Donna Curtis for her remarkable achievements and leadership in advancing environmental stewardship, sustainability, and community engagement in Caddo Parish; and


**BE IT FINALLY RESOLVED**, that this Special Resolution be duly executed and presented to Donna Curtis as a token of the highest esteem and appreciation from the Caddo Parish Commission and the citizens of Caddo Parish for her extraordinary contributions to our community.


**ATTEST:**

  
\_\_\_\_\_  
Roy Burrell  
President

  
\_\_\_\_\_  
Mario Chavez  
District 10

  
\_\_\_\_\_  
John-Paul Young  
Vice-President

  
\_\_\_\_\_  
Steffon Jones  
District 6

  
\_\_\_\_\_  
Jeff Everson  
Commission Clerk

**ORDINANCE NO. 6402 OF 2023**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE IMPLEMENTING AN AD VALOREM TAX EXEMPTION FOR FIRST RESPONDERS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, first responders are often the first to arrive to the scene of an emergency or disaster. They provide services essential to the response and the community; and

WHEREAS, Louisiana voters have approved an amendment to the Louisiana Constitution allowing qualified first responders, who occupy and own a home subject to the standard homestead exemption, to receive an additional two thousand five hundred dollars in homestead exemption, contingent upon local government approval; and

WHEREAS, the Caddo Parish Commission wishes to take appropriate action to allow Caddo Parish first responders to receive the additional homestead exemption.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that an additional five hundred dollars in homestead exemption is to be available to first responders in Caddo Parish. The first responder must have been employed with a Caddo Parish Agency for a minimum of 3 years before being eligible for the additional five-hundred dollar exemption.

BE IT FURTHER ORDAINED, that the exemption is available in accordance with all provisions outlined in the Louisiana Constitution.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall become effective ten (10) days after publication in the official journal, and is applicable for 2024 property assessments.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

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Parish Attorney

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Date