

CADDO PARISH COMMISSION  
**GOVERNMENT PLAZA CHAMBERS**  
505 TRAVIS STREET, SHREVEPORT, LA 71101  
**PUBLIC NOTICE**  
REGULAR SESSION AGENDA  
Streaming at <http://www.caddo.org/civicmedia> and  
<https://www.facebook.com/parishofcaddo>  
April 20, 2023  
**3:30 P.M.**

1. ROLL CALL:

**Commissioners:**

Hopkins	District 1	Gage-Watts	District 7
Johnson	District 2	Cothran	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:

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

NOTE: Citizens who wish to address the Commission on matters relative to public hearings

(items listed on the agenda only) will be limited to a cumulative total of 15 minutes each, for or against an issue. Those who wish to speak or make a presentation are asked to select their speakers and address the points they wish considered with this limitation in mind.

6. VISITORS:

- 6.I. Student Commissioners For A Day In Recognition Of County Government Month  
(Caddo Commission)

Documents:

[COMMISSIONER FOR A DAY PACKET.PDF](#)

7. ADOPT REGULAR SESSION MINUTES:

- 7.I. Regular Session Minutes From April 6, 2023

Documents:

[4.6.2023 REGULAR SESSION MINUTES.PDF](#)

8. SPECIAL RESOLUTIONS:

- 8.I. Special Resolution Recognizing May As Asian American, Native Hawaiian And Pacific  
Island Heritage Month  
(Gage Watts)

Documents:

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- 8.II. Special Resolution Proclaiming Geneva Moore Day  
(Jackson)

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[SR GENEVA MOORE PROCLAMATION.PDF](#)

- 8.III. Special Resolution Recognizing Christopher Coe  
(Chavez)

- 8.IV. Special Resolution Recognizing April As Fair Housing Month  
(Jackson)

Documents:

[SR FAIR HOUSING MONTH.PDF](#)

8.V. Special Resolution For Public Service Recognition Week  
(Gage-Watts)

Documents:

[SR PUBLIC SERVICE RECOGNITION WEEK.PDF](#)

8.VI. Special Resolution Recognizing The 75th Anniversary Of The Air Force Reserve  
(Atkins, Epperson)

Documents:

[SR 75TH ANNIVERSARY OF THE AIR FORCE RESERVE.PDF](#)

9. COMMUNIQUEES AND COMMITTEE REPORTS:

**Administration response to information requests from Commissioners**

10. PRESIDENT'S REPORT:

11. PUBLIC HEARING ON ZONING ORDINANCES & CASES:

12. PUBLIC HEARING ON ORDINANCES:

12.I. Public Hearing For Ordinance No. 6318 Of 2023

AN ORDINANCE TO AMEND CHAPTER 6 AND ENACT 6-1 et, seq. REGARDING  
TEMPORARY USES, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Epperson)

Documents:

[ORD 6318 OF 2023 TEMPORARY USES LEGISLATION.PDF](#)

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EXPENDITURES FOR THE RIVERBOAT FUND TO APPROPRIATE \$60,000 TO A  
GRAB AND GO FEEDING PROGRAM THROUGH CADDO PARKS AND  
RECREATION

(Administration)

Documents:

[ORD 6319 FACT SHEET -GRAB AND GO.PDF](#)  
[ORD 6319- GRAB AND GO FEEDING PROGRAM.PDF](#)

12.III. Public Hearing For Ordinance 6320 Of 2023

AN ORDINANCE TO AUTHORIZE AND LEVY A FEE FOR EACH SERVICE OR TRANSACTION OF THE SHREVEPORT FIELD OFFICE OF THE OFFICE OF MOTOR VEHICLES (OMV) – DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS IN THE AMOUNT OF \$4.50 PER SERVICE OR TRANSACTION, EXCEPT FOR THE PROCUREMENT OR RENEWAL OF MOTOR VEHICLE REGISTRATION; AUTHORIZING THE CADDO PARISH ADMINISTRATOR, TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(Public Safety Committee)

Documents:

[ORD 6320 - OMV FINAL.PDF](#)

12.IV. Public Hearing For Ordinance 6321 Of 2023

AN ORDINANCE AMENDING ORDINANCE 6014 OF 2020 WHICH PROVIDED AN APPROPRIATION OF \$750,000 FOR THE CONSTRUCTION AND IMPROVEMENT OF GREENWOOD WATER LINES, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Epperson)

Documents:

[ORD 6321- GREENWOOD WATER LINE.DOCX](#)

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14. ORDINANCES (For Final Passage):

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(Administration)



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(Epperson)

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15.I. Introduce Ordinance 6322 Of 2023 Related To PZC/MPC Case # 23-1-CTAP

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 wireless telecommunications, with all their provisions included herein, and to otherwise provide with respect thereto.

(PZC/MPC)

Documents:

[23-1-CTAP\\_AMENDMENT SUMMARY.PDF](#)  
[ORD 6322 RE 23-1-CTAP.PDF](#)

15.II. Introduce Ordinance No 6323 Of 2023, Related To PZC/MPC Case #23-2-CTAP

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 data centers, with all their provisions included herein, and to otherwise provide with respect thereto.

(PZC/MPC)

Documents:

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[23-2-CTAP\\_AMENDMENT SUMMARY.PDF](#)

- 15.III. Introduce Ordinance No 6324 Of 2023, Related To PZC/MPC Case #23-3-CTAP  
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 surfacing requirements for parking lots, and to otherwise provide with respect thereto.

(PZC/MPC)

Documents:

[ORD 6324 RE 23-3-CTAP.PDF](#)  
[23-3-CTAP\\_AMENDMENT SUMMARY.PDF](#)

- 15.IV. Introduce Ordinance 6325 Of 2023 Related To PZC/MPC Case # 23-5-P  
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 WESTERN CORNER OF COLQUITT ROAD AND JERSEY GOLD ROAD, CADDO PARISH, LA., FROM R-A RURAL-AGRICULTURAL ZONING DISTRICT TO C-1 NEIGHBORHOOD COMMERCIAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(PZC/MPC) (District 11)

Documents:

[ORD 6325 RE 23-5-P.PDF](#)

#### 16. ORDINANCES (For Introduction By Title):

- 16.I. Advance The Introduce Ordinance 6326 Of 2023  
ORDINANCE AMENDING THE 2023 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE OIL AND GAS FUND AND THE RIVERBOAT FUND TO APPROPRIATE FUNDS FOR SAFE SUMMER

(Jackson, Gage-Watts, Burrell, Johnson)

Documents:

[ORD 6326-SAFE SUMMER.DOCX](#)  
[ORD 6326 SAFE SUMMER FACT SHEET.PDF](#)

#### 17. WORK SESSION MINUTES:

- 17.I. Work Session Minutes For April 17, 2023

Documents:

[4.17.2023 WORK SESSION MINUTES.PDF](#)

18. RESOLUTIONS:

18.I. Resolution 21 Of 2023

A RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE LOUISIANA  
COMPLIANCE QUESTIONNAIRE

(Finance)

Documents:

[RES 21 LA COMPLIANCE QUESTIONNAIRE.PDF](#)

[CPC OFFICIALS.PDF](#)

[LOUISIANA\\_AUDIT\\_COMPLIANCE\\_QUESTIONNAIRE.PDF](#)

19. OLD BUSINESS:

19.I. Recognition Of Col. (Ret.) Paris Davis , U S Army

(Epperson)

20. NEW BUSINESS:

20.I. Appoint Mrs. Erica R. Bryant As Caddo Parish Administrator Effective Immediately  
Upon The Retirement Of Dr. Woodrow Wilson, Jr., Salary To Be Determined By July 14,  
2023.

(Caddo Parish Commission)

21. COMMUNIQUE AND REPORTS:

22. 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.



# CADDO PARISH COMMISSION

GOVERNMENT PLAZA • 505 TRAVIS STREET, SUITE 110 • SHREVEPORT, LOUISIANA 71101-5409

**TODD A. HOPKINS**  
DISTRICT 1  
thopkins@caddo.org

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DISTRICT 2  
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**STEVEN JACKSON**  
DISTRICT 3  
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**JOHN-PAUL YOUNG**  
DISTRICT 4  
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**ROY BURRELL**  
DISTRICT 5  
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**STEFFON D. JONES**  
DISTRICT 6  
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**STORMY GAGE-WATTS**  
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**RON COTHRAN**  
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**JOHN E. ATKINS**  
DISTRICT 9  
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**MARIO CHAVEZ**  
DISTRICT 10  
mario.chavez@caddo.org

**ED LAZARUS**  
DISTRICT 11  
elazarus@caddo.org

**KEN EPPERSON, SR.**  
DISTRICT 12  
kepperson@caddo.org

**COMMISSION CLERK'S OFFICE**  
318-226-6596  
FAX 318-226-6994

April 11, 2023

To Whom It May Concern:

The Caddo Parish Commission is proud to recognize the future leaders of this Parish and will do so on April 20, 2023 at 3:30 p.m. Caddo Commissioners have invited a student from each Commission district to serve as a 'Commissioner for a Day'. Each participating student will be taken on a tour of the Caddo Parish Courthouse, Juvenile Services Center, Government Plaza and other Parish Facilities. The students will have lunch with Parish officials, then, after the tour the students will sit with Commission members as they hold their Regular Session meeting.

Please have students meet at 505 Travis Street, suite 110 (Commission Clerk's Office) at 10:00 a.m. For directions or other questions call 318-226-6596 or your Commissioner. Students will be responsible for their own transportation and parents are welcomed to attend the Commission Meeting.

Respectfully,

Jeff Everson  
Commission Clerk

## ***Caddo Parish Student Commissioners for a Day***

<i>10:00 a.m.</i>	<i>Meet students in the Government Plaza Lobby</i>
<i>10:20 a.m.</i>	<i>Facilities &amp; Maintenance Department</i>
<i>10:30 a.m.</i>	<i>Registrar of Voters Office</i>
<i>10:45 a.m.</i>	<i>Caddo Parish Courthouse</i>
<i>11:20 a.m. to</i> <i>12:00 noon</i>	<i>Government Plaza—Administration</i> <i>Commission Clerk's Office</i>
<i>12:00 noon</i>	<i>Lunch</i>
<i>1:00 p.m.</i>	<i>Animal Services (Government Plaza)</i> <i>Caddo Correctional Center</i> <i>Juvenile Services</i>
<i>2:00 p.m.</i>	<i>Return to Government Plaza</i>
<i>3:30 p.m.</i>	<i>Caddo Commission Regular Session Meeting</i>
<i>4:30 p.m.</i>	<i>End of Tour for Student Commissioners</i>



## **Caddo Commissioners for a Day**

<b><u>First</u></b>	<b><u>Last</u></b>	<b><u>School</u></b>	<b><u>Commissioner</u></b>
Addison	Boyd	Captain Shreve High School	Lazarus
Dylan	Holmes	Huntington High School	Epperson
Suzie	Jordan	Huntington High School	Epperson
Wade	Smith	Evangel	Epperson
Lyndon B	Johnson, II	Northwood High School	Johnson
Mason	Welch	Northwood High School	Hopkins
Noah	Cases	Byrd High School	Chavez
Cameron	Wilson	Captain Shreve High School	Gage-Watts
Madison	Goree	Captain Shreve High School	Gage-Watts
Makayla	Monroe	Captain Shreve High School	Gage-Watts
Da'Kaiah	Patterson	Southwood High School	Gage-Watts
Ava	Richardson	Caddo Magnet High School	Gage-Watts
Clifton	Walker	Captain Shreve High School	Cothran
Lindsay	Lake	Northwood High School	Jones
Effenion	Sanders	Woodlawn Leadership Academy	Jones
Cheyene	Morris	Woodlawn Leadership Academy	Jones
Braylen	Stapleton	Caddo Magnet High School	Young
Hannah	Kendrick	Byrd High School	Young
Ashleigh	Mitchell	Linwood Charter School	Burrell

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SR AANGPI MONTH.PDF

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(Gage-Watts)



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SR PUBLIC SERVICE RECOGNITION WEEK.PDF

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(Atkins, Epperson)

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**Administration response to information requests from Commissioners**

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(Epperson)

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(Public Safety Committee)

Documents:

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(PZC/MPC) (District 11)

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(Jackson, Gage-Watts, Burrell, Johnson)

Documents:

ORD 6326-SAFE SUMMER.DOCX

ORD 6326 SAFE SUMMER FACT SHEET.PDF

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RES 21 LA COMPLIANCE QUESTIONNAIRE.PDF

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LOUISIANA\_AUDIT\_COMPLIANCE\_QUESTIONNAIRE.PDF

19. OLD BUSINESS:

19.I. Recognition Of Col. (Ret.) Paris Davis , U S Army  
(Epperson)

20. NEW BUSINESS:

20.I. Appoint Mrs. Erica R. Bryant As Caddo Parish Administrator Effective Immediately Upon The Retirement Of Dr. Woodrow Wilson, Jr., Salary To Be Determined By July 14, 2023.  
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**Jeff Everson**

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**From:** Krystle Beauchamp  
**Sent:** Wednesday, April 12, 2023 8:02 AM  
**To:** Krystle Beauchamp  
**Subject:** Media Advisory - Caddo Parish Celebrates National County/Parish Government Month



**PARISH OF CADDO  
OFFICE OF COMMUNICATIONS**

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**MEDIA ADVISORY  
April 12, 2023**

**CONTACT:**  
Krystle Beauchamp  
Communications Manager  
[kbeauchamp@caddo.org](mailto:kbeauchamp@caddo.org)  
318.212.2681 office

**PARISH OF CADDO NATIONAL COUNTY/PARISH GOVERNMENT ANNOUNCEMENT**

**Who:** Parish of Caddo Administration, Caddo Parish Commission  
**What:** National County/Parish Government Month Press Announcement  
**When:** **Friday, April 14, 2023 at 10:00am**  
**Where:** **Government Plaza Lobby, 505 Travis Street, Shreveport, Louisiana**

**Background:**

The Parish of Caddo is celebrating National County/Parish Government Month (NCGM) during the month of April to showcase how Caddo Parish achieves healthy, safe and vibrant communities.

The theme for this year's celebration of NCGM is "Counties RISE!". The theme is an acronym that highlights **Resiliency**, **Inclusion**, **Solvency**, and **Empowerment**, all priorities undertaken with energy and passion for building a stronger Caddo Parish.

The Caddo Parish Commission will host local teens at the Parish at a "Commissioner for a Day" event and related activities to be discussed at the press announcement.

###



## Krystle R. Beauchamp

Communications Manager

Parish of Caddo

318.212.2681 office

[kbeauchamp@caddo.org](mailto:kbeauchamp@caddo.org)

[www.caddo.org](http://www.caddo.org)

Follow the Parish on Facebook: <http://www.facebook.com/parishofcaddo>



# State of Louisiana

## Parish of Caddo

In the Name and By the Authority of The  
Caddo Parish Commission

### Proclamation National County & Parish Government Month

**WHEREAS**, the nation's 3,069 counties and parishes serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

**WHEREAS**, counties and parishes fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

**WHEREAS**, Caddo Parish and all counties & Parishes take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

**WHEREAS**, under the leadership of National Association of Counties President Denise Winfrey, NACo is highlighting how "Counties RISE!," demonstrating exemplary Resiliency, Inclusion, Solvency, and Empowerment; and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

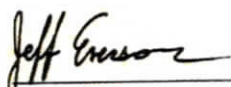
**WHEREAS**, Caddo Parish will celebrate Parish government in a multitude of ways, among them being the Commissioner for a Day program where high school students are selected to accompany Commissioners for a day of activities to teach them about local government; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Caddo Parish Commission does it hereby proclaim April 2023 as:

#### 'NATIONAL COUNTY/PARISH GOVERNMENT MONTH'

in Caddo Parish, Louisiana and encourages all county officials, employees, institutions and residents to participate in activities commemorating and celebrating county and parish government.

ATTEST:

  
Jeff Everson  
Commission Clerk



  
Roy Burrell  
President

  
John-Paul Young  
Vice-President

  
Ken Epperson, Sr.  
District 3



MINUTES OF THE REGULAR SESSION OF  
THE CADDO PARISH COMMISSION  
HELD ON THE 6th DAY OF APRIL, 2023

The Caddo Parish Commission met in a Regular Session, on the above date, at 3:32 p.m., in the Government Chambers, with Mr. Burrell, presiding, and the following members in attendance constituting a quorum: Commissioners Atkins, Burrell, Chavez, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Jones, Lazarus, Cothran, and Young (12). ABSENT: None (0).

The invocation was given by Mr. Lazarus, and Mr. Hopkins led the Commission in the Pledge of Allegiance.

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Young, *to move up the Special Resolution for The Shreveport Chapter of The Links Inc.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, and Young (10). NAYS: None (0). ABSENT: Commissioners Johnson, and Jones (2). ABSTAIN: None (0).

It was **moved by Mr. Epperson**, seconded by Mrs. Gage-Watts, *to move agenda item 23. Citizen Comments (Late Arrivals) above agenda item 21. Commission Will Convene into Executive Session.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, and Young (10). NAYS: None (0). ABSENT: Commissioners Johnson, and Jones (2). ABSTAIN: None (0).

It was **moved by Mr. Cothran**, seconded by Mr. Atkins, *that Special Resolution for The Shreveport Chapter of The Links Inc. be adopted.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, and Young (9). NAYS: None (0). ABSENT: Commissioners Jackson, Johnson, and Jones (3). ABSTAIN: None (0).

It was **moved by Mr. Atkins**, seconded by Mrs. Gage-Watts, *to return to regular session.*

**Point of Information by Mr. Epperson**, that the motion included to move up all of the special resolutions. The Clerk explained that the motion was for special resolutions to be presented.

**CITIZENS COMMENTS**

Public comment by Jennifer McKay regarding opposition for Ordinance No. 6321 of 2023.

Public comment by Michelle Perkins regarding appeals and concerns with the MPC.

Public comment by Poet Laureate regarding locations for Put A Poem on It.

The Poet Laureate requested Commissioners to suggest sites in their district for the Put A Poem on It project. The Poet Laureate read his poem "Shreveport On My Mind".

**ADOPT REGULAR SESSION MINUTES**

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Atkins, *that Regular Session Minutes March 23, 2022 be adopted.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, and Young (10). NAYS: None (0). ABSENT: Commissioners Johnson, and Jones (2). ABSTAIN: None (0).

**SPECIAL RESOLUTIONS**

It was **moved by Mr. Jackson**, seconded by Mrs. Gage-Watts, *to englobo and adopt the following special resolutions:*

- *Special Resolution for The Crew of The USS Louisiana*
- *Special Resolution for The Foster Grandparents Program*
- *Special Resolution for National County Government Month*
- *Vietnam Veterans Honor Day Proclamation*
- *Special Resolution for Northwood Powerlifting Team*
- *Special Resolution for the 100th Anniversary of The Boy Scouts Norwell Council*
- *Special Resolution for National Autism Awareness Month*

- *Special Resolution for Perfect Fit Autism Foundation*
- *Special Resolution for Little Light in City Parks*
- *Special Resolution for Middle School Basketball Event at Doug Williams Park*

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, and Young (10). NAYS: None (0). ABSENT: Commissioners Johnson, and Jones (2). ABSTAIN: None (0).

Mr. Epperson requested to be listed as a co-author on the Special Resolution for National County Government Month. Mr. Epperson requested that a press conference regarding National Parish Government Month in Louisiana and to enhance Commissioner for a Day. Mr. Epperson announced that students will be recognized as Commissioner for a Day on April 20<sup>th</sup> which entails a tour of several Parish facilities starting at 9 am.

**Point of Information by Mr. Burrell**, on how to request a student's absence from school. Mr. Epperson explained that the Commissioner would contact the school of their prospective student and the Administration would contact the parents. Mr. Epperson discussed transportation and grade level of prospective Commissioners for a Day.

Mr. Epperson discussed Vietnam Veterans Honor Day and announced that under the proclamation signed by President Obama any person served in any branch of the military during the Vietnam War would receive a lapel pin and a certificate. Mr. Epperson indicated that a copy of the proclamation will be presented to the Shreveport VA Veteran's Center and in the Overton Brooks VA Medical Center.

Mrs. Gage-Watts indicated that the Special Resolution for National Autism Awareness Month and the Special Resolution for Perfect Fit Autism Foundation would be presented at the next regular session meeting.

Mr. Burrell discussed the Special Resolution for The Foster Grandparents Program.

#### **COMMUNIQUES AND COMMITTEE REPORTS**

- Dr. Wilson invited Mr. Justin Dixon, North Louisiana Economic Partnership (NLEP) President, to present an update on the NLEP's activities. Mr. Dixon discussed current projects under the NLEP. Mr. Dixon discussed the reception of state funding and how the grant would be used on regional site development projects. Mr. Dixon indicated that four of the seven site development projects are located in Caddo Parish. Mr. Dixon explained NLEP engagement with marketable videos of the seven sites which would invite companies to the sites. Mr. Dixon explained how the NLEP supports the workforce. Mr. Young enquired about the Amazon, which Mr. Dixon discussed that the facility is still under construction through 2024 and that Amazon would still hire 800 from the local workforce. Mr. Burrell discussed the local school and colleges working towards STEM feeder for the Amazon facility. Mrs. Gage-Watts requested Mr. Dixon to look into an old Oak Farms building in her district.

- Dr. Wilson reported that the Administration emailed a copy of the Shreve Memorial Library's policy regarding library materials.

- Dr. Wilson reported that the two recipients of the Gumbo Grant would appear before the Commission on April 17<sup>th</sup> and to provide an update on the grant. Mr. Epperson requested that a member of the Industrial Development Board be invited to provide the Commission a report. Mr. Epperson discussed IT infrastructure by AT&T.

**Point of Information by Mr. Burrell**, that AT&T is not a Gumbo Grant recipient. Dr. Wilson indicated that the Gumbo Grant will have a round two and AT&T could be in the second group of recipients.

- Mr. Young enquired about the MPC and its Director, Mr. Alan Clarke, regarding the situation that the citizen described during Citizens Comments. Mr. Clarke explained the zoning case to the Commission and the professionalism of the MPC. Mr. Young enquired about the shop and its proposed inventory, which Mr. Clarke addressed.

**Point of Order by Mr. Jackson**, that discussion on the case is premature. Attorney Frazier addressed the process of a recommendation from the Parish Planning and Zoning Commission.

- Mr. Epperson discussed oil and gas issues in Caddo Parish. Mr. Epperson read an excerpt of Resolution No. 17 of 2022 into the record:

1. Well heads shall be placed a minimum of 1,000-1,500 feet from all areas of the property lines of the property upon which a well is drilled.
2. All horizontal drilling pads shall be required to have sound suppression system installed.
3. All entrance roads to drilling sites shall be overlaid with mitigating products as needed to eliminate or minimize dust.
4. No fracking or noise generating activities shall be allowed between the hours of 10:00pm and 7:00am near organized subdivisions within two (2) miles of a drill site.
5. Drilling companies shall meet with residents within the communities surrounding the drilling site, prior to commencing drilling operations and inform citizens of what to expect during drilling activities.
6. All transmission and distribution pipelines, compressor sites, relief valves located near and in residential neighborhoods shall be prominently identified, labeled with product content.
7. Emergency phone numbers for drilling companies shall be highly visible and posted at the entrance of all drilling sites. Phone lines shall be staffed with personnel to monitor all calls in real time at all times.
8. Drilling companies that are authorized and permitted for their operations in Caddo Parish shall contact the appropriate designated parish department and provide the following information:
  - a. Name of drilling company
  - b. Location of well site/name of well site
  - c. Address of home office
  - d. Contact phone number at well site.
  - e. Contact phone number of home office
  - f. Projected date to start drilling
  - g. Projected date to end drilling
9. All trucks that are supplying resources to support the drilling operations, shall be display the proper DOTD codes or names of the items that they are transporting. This includes, solids, liquids, etc. (waste water, drilling fluids, machine and vehicle maintenance Fluids)
10. All drillers shall be required to present a restorative plan for the trees, shrubs, and natural habitat for animals, that have been displaced because of clearing entrance roads, and drill pad sites. The drilling companies must begin implementation of such plans within ninety days after drilling activity ends at a well site.
11. Drilling companies that are authorized and permitted for their operations in Caddo Parish shall post a \$100,000.00 bond to mitigate any claims by citizens against the drilling company, and shall agree to settle all such claims via arbitration. Arbitrators shall be chosen on a rotating basis from a list of certified arbitrators located in Caddo Parish.
12. Upon completion of drilling activity on a well site, drilling companies shall install seismometers in strategic locations around the well site, record readings and monitor them for a two-year period.

- Mr. Jackson discussed preparation for the opening of the Amazon facility. Mr. Jackson requested for a document to share with communities and encourage participation.

- Mr. Atkins discussed the Natural Resources Committee Meeting discussion with the oil and gas representatives.

- Mr. Jones requested other Commissioners inform him if they were not participating in Student Commissioner for a Day, because there were several senior students interested in participating in the event from his district.

- Mr. Lazarus commented about the public comment regarding a zoning case, which is located in his district.

- Mrs. Gage-Watts announced that the 32<sup>nd</sup> Doug William's Day will be held at Doug William's Park with a basketball tournament on Friday and Saturday. Mrs. Gage-Watts indicated that 211 service is available for assistance.

- The Clerk made an Announcement of Public Meeting

Notice is hereby given that at its meeting to be held on Thursday, May 4, 2023 at 3:30 p.m. at its regular meeting place, the Government Plaza Chambers, 505 Travis Street, Shreveport,

Louisiana, the Caddo Parish Commission plans to consider adopting a resolution ordering and calling an election to be held in Caddo Parish to authorize the levy of an ad valorem tax therein.

#### **ORDINANCES (for introduction by title)**

- *Ordinance No. 6318 Of 2023, an ordinance to amend Chapter 6 and enact 6-1 Et, Seq. regarding temporary uses, and to otherwise provide with respect thereto*
- *Ordinance No. 6319 Of 2023, ordinance amending the 2023 Budget of Estimated Revenues and Expenditures for the Riverboat Fund to appropriate \$60,000 to a Grab and Go Feeding Program through Caddo Parks and Recreation*
- *Resolution No. 6320 Of 2023, an ordinance to authorize and levy a fee for each service or transaction of the Shreveport field office of the Office Of Motor Vehicles (OMV) – Department Of Public Safety and Corrections in the amount of \$4.50 per service or transaction, except for the procurement or renewal of motor vehicle registration; authorizing the Caddo Parish Administrator, to enter into an agreement with the Department Of Public Safety And Corrections; and to otherwise provide with respect thereto.*
- *Ordinance No. 6321 of 2023, an ordinance amending Ordinance 6014 of 2020 which provided an appropriation of \$750,000 for the construction and improvement of Greenwood water lines, and to otherwise provide with respect thereto*

#### **WORK SESSION MINUTES**

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Johnson, *that Work Session Minutes from April 3, 2022* be ratified. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Jones, and Young (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

#### **RESOLUTIONS**

It was **moved by Mr. Jackson**, seconded by Mr. Jones, *that Resolution No. 15 of 2023* be adopted.

**Substitute motion by Mr. Young**, seconded by Mrs. Gage-Watts, *that Resolution No. 15 of 2022* be tabled. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Jones, and Young (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Johnson, *that Resolution No. 16 of 2023* be adopted.

Answering Mr. Epperson's inquiry on the location of the properties, Assistant Director of Public Works Dr. Ken Ward explained that the properties are in Districts 8 and 9. They discussed the subdivisions in the area and the proximity to the mineral leased properties.

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Jones, and Young (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Jones, *that Resolution No. 17 of 2023* be adopted. Motion carried, as shown by the following roll call votes: AYES: Commissioners Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, and Jones (9). NAYS: Commissioners Atkins, Lazarus, and Young (3). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Johnson, *that Resolution No. 18 of 2023* be adopted. Motion carried, as shown by the following roll call votes: AYES: Commissioners Burrell, Chavez, Cothran, Epperson, Gage-Watts, Jackson, Johnson, and Jones (8). NAYS: Commissioners Atkins, Hopkins, Lazarus, and Young (4). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mrs. Gage-Watts, *that Resolution No. 19 of 2023* be adopted.

Mrs. Gage-Watts enquired about her sponsoring a similar resolution. **Point of Information by The Clerk**, that the Commission had adopted a similar resolution and that Resolution No. 19 of 2023 is an updated version of the former resolution. Mr. Jackson indicated that the resolutions were

not attached to the agenda. The Clerk acknowledged that the resolutions would be sent out to the Commission. **Point of Information by Mr. Epperson**, that a similar resolution had passed the Federal House of Representatives and was sitting in the Federal Senate.

Motion carried, as shown by the following roll call votes: AYES: Commissioners Burrell, Chavez, Cothran, Epperson, Gage-Watts, Jackson, Johnson, Jones, Lazarus, and Young (10). NAYS: Commissioner Atkins (1). ABSENT: Commissioner Hopkins (1). ABSTAIN: None (0).

#### **OLD BUSINESS**

**It was moved by Mr. Johnson**, seconded by Mrs. Gage-Watts, *to advance the Recognition of Col. (Ret.) Paris Davis , U S Army to the April 20<sup>th</sup> Regular Session.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Jackson, Johnson, Jones, Lazarus, and Young (11). NAYS: None (0). ABSENT: Commissioner Hopkins (1). ABSTAIN: None (0).

#### **NEW BUSINESS**

**It was moved by Mr. Jackson**, seconded by Mrs. Gage-Watts, *to Authorize an RFP For A Small Business Development Program.*

Mr. Jackson discussed the purpose of the RFP and that the funds would be in a revolving loan. Mr. Jackson requested that the Commission receive a draft RFP and for the Administration to emphasize locals for the RFP.

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Jones, Lazarus, and Young (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

**It was moved by Mrs. Gage-Watts**, seconded by Mr. Epperson, *to adopt the 2023 Audit Plan.*

Mr. Johnson indicated that an explanation of 2023 Audit Plan be provided. The Clerk read:

Caddo Parish 2023 Internal Audit Plan.

1. Finance - Licenses (Occupational, Insurance, Beer & Liquor, Amusement Devices)
2. Human Resources - Employee Recruitment, Selection, Onboarding, & Offboarding

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Johnson, Jones, Lazarus, and Young (11). NAYS: None (0). ABSENT: Commissioner Jackson (1). ABSTAIN: None (0).

**It was moved by Mr. Chavez**, seconded by Mr. Jones, *to Discuss Network Safety of Certain Mobile Apps on Caddo Parish Equipment* be pulled from the agenda.

Mr. Chavez indicated that he and Mr. Burrell would meet with Mr. Tracy Calloway, Information Systems Director, and Dr. Wilson regarding Parish network safety.

**Substitute motion by Mr. Epperson**, seconded by Mr. Gage-Watts, *that the Information Systems Department and the Administration evaluate the Parish network security process and report on the evaluation in the Commission's April 20<sup>th</sup> Regular Session meeting.*

Dr. Wilson indicated that the Administration has already done that.

Mr. Epperson withdrew their motion.

At this time, Mr. Chavez's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Johnson, Jones, Lazarus, and Young (11). NAYS: None (0). ABSENT: Commissioner Jackson (1). ABSTAIN: None (0).

**It was moved by Mr. Johnson**, seconded by Mr. Young, *to Accept the Recommendations of The Property Standards Hearing Board.*

Mr. Johnson requested that the Commission receive a 30-day follow-up for property 0 West Dr. Martin Luther King Jr. Drive. Mr. Young requested that Mr. Chuck Wilson schedule a meeting at the 30-day mark.

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins,

Burrell, Cothran, Epperson, Gage-Watts, Hopkins, Johnson, Jones, Lazarus, and Young (10). NAYS: None (0). ABSENT: Commissioners Chavez, and Jackson (2). ABSTAIN: None (0).

**Point of Information by Mr. Hopkins**, that appellants need to be sworn in, which Attorney Frazier clarified did not have to be done.

Animal Services Assistant Director Mr. Travis Clark reviewed the Caddo Animal Service Board Appeal by Appellant Jaylyn Skylar Walker Case No#COOO7349006 and the Appellant's appeal to having their dog neutered. Mr. Chavez and Mr. Clark discussed the Animal Services Board's decision to deem the dog dangerous whereas the Animal Services Department deemed the dog vicious. Mr. Hopkins and Mr. Clark discussed the neutering process. Mr. Young discussed neutering the dog. Mr. Johnson and Mr. Clark discussed the stipulations of a dangerous dog. Mr. Cothran and Mr. Clark discussed Parish liability for returning a dangerous dog to its owner. Mrs. Gage-Watts and Mr. Clark reviewed the process for the dog if it bites again. The Appellant Mr. Jaylyn Walker discussed how the dog bite occurred and the purpose of the appeal. Mr. Jones addressed behavior pattern of the dog and any proof of antagonization of the Appellant's dog. Mr. Clark explained that the victim's animals have been seized and that Animal Services was able to review footage. Mr. Clark explained that should Animal Services receive a call that an animal was being antagonized, then preventative measures could have been taken.

**It was moved by Mr. Johnson**, seconded by Mrs. Gage-Watts, *to postpone until the next Regular Session the Caddo Animal Service Board Appeal Case No# COOO7349006 until the Commission could see the video.*

Mr. Chavez and Mr. Clark discussed the breeds of the animals involved in the incident and the spay/neuter of the victim's animals. Mr. Chavez, Attorney Frazier and Mr. Johnson reviewed the spay/neuter ordinance and exceptions to the spay/neuter ordinance.

**Substitute motion by Mr. Chavez**, seconded by Mr. Young, *to uphold the Caddo Animal Services Board's decision. Substitute motion carried*, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Gage-Watts, Hopkins, Jones, Lazarus, and Young (9). NAYS: Commissioners Epperson, and Johnson (2). ABSENT: Commissioners Jackson (1). ABSTAIN: None (0).

**It was moved by Mr. Epperson**, seconded by Mr. Jones, *to convene into executive session.*

There was no further discussion to come before the Commission, so the meeting was adjourned **at 6:00 p.m.**

---

Roy Burrell  
President





**Parish of Caddo**  
**In the Name and By the Authority of The**  
**Caddo Parish Commission**

**PROCLAMATION**

**WHEREAS**, Asian American, Native Hawaiian, and Pacific Islander Heritage Month, recognizes the innumerable contributions, vibrant cultures, and rich heritage of Asian Americans, Native Hawaiians, and Pacific Islanders (AA and NHPIS); and

**WHEREAS**, Asian Americans, Native Hawaiians, and Pacific Islanders are some of the fastest-growing racial and ethnic groups in the Nation, and represent a multitude of ethnicities, languages, and experiences that enrich Caddo Parish and our nation as a whole; and

**WHEREAS**, Asian Americans, Native Hawaiians, and Pacific Islanders, including over 3,000 in Caddo Parish, embody the best of our American values, including commitment to faith, family, and community; and

**WHEREAS**, Asian Americans, Native Hawaiians, and Pacific Islanders contribute in so many ways from protecting this nation through service in our military to tremendous economic contributions of talent, ingenuity and skill to their enrichment of the American experience as Asian, Hawaiian & Pacific Island cultures, food, music, history and traditions are shared and celebrated. The Asian American, Native Hawaiian, and Pacific Islanders communities has left indelible marks on our government, culture, and economy; and

**WHEREAS**, Asian Americans, Native Hawaiians, and Pacific Islanders lay claim to an undeniably important role in our country's great years to come, and the Caddo Parish Commission proudly stands to honor them and their innumerable contributions to Caddo Parish's prosperity, culture and way of life; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Caddo Parish Commission meeting in legal and regular session convened on April 20th, 2023 does hereby proclaim May, 2023 as

**'Asian American, Native Hawaiian & Pacific Islander Heritage Month'**

in Caddo Parish, Louisiana, and urges all citizens to join with the Caddo Parish Commission to celebrate Asian American, Native Hawaiian & Pacific Islander Heritage Month and honor the contributions and service of AA's and NHPIS to our Parish and our Nation.

**ATTEST:**

Roy Burrell  
President

John-Paul Young  
Vice President

Stormy Gage-Watts  
Parliamentarian

  
Jeff Everson  
Commission Clerk



## PROCLAMATION

**Whereas**, Ms. Geneva Moore will be honored by the National Sorority of Phi Delta Kappa, Inc., a professional organization of women in the field of education; as they celebrate their 100<sup>th</sup> Anniversary Conclave on July 16-20, 2023, at the Omni Orlando Resort in ChampionsGate, Florida; and

**Whereas**, Ms. Geneva Moore was born in Newellton, Louisiana on August 15, 1915, educated in Caddo Parish, received her high school diploma in 1935 from Central Colored High School in Shreveport, Louisiana, received her Bachelor of Science degree in 1940 from Southern University A&M College in Baton Rouge, Louisiana, received her Master's degree from Howard University in Washington, D.C. in 1953; and

**Whereas**, Ms. Geneva Moore began teaching in Caddo Parish Schools in 1941, taught at Central Colored High, West Shreveport Elementary, and retired as a Home Economics teacher at J.S. Clark Junior High School in 1972, with over 30 years of dedicated service to the students of Caddo Parish, and

**Whereas**, The Beta Alpha Chapter of Shreveport was disbanded due to integration in Louisiana, Ms. Geneva Moore along with other sorority members was instrumental in the reactivation of the chapter during the 1963 Conclave held in Los Angeles, California.

**Whereas**, Ms. Geneva Moore has served the sorority by participating on the AOIP (Assault On Illiteracy Program), Commission on Civil Rights, Founders' Day, Scholarship, Sickle Cell Anemia Radio-Thon, Southwest Regional Conference Exhibits, Vendors and Transportation, Teach-a-Rama, Touch-A-Child, and Xinos and Kudos Youth committees.

**Whereas**, Ms. Geneva Moore has been a member of the Lakeside Baptist Church and 13<sup>th</sup> District Association of Christian Education – National Baptist Convention USA for 65 years; a member of the National Sorority of Phi Delta Kappa, Inc., Beta Alpha Chapter for 69 uninterrupted years of service; embodies the sorority's 100<sup>th</sup> Anniversary Conclave theme: "Still Standing, Still Serving, Still Strong: 100 Years of Dedication, Commitment, and Service to Education"; and a devoted Shreveport resident for over 107 years.

**Now Therefore, Be It Resolved that**, the Caddo Parish Commission does hereby proclaim Monday, July 18, 2023

### **"Ms. Geneva Moore Day"**

In the Parish of Caddo, and urge everyone to celebrate this wonderful day.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Parish of Caddo to be affixed



# State of Louisiana

## Parish of Caddo

In the Name and By the Authority of The  
Caddo Parish Commission

### Proclamation

*Whereas*, the Fair Housing Act was signed into law on April 11, 1968, and prohibits discrimination in the sale, rental, and financing of housing based on race, color, religion, national origin, sex, disability, and familial status; and

*Whereas*, the Fair Housing Act has helped to make significant strides in creating a more fair and equitable society for all individuals and Caddo Parish embraces this goal; and

*Whereas*, it is important to recognize the importance of fair housing and to educate the public on their rights and responsibilities under the Fair Housing Act; and

*Whereas*, the month of April has been designated as Fair Housing Month to commemorate the signing of the Fair Housing Act and to promote awareness and understanding of fair housing practices;

**NOW, THEREFORE, BE IT RESOLVED, THAT**, by the Caddo Parish Commission, meeting in legal and regular session this 20th day of April, 2023 that it does hereby proclaim April 2023 as:

### 'FAIR HOUSING MONTH'

in Caddo Parish, Louisiana, and urges all citizens to join with the Parish in recognition of this important month.

ATTEST:



*Jeff Everson*  
Jeff Everson  
Commission Clerk

*Roy Burrell*  
Roy Burrell  
President

*Stormy Gage-Watts*  
Stormy Gage-Watts  
Parliamentarian

*Lyndon B. Johnson*  
Lyndon B. Johnson  
District 2

*Steffon P. Jones*  
Steffon P. Jones  
District 6

*John E. Atkins*  
John E. Atkins  
District 9

*Ed Lazarus*  
Ed Lazarus  
District 11

*John Paul Young*  
John Paul Young  
Vice President

*Todd A. Hopkins*  
Todd A. Hopkins  
District 1

*Steven Jackson*  
Steven Jackson  
District 3

*Ron Cothran*  
Ron Cothran  
District 8

*Mario Chavez*  
Mario Chavez  
District 10

*Kenneth Epperson, Sr.*  
Kenneth Epperson, Sr.  
District 12





## Parish of Caddo

### In the Name and By the Authority of The Caddo Parish Commission

#### A SPECIAL RESOLUTION OF RECOGNITION FOR PUBLIC SERVANTS AND DECLARATION OF THE FIRST WEEK OF MAY AS PUBLIC SERVICE RECOGNITION WEEK

In honor of the millions of public employees at the federal, state, county/parish, and city levels:

**WHEREAS**, Americans are served every single day by public servants at the federal, state, county and city levels. These unsung heroes do the work that keeps our nation working;

**WHEREAS**, public employees take not only jobs, but oaths;

**WHEREAS**, many public servants, including military personnel, police officers, firefighters, border patrol officers, embassy employees, health care professionals and others, risk their lives each day in service to the people of the United States and around the world;

**WHEREAS**, public servants include teachers, doctors and scientists . . . train conductors and astronauts . . . nurses and safety inspectors . . . laborers, computer technicians and social workers and countless other occupations. Day in and day out they provide the diverse services demanded by the American people of their government with efficiency and integrity; and,

**WHEREAS**, without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials;

**NOW, THEREFORE, BE IT RESOLVED, BY** the Caddo Parish Commission, meeting in legal and regular session this 20th day of April 2023, that it does hereby heartily commend those who have chosen a career in public service and declare the first week of May of each year as Public Service Recognition week in Caddo Parish.

**ATTEST:**

Roy Burrell  
President

John Paul Young  
Vice-President

Stormy Gage-Watts  
Parliamentarian



Jeff Everson  
Commission Clerk



# State of Louisiana

## Parish of Caddo

### In the Name and By the Authority of The Caddo Parish Commission SPECIAL RESOLUTION

**A RESOLUTION** recognizing the 75th Anniversary of the Air Force Reserve and celebrating the contributions of the 307th Reserve Wing at Barksdale Air Force Base to the Caddo Parish community.

**WHEREAS**, April 14th, 2023 marks the 75th Anniversary of the Air Force Reserve, a vital component of our nation's defense that has served with distinction in every major conflict since its inception in 1948; and

**WHEREAS**, the Caddo Parish community has a long and proud history of supporting the men and women of the Air Force Reserve, particularly the 307th Reserve Wing at Barksdale Air Force Base, which has been a cornerstone of our community for over 75 years; and

**WHEREAS**, the 307th Reserve Wing is a vital part of our community, with more than 70,000 Citizen Airmen stationed locally and in communities throughout the United States and overseas serving globally for every Combatant Command in air, space, and cyberspace, making a positive impact on our local and national security; and

**WHEREAS**, the Caddo Parish Commission wishes to express its deep appreciation for the service and sacrifice of the men and women of the Air Force Reserve, and especially those stationed at Barksdale Air Force Base and the 307th Reserve Wing, for their unwavering commitment to our nation and our community.

**NOW, THEREFORE, BE IT RESOLVED**, by the Caddo Parish Commission, in recognition of the 75th Anniversary of the Air Force Reserve, that we celebrate the contributions of the men and women of the 307th Reserve Wing at Barksdale Air Force Base to our community, and express our gratitude for their dedicated service to our country.

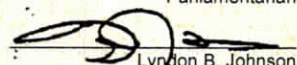
**BE IT FURTHER RESOLVED**, that a copy of this resolution be transmitted to the Commander of the 307th Reserve Wing, Barksdale Air Force Base, Louisiana, and that copies be provided to the media for publication.

**ATTEST:**

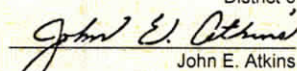


  
Jeff Everson  
Commission Clerk

  
Roy Burrell  
President  
  
Stormy Gage-Watts  
Parliamentarian

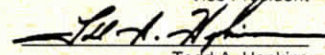
  
Lyndon B. Johnson  
District 2

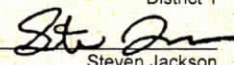
  
Steffon D. Jones  
District 6

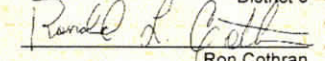
  
John E. Atkins  
District 9

  
Ed Lazarus  
District 11

  
John Paul Young  
Vice President

  
Todd A. Hopkins  
District 1

  
Steven Jackson  
District 3

  
Ron Cothran  
District 8

  
Mario Chavez  
District 10

  
Kenneth Epperson, Sr.  
District 12



## **ORDINANCE NO. 6318 OF 2023**

### **AN ORDINANCE TO AMEND CHAPTER 6 AND ENACT 6-1 et, seq. REGARDING TEMPORARY USES, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the hosting of commercial events in some unincorporated areas is currently not regulated; and

WHEREAS, the lack of regulation has caused nuisances among neighbors and difficulties to law enforcement attempting to regulate these events; and

WHEREAS, proper planning and permitting of commercial events would mitigate nuisances and allow law enforcement adequate time and manpower to regulate the events if necessary.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that Chapter 8 of the Code of Ordinances of the Parish of Caddo is hereby amended and re-enacted to read as follows, to-wit:

#### **Chapter 6 - AMUSEMENTS AND ENTERTAINMENTS**

##### **ARTICLE I. - IN GENERAL**

###### **6.1- TEMPORARY USE**

For the purposes of this section, the term "temporary use" includes outdoor music events, carnivals, circuses, trail rides and similar activities, held in all unincorporated areas of Caddo Parish, except areas covered by the Unified Development Code of Caddo Parish, which has its own regulations. This article shall only apply to gatherings of 100 people or more. Further, this article is intended to apply to commercial activities generating revenue and/or held in exchange for goods and services. This article is not intended to apply to non-commercial, family, church, political, or other non-commercial assemblies of people. Permitting decisions shall be made without regard to the content of protected speech.

###### **6.2 - TEMPORARY USE PERMIT**

###### **A. Purpose**

A temporary use permit allows for the short-term use of a lot for commercial activities and/or placement of structures on a lot for commercial activities.

B. Initiation

A property owner in Caddo Parish, or person expressly authorized in writing by the property owner, may initiate a temporary use permit application.

C. Authority

The Parish Administrator, will review and make final decisions on temporary use permit applications.

D. Process

1. All applications for temporary use permit must be filed with the Parish Administrator. An application for a temporary use permit must be received by the administrator at least 45 days prior to the date for which the permit is requested. The application must be signed by both the property owner or authorized person applying for the permit, or be signed by the president and secretary of the organization or business entity applying for the permit, if applicable. A sworn affidavit confirming compliance with all applicable provisions of this chapter must accompany the application, together with a certified copy of the resolution of the board of directors authorizing the application, if applicable. The written approval of the law enforcement agency and fire district having jurisdiction over the designated premises of the occasion for which the permit is sought must also be obtained and accompany the application.
2. The Parish Administrator must render a decision on the temporary use permit within 30 days of the date the application is deemed complete. The Parish Administrator must review and evaluate the application, pursuant to the standards of this section, and approve, approve with conditions, or deny the application.

E. Approval Standards

All temporary uses must comply with the following standards:

1. A management plan is required as part of the temporary use permit application that demonstrates the following:
  - a. The on-site presence of a representative for the outdoor entertainment event during the event.
  - b. A general site plan of performance areas, visitor facilities, such as any seating areas and restrooms, and all ingress and egress points to the site.
  - c. Provision for recycling and waste removal.
  - d. The day and hours of operation, including set-up and take-down times.

- e. A description of crowd control and security measures.
- f. The temporary use does not negatively impact the public health, safety, and welfare.
- g. The temporary use is operated in accordance with such restrictions and conditions as the applicable police and fire department may require. The operator of the temporary use may be required to employ appropriate security personnel.

F. Expiration

The temporary use permit is valid only for the time period granted as part of the approval. Temporary outdoor entertainment events are limited to three events per calendar year on the same lot and a maximum duration of four days per event, with a minimum of 15 days between events.

G. Termination

The temporary use may be terminated immediately if law enforcement determines that the number of people on site significantly exceeds the number estimated in the permit application.

- H. Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a Parish Administrator decision on a temporary use permit to the Caddo Parish Commission.

### 6-3 PENALTY

Any person violating any of the provisions of this chapter shall be punished as provided in Section 6-19 of this chapter.

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

# ORDINANCE AND RESOLUTION FACT SHEET

## CADDO PARISH COMMISSION

TITLE	
ORDINANCE AMENDING THE 2023 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO APPROPRIATE \$60,000 TO A GRAB AND GO FEEDING PROGRAM THROUGH CADDO PARKS AND RECREATION  (Ordinance No. 6319 of 2023)	
ORIGINATING DEPARTMENT: Administration	
BACKGROUND INFORMATION: Amending the budget of Estimated Revenues and Expenditures for the Riverboat Fund to appropriate \$60,000 to purchase snacks and meals for Caddo youth that participate in summer programs.	
KEY STAFF CONTACT: Patrick Wesley / Hayley Barnett	
AUTHORIZATION	
Department Head	 Date <u>3/14/2023</u>
Legal	_____ Date _____
Parish Administrator	_____ Date _____



**ORDINANCE NO. 6319 OF 2023**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO APPROPRIATE FUNDS FOR THE CADDO PARKS GRAB AND GO FEEDING PROGRAM AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Parks and Recreation department had huge success with feeding the youth that participated in the Parks and Recreation summer programs; and

WHEREAS, the No Kid Hungry Grant was received in 2021 but was not available in 2022; and

WHEREAS, the Caddo Parish Commission funded the program in 2022; and

WHEREAS, the Parks and Recreations department would like to continue the feeding program in 2023; and

WHEREAS, Caddo Parish Parks and Recreation would use these funds to provide pre-packaged summer/snacks and meals to participating youth during summer programming; 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 Riverboat Fund for the year 2023 is hereby amended as follows:

Budget Increase (Decrease)

**Riverboat Fund**

Expenditures:

Summer Grab and Go Feeding Program	\$60,000
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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 NO. OF 2023**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE TO AUTHORIZE AND LEVY A FEE FOR EACH SERVICE OR TRANSACTION OF THE SHREVEPORT FIELD OFFICE OF THE OFFICE OF MOTOR VEHICLES (OMV) – DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS IN THE AMOUNT OF \$4.50 PER SERVICE OR TRANSACTION, EXCEPT FOR THE PROCUREMENT OR RENEWAL OF MOTOR VEHICLE REGISTRATION; AUTHORIZING THE CADDO PARISH ADMINISTRATOR, TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.**

WHEREAS, the Caddo Parish Commission will provide and will continue to provide a facility for the use and occupancy of the local Shreveport OMV field office – Department of Public Safety and Corrections and to offset certain other expenses of that office; and

WHEREAS, the additional costs of operation of the local OMV field office are not fully funded by the State of Louisiana;

WHEREAS, by virtue of the provisions of La.R.S. 32:429, local governing authorities are authorized to levy a fee for each service or transaction carried out as an operation of the local field office to provide funds for its operations; and

WHEREAS, the Caddo Parish Commission desires to levy a fee in the amount of \$4.50, the maximum that is permitted by state law; and

WHEREAS, the funds received by Caddo Parish from the levy of the fee will be used to defray the cost of operations of the local field office, including but not limited to facility rental, utilities, and maintenance in accordance with the law.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission, in regular and legal session convened, that the Caddo Parish Commission, does hereby levy a fee of \$4.50 per service or transaction carried out as an operation of the local field office (Shreveport, Louisiana) Office of Motor Vehicles – Department of Public Safety and Corrections, except this fee shall not apply to procurement or renewal of motor vehicle registration, and the funds to levied and collected shall be used to defray the cost of operations of the local field office which is supported by the Caddo Parish Commission, including by not limited to facility rental, utilities, and maintenance.

BE IT FURTHER ORDAINED that the Caddo Parish Administrator and CEO is hereby authorized to execute any agreement determined necessary and desirable by and between the Parish of Caddo and the Department of Public Safety and Corrections so that all such fees which are collected shall be deposited in escrow in the State Treasury in the Escrow Fund for the account of the Caddo Parish Commission, Shreveport, Louisiana, and held for the account of the Caddo Parish Commission with the distribution of all such fees to Caddo Parish as provided by law.

BE IT FURTHER ORDAINED that the Caddo Parish Administrator and CEO is hereby authorized to take any action or execute any further documents and to take all further actions deemed necessary or proper to effectuate and carry out the provisions of the foregoing.

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

**ORDINANCE NO. 6321 OF 2023**

BY CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING ORDINANCE 6014 OF 2020 WHICH PROVIDED AN THE AN APPROPRIATION OF \$750,000 FOR THE CONSTRUCTION AND IMPROVEMENT OF GREENWOOD WATER LINES, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Greenwood Water System is a small water system in areas of Caddo Parish and was formed to provide a high-quality water supply to residents of Greenwood and surrounding areas; and

WHEREAS, the Caddo Parish Commission would like to appropriate \$750,000 for the extension of the water distribution system along Highway 169 South; and

WHEREAS, these improvements continue the Parish of Caddo’s vision of providing reliable drinking water to its citizens utilizing the Parish’s Water Study as a guide; and

WHEREAS, collaborating with the Town of Greenwood on their proposed grant project allows for returned value to the Parish as the State’s funds pays for the bulk of the project; and

WHEREAS, it is necessary to amend the 2020 Budget in order to appropriate the funds for the construction and improvement of the water lines, and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that the Budget of Estimated Revenues and Expenditures for the Capital Outlay Fund and the Oil and Gas Fund for the year 2020 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
Capital Outlay Fund:	
Greenwood Water Line Extension	\$750,000
Transfer from Oil and Gas Fund	\$750,000
Oil and Gas Fund:	
Transfer to Capital Outlay	\$750,000
Fund Balance	(\$750,000)

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that fulfillment of this appropriation is contingent upon the Town of Greenwood appointing a Citizens Advisory Board to review and make recommendations regarding water issues, in accordance with Caddo Parish Resolution No. 41 of 2022, passed August 18, 2022. The Advisory Board makeup shall be determined by a committee of members of the Caddo Parish Commission and the Town of Greenwood Board of Aldermen. At least two of the Advisory Board members shall be appointed by the Caddo Parish Commission.

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 NO. 6318 OF 2023**

### **AN ORDINANCE TO AMEND CHAPTER 6 AND ENACT 6-1 et, seq. REGARDING TEMPORARY USES, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the hosting of commercial events in some unincorporated areas is currently not regulated; and

WHEREAS, the lack of regulation has caused nuisances among neighbors and difficulties to law enforcement attempting to regulate these events; and

WHEREAS, proper planning and permitting of commercial events would mitigate nuisances and allow law enforcement adequate time and manpower to regulate the events if necessary.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that Chapter 8 of the Code of Ordinances of the Parish of Caddo is hereby amended and re-enacted to read as follows, to-wit:

#### **Chapter 6 - AMUSEMENTS AND ENTERTAINMENTS**

##### **ARTICLE I. - IN GENERAL**

###### **6.1- TEMPORARY USE**

For the purposes of this section, the term "temporary use" includes outdoor music events, carnivals, circuses, trail rides and similar activities, held in all unincorporated areas of Caddo Parish, except areas covered by the Unified Development Code of Caddo Parish, which has its own regulations. This article shall only apply to gatherings of 100 people or more. Further, this article is intended to apply to commercial activities generating revenue and/or held in exchange for goods and services. This article is not intended to apply to non-commercial, family, church, political, or other non-commercial assemblies of people. Permitting decisions shall be made without regard to the content of protected speech.

###### **6.2 - TEMPORARY USE PERMIT**

###### **A. Purpose**

A temporary use permit allows for the short-term use of a lot for commercial activities and/or placement of structures on a lot for commercial activities.

B. Initiation

A property owner in Caddo Parish, or person expressly authorized in writing by the property owner, may initiate a temporary use permit application.

C. Authority

The Parish Administrator, will review and make final decisions on temporary use permit applications.

D. Process

1. All applications for temporary use permit must be filed with the Parish Administrator. An application for a temporary use permit must be received by the administrator at least 45 days prior to the date for which the permit is requested. The application must be signed by both the property owner or authorized person applying for the permit, or be signed by the president and secretary of the organization or business entity applying for the permit, if applicable. A sworn affidavit confirming compliance with all applicable provisions of this chapter must accompany the application, together with a certified copy of the resolution of the board of directors authorizing the application, if applicable. The written approval of the law enforcement agency and fire district having jurisdiction over the designated premises of the occasion for which the permit is sought must also be obtained and accompany the application.
2. The Parish Administrator must render a decision on the temporary use permit within 30 days of the date the application is deemed complete. The Parish Administrator must review and evaluate the application, pursuant to the standards of this section, and approve, approve with conditions, or deny the application.

E. Approval Standards

All temporary uses must comply with the following standards:

1. A management plan is required as part of the temporary use permit application that demonstrates the following:
  - a. The on-site presence of a representative for the outdoor entertainment event during the event.
  - b. A general site plan of performance areas, visitor facilities, such as any seating areas and restrooms, and all ingress and egress points to the site.
  - c. Provision for recycling and waste removal.
  - d. The day and hours of operation, including set-up and take-down times.

- e. A description of crowd control and security measures.
- f. The temporary use does not negatively impact the public health, safety, and welfare.
- g. The temporary use is operated in accordance with such restrictions and conditions as the applicable police and fire department may require. The operator of the temporary use may be required to employ appropriate security personnel.

F. Expiration

The temporary use permit is valid only for the time period granted as part of the approval. Temporary outdoor entertainment events are limited to three events per calendar year on the same lot and a maximum duration of four days per event, with a minimum of 15 days between events.

G. Termination

The temporary use may be terminated immediately if law enforcement determines that the number of people on site significantly exceeds the number estimated in the permit application.

- H. Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a Parish Administrator decision on a temporary use permit to the Caddo Parish Commission.

### 6-3 PENALTY

Any person violating any of the provisions of this chapter shall be punished as provided in Section 6-19 of this chapter.

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

# ORDINANCE AND RESOLUTION FACT SHEET

## CADDO PARISH COMMISSION

TITLE	
ORDINANCE AMENDING THE 2023 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO APPROPRIATE \$60,000 TO A GRAB AND GO FEEDING PROGRAM THROUGH CADDO PARKS AND RECREATION  (Ordinance No. 6319 of 2023)	
ORIGINATING DEPARTMENT: Administration	
BACKGROUND INFORMATION: Amending the budget of Estimated Revenues and Expenditures for the Riverboat Fund to appropriate \$60,000 to purchase snacks and meals for Caddo youth that participate in summer programs.	
KEY STAFF CONTACT: Patrick Wesley / Hayley Barnett	
AUTHORIZATION	
Department Head	 Date <u>3/14/2023</u>
Legal	_____ Date _____
Parish Administrator	_____ Date _____

**ORDINANCE NO. 6319 OF 2023**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO APPROPRIATE FUNDS FOR THE CADDO PARKS GRAB AND GO FEEDING PROGRAM AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Parks and Recreation department had huge success with feeding the youth that participated in the Parks and Recreation summer programs; and

WHEREAS, the No Kid Hungry Grant was received in 2021 but was not available in 2022; and

WHEREAS, the Caddo Parish Commission funded the program in 2022; and

WHEREAS, the Parks and Recreations department would like to continue the feeding program in 2023; and

WHEREAS, Caddo Parish Parks and Recreation would use these funds to provide pre-packaged summer/snacks and meals to participating youth during summer programming; 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 Riverboat Fund for the year 2023 is hereby amended as follows:

Budget Increase (Decrease)

**Riverboat Fund**

Expenditures:

Summer Grab and Go Feeding Program	\$60,000
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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 NO. OF 2023**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE TO AUTHORIZE AND LEVY A FEE FOR EACH SERVICE OR TRANSACTION OF THE SHREVEPORT FIELD OFFICE OF THE OFFICE OF MOTOR VEHICLES (OMV) – DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS IN THE AMOUNT OF \$4.50 PER SERVICE OR TRANSACTION, EXCEPT FOR THE PROCUREMENT OR RENEWAL OF MOTOR VEHICLE REGISTRATION; AUTHORIZING THE CADDO PARISH ADMINISTRATOR, TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.**

WHEREAS, the Caddo Parish Commission will provide and will continue to provide a facility for the use and occupancy of the local Shreveport OMV field office – Department of Public Safety and Corrections and to offset certain other expenses of that office; and

WHEREAS, the additional costs of operation of the local OMV field office are not fully funded by the State of Louisiana;

WHEREAS, by virtue of the provisions of La.R.S. 32:429, local governing authorities are authorized to levy a fee for each service or transaction carried out as an operation of the local field office to provide funds for its operations; and

WHEREAS, the Caddo Parish Commission desires to levy a fee in the amount of \$4.50, the maximum that is permitted by state law; and

WHEREAS, the funds received by Caddo Parish from the levy of the fee will be used to defray the cost of operations of the local field office, including but not limited to facility rental, utilities, and maintenance in accordance with the law.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission, in regular and legal session convened, that the Caddo Parish Commission, does hereby levy a fee of \$4.50 per service or transaction carried out as an operation of the local field office (Shreveport, Louisiana) Office of Motor Vehicles – Department of Public Safety and Corrections, except this fee shall not apply to procurement or renewal of motor vehicle registration, and the funds to levied and collected shall be used to defray the cost of operations of the local field office which is supported by the Caddo Parish Commission, including by not limited to facility rental, utilities, and maintenance.

BE IT FURTHER ORDAINED that the Caddo Parish Administrator and CEO is hereby authorized to execute any agreement determined necessary and desirable by and between the Parish of Caddo and the Department of Public Safety and Corrections so that all such fees which are collected shall be deposited in escrow in the State Treasury in the Escrow Fund for the account of the Caddo Parish Commission, Shreveport, Louisiana, and held for the account of the Caddo Parish Commission with the distribution of all such fees to Caddo Parish as provided by law.

BE IT FURTHER ORDAINED that the Caddo Parish Administrator and CEO is hereby authorized to take any action or execute any further documents and to take all further actions deemed necessary or proper to effectuate and carry out the provisions of the foregoing.

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

ORDINANCE NO. 6321 OF 2023

BY CADDO PARISH COMMISSION:

AN ORDINANCE AMENDING ORDINANCE 6014 OF 2020 WHICH PROVIDED AN THE AN APPROPRIATION OF \$750,000 FOR THE CONSTRUCTION AND IMPROVEMENT OF GREENWOOD WATER LINES, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, the Greenwood Water System is a small water system in areas of Caddo Parish and was formed to provide a high-quality water supply to residents of Greenwood and surrounding areas; and

WHEREAS, the Caddo Parish Commission would like to appropriate \$750,000 for the extension of the water distribution system along Highway 169 South; and

WHEREAS, these improvements continue the Parish of Caddo’s vision of providing reliable drinking water to its citizens utilizing the Parish’s Water Study as a guide; and

WHEREAS, collaborating with the Town of Greenwood on their proposed grant project allows for returned value to the Parish as the State’s funds pays for the bulk of the project; and

WHEREAS, it is necessary to amend the 2020 Budget in order to appropriate the funds for the construction and improvement of the water lines, and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that the Budget of Estimated Revenues and Expenditures for the Capital Outlay Fund and the Oil and Gas Fund for the year 2020 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
Capital Outlay Fund:	
Greenwood Water Line Extension	\$750,000
Transfer from Oil and Gas Fund	\$750,000
Oil and Gas Fund:	
Transfer to Capital Outlay	\$750,000
Fund Balance	(\$750,000)

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that fulfillment of this appropriation is contingent upon the Town of Greenwood appointing a Citizens Advisory Board to review and make recommendations regarding water issues, in accordance with Caddo Parish Resolution No. 41 of 2022, passed August 18, 2022. The Advisory Board makeup shall be determined by a committee of members of the Caddo Parish Commission and the Town of Greenwood Board of Aldermen. At least two of the Advisory Board members shall be appointed by the Caddo Parish Commission.

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 UDC CODE TEXT AMENDMENT SUMMARY: 23-1-CTAP**

**-- Wireless Telecommunications --**

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 the physical area of Caddo Parish that falls within the jurisdiction of the Metropolitan Planning Commission’s planning area, but outside of the corporate limits of the City of Shreveport. 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.

This summary of PZC Case #23-1-CTAP identifies the code text amendments being proposed—all of which are aimed to bring the Caddo Parish UDC into compliance with federal laws and regulations, as well as to better incorporate current wireless technology in the Parish. This has been done by proposing to update the application-processing requirements for wireless telecommunication facilities (i.e., the “shot clock”) through the introduction of a new article in the UDC titled *Article 22. –Wireless Communications*. Other “necessary” amendments are also being proposed due to the “domino effect” of Article 22—primarily addressing provisions that need to be clarified, removed, or updated, as applicable.

A list of the amendments, along with a brief explanation, are described below:

**AMENDMENT 1. Adds new abbreviations related to wireless telecommunications in Article 2. Definitions and Rules Of Measurement, Section 2.2 General Abbreviations.**

- Abbreviations **SUP (Special Use Permit)** and **WTFP (Wireless Telecommunications Facility Permit)** were added.

**AMENDMENT 2. Deletes “old” definitions related to wireless telecommunications in Article 2. Definitions and Rules Of Measurement, Section 2.2 General Abbreviations.**

- The definition for **Co-Location** was deleted.

**AMENDMENT 3. Updates “Table 5-1: Use Matrix” in Article 5. – Use Definitions.**

- The use **Wireless Telecommunications – Stealth Design** was deleted from the Use Matrix, and replaced with the following new uses:
  - **Wireless Telecommunications – New Facility**
  - **Wireless Telecommunications – Attachments to Existing Structures (Other than Towers)**
  - **Wireless Telecommunications, Modifications (Eligible Facility)**
  - **Wireless Telecommunications, Modifications (Non-Eligible Facility)**

**AMENDMENT 4. Updates use definitions in Article 5. – Use Definitions.**

- Old, outdated definitions were replaced by new, industry-standard definitions. These new definitions are based on national standards, and were vetted and approved by the wireless telecommunication industry.

**AMENDMENT 5. Deleted the use standard for “Wireless Telecommunications” in Article 6. – Use Standards.**

- Old, outdated use standards were removed. The new *Article 22. –Wireless Communications* was added as Amendment #6 as a replacement for these standards.

**AMENDMENT 6. Adds new Article 22. – Wireless Telecommunications.**

- This article was vetted and approved by the wireless telecommunication industry, as well as reviewed by the MPC wireless telecommunication consultant. The most significant revisions include:
  - Allowance for administrative review for applications that federal legislation requires that the Parish approve;
  - Requirements specific to the type of facility proposed;
  - Newer types of facilities not contemplated in the current UDC;
  - Clarified review procedures, and
  - Updated definitions and explained terms.



ORDINANCE AND RESOLUTION FACT SHEET  
CADDO PARISH COMMISSION

TITLE	
Ordinance 6322 of 2023	
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 wireless telecommunications, with all their provisions included herein, and to otherwise provide with respect thereto.	
DATE: 04/20/2023	ORIGINATING DEPARTMENT:
The Shreveport Metropolitan Planning Commission of Caddo Parish (MPC)	
BACKGROUND INFORMATION	
<p>The Caddo Parish Unified Development Code (UDC) was adopted by the Caddo Parish Commission on September 21, 2017, by Ordinance Number 5701 with an effective date of September 30, 2017. The Unified Development Code is the regulatory document carrying out the vision of Shreveport-Caddo Parish Master Plan and is reviewed annually to determine if any particular standard or regulation is timely, relevant, and adequately addresses current market conditions. In addition to the annual review, the Caddo Parish Planning and Zoning Commission are tasked with bringing forward text amendments on their own initiative.</p> <p>The intent of these amendments is to better regulate wireless telecommunication facilities in various capacities. To better do this, the aim is to be more user-friendly and clarify ambiguities regarding the application process by adding a new UDC article specifically for wireless telecommunications, and identifying the permissibility of these facilities in the UDC's Use Table, Table 5-1.</p> <p>The following UDC Articles, or portions thereof, were amended and/or added: <i>Article 5. –Definitions and Rules of Measurement</i>, <i>Article 5. –Uses</i>, <i>Article 6. –Use Standards</i> and <i>Article 22. –Wireless Telecommunications</i> to accommodate all the provisions included herein.</p>	
FINANCIAL IMPACT AND SOURCE OF FUNDING	
None	
EFFECT(S) OF PROPOSED ACTION	
<p>These proposed amendment mainly address the introduction of <i>Article 22. -Wireless Telecommunications</i>, which brings the Caddo Parish UDC into compliance with federal laws and regulations; mainly addressing application-processing requirements (i.e., the “shot clock”). The remainder of the proposed wireless telecommunications amendments relate to sections of the UDC identified as areas needing to be clarified, removed, or updated because of the proposed Article 22.</p> <p>The most significant changes include the following:</p> <ul style="list-style-type: none"><li>• Allowance for administrative review for applications that federal legislation requires that the City approve;</li><li>• Requirements specific to the type of facility proposed;</li><li>• Newer types of facilities not contemplated in the current UDC;</li><li>• Clarified review procedures, and</li><li>• Updated definitions and explained terms.</li></ul>	
ALTERNATIVES/STAFF RECOMMENDATION	
See Exhibit “A” for memorandum describing these amendments in full detail; See Exhibit “B” for amended provisions in <i>Table 5-1: Use Matrix</i> ; See Exhibit “C” for amended <i>Section 6.1 JJ. Wireless Telecommunications</i> ; See Exhibit “D” for new <i>Article 21. – Wireless Telecommunications</i> ; See Exhibit “E” for MPC Staff Report_23-3-CTAP	
KEY STAFF CONTACT	
Adam Bailey, Community Planning and Design Manager, MPC	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. \_\_\_\_\_ of 2023

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 WIRELESS TELECOMMUNICATIONS, WITH ALL THEIR PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the Caddo Parish Commission desires to encourage wireless telecommunication infrastructure investment by providing a fair and predictable process for the deployment of wireless telecommunication facilities, while enabling the Caddo Parish Commission to promote the overall interests of the public health, safety and welfare; and

WHEREAS, the Caddo Parish Commission recognizes that wireless telecommunication facilities are critical to delivering wireless access to advanced technology, broadband and 9-1-1 services to homes, businesses, schools within Caddo Parish; and

WHEREAS, the Caddo Parish Commission intends to fully comply with state and federal law to the extent it preempts local municipal control, and

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 provisions and procedures for wireless telecommunications found within Article 2. –Definitions and Rules of Measurement, Article 5. –Uses, Article 6. –Use Standards, and Article 22. –Wireless Telecommunications, and shall be amended as follows:

**I. Article 2, Section 2.2 is amended to read as follows:**

ARTICLE 2. – DEFINITIONS AND RULES OF MEASUREMENT

2.2– GENERAL ABBREVIATIONS

\* \* \* \* \*

J. "SUP" is an abbreviation for "special use permit."

\* \* \* \* \*

M. "WTFP" is an abbreviation for "wireless telecommunications facility permit."

\* \* \* \* \*

**II. Article 2, Section 2.3 is amended to read as follows:**

ARTICLE 2. – DEFINITIONS AND RULES OF MEASUREMENT

2.3– DEFINITION OF GENERAL TERMS

\* \* \* \* \*

~~Co-Location. Placement of wireless telecommunications equipment from more than one service or service provider on a single tower or site.~~

\* \* \* \* \*

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

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

ARTICLE 5. – USES

5.3– USE DEFINITIONS

\* \* \* \* \*

~~Wireless Telecommunications. Towers, antennas, and facilities used to transmit and receive signals that facilitate wireless telecommunications. The following definitions describe the wireless telecommunications infrastructure described within the general definition for wireless telecommunications:~~

- ~~1. Antenna. A specific device, the surface of which is used to transmit and/or receive signals transmitted to or from other antennas. This does not include satellite dish antennae.~~
- ~~2. Facility. A structure used to house and protect the equipment necessary for processing telecommunications signals, which may include air conditioning equipment and emergency generators. Facility also includes any necessary equipment that facilitates wireless transmission.~~
- ~~3. Eligible Facility. A structure designed and constructed to support one or more wireless telecommunications antennae and including all appurtenant devices attached to it.~~

Wireless Telecommunications. A specific location at which a structure that is designed or intended to be used to house, support or accommodate Antennas or other transmitting or receiving equipment is located. This includes without limit, Towers and support structures of all types and kinds, including but not limited to buildings, church steeples, silos, water Towers, signs, street light poles, utility poles, traffic signal poles , or any other any other structure that is used or is proposed to be used as a support structure for Antennas or the functional equivalent of such.. The following definitions describe the wireless telecommunications infrastructure described within the general definition for wireless telecommunications:

1. Antenna. An apparatus designed for the purpose of emitting radiofrequency (RF) radiation, to be operated or operating from a fixed location pursuant to Federal Communications Commission (FCC) authorization, for the provision of personal wireless services and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under Part 15 of Title 47. Antenna has the same meaning as provided in 47 C.F.R. §1.6002 (b), as may be amended.
2. Collocation. Has the same meaning as provided in 47 C.F.R. § 1.6002(g), as may be amended and means:
  - a. Mounting or installing an antenna facility on a pre-existing structure, and/or
  - b. Modifying a structure for the purpose of mounting or installing an antenna facility on that structure.
3. Eligible Facility. An existing wireless tower or base station that has the same meaning as provided in 47 C.F.R. § 1.40001(b)(3), as may be amended, which defines that term as "[a]ny request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower

or base station, involving: (i) collocation of new transmission equipment; (ii) removal of transmission equipment; or (iii) replacement of transmission equipment." An eligible facility application shall be acted upon administratively and shall not require a Special Use Permit, but shall require administrative review and approval.

- 4. Facility. A set of wireless transmitting and/or receiving equipment, including any associated electronics and electronics shelter or cabinet and generator. A facility includes any pole, pipe, culvert, conduit, duct, cable, wire, fiber, amplifier, pedestal, antenna, transmission or receiving equipment, other electronic equipment, electrical conductor, manhole, appliance, sign, pavement structures, irrigation system, monument sign, monument mailbox and any other similar equipment, for public or private use.
- 5. Non-Eligible Facility. Facilities and structures that do not meet the requirements of an eligible facility as provided by this Article, and any applicable requirements set forth in Chapters 82 and 105 of the Shreveport City Code. Any applicant wanting to construct a non-eligible facility shall require Special Use Permit approval.
- 6. Tower. A structure that has the same meaning as provided in 47 C.F.R. § 1.40001(b)(9), as may be amended, which defines that term as "[a]ny structure built for the sole or primary purpose of supporting any [FCC]-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless telecommunications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site." Examples include, but are not limited to, monopoles, mono-trees and lattice towers.

\* \* \* \* \*

**V. Delete Article 6, Section 6.1, Subsection “LL,” as referenced hereto in Exhibit C.**

**VI. Add Article 22, as referenced hereto in Exhibit D.**

\* \* \* \* \*

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

## RECOMMENDED UDC CODE TEXT AMENDMENTS. 23-1-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 within an area. Periodically, revisions are required to reflect the changing nature of business in our community. These proposed amendments—regarding wireless telecommunications—including to amend the following articles: (1) *Article 2. – Definitions and Rules of Measurement*, (2) *Article 5. – Uses*, (3) *Article 6. – Use Standard*, as well as (4) add a new article titled *Article 22. – Wireless Telecommunications*.

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

**Explanation for proposed code text amendments:** The primary proposed amendment addressing wireless communications in 23-1-CTAP is the introduction of a newly created *Article 22. Wireless Telecommunications*. This proposed amendment brings the Caddo Parish UDC into compliance with federal laws and regulations to incorporate current wireless technology, as well to address application processing requirements (i.e., the “shot clock”). The remainder of the proposed wireless telecommunications amendments relate to sections of the UDC identified as areas needing to be clarified, removed, or updated as a result of the proposed Article 22.

1. Add the following new abbreviations “SUP” and “WTFP” in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.2 GENERAL ABBREVIATIONS in the Caddo Parish UDC.

### 2.2 GENERAL ABBREVIATIONS

The following abbreviations are used within this Code:

\* \* \* \* \*

J. “SUP” is an abbreviation for “special use permit.”

\* \* \* \* \*

M. “WTFP” is an abbreviation for “wireless telecommunications facility permit.”

\* \* \* \* \*

2. Delete, in its entirety, the term “Co-Location” in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3 DEFINITION OF GENERAL TERMS in the Caddo Parish UDC.

### 2.3 DEFINITION OF GENERAL TERMS

\* \* \* \* \*

~~Co-Location. Placement of wireless telecommunications equipment from more than one service or service provider on a single tower or site.~~

\* \* \* \* \*

3. Repeal and replace following uses to TABLE 5-1 in ARTICLE 5. USES, SECTION 5.2. USE MATRIX. In addition, revise and update the “USE STANDARD” citations on the right-side of TABLE 5-1 according to where each “PRINCIPAL USE” is cited in the proposed Article 23. WIRELESS TELECOMMUNICATIONS, as applicable:

Delete the following principle uses

- ~~Wireless Telecommunications – Stealth Design~~

Add the following new principle uses

- [Wireless Telecommunications – New Facility](#)
- [Wireless Telecommunications – Attachments to Existing Structures \(Other than Towers\)](#)
- [Wireless Telecommunications, Modifications \(Eligible Facility\)](#)
- [Wireless Telecommunications, Modifications \(Non-Eligible Facility\)](#)

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

4. Repeal and replace the definition "Wireless Telecommunications" in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Caddo Parish UDC to now read as follows:

### 5.3 USE DEFINITIONS

\* \* \* \* \*

~~Wireless Telecommunications. Towers, antennas, and facilities used to transmit and receive signals that facilitate wireless telecommunications. The following definitions describe the wireless telecommunications infrastructure described within the general definition for wireless telecommunications:~~

- ~~1. **Antenna.** A specific device, the surface of which is used to transmit and/or receive signals transmitted to or from other antennas. This does not include satellite dish antennae.~~
- ~~2. **Facility.** A structure used to house and protect the equipment necessary for processing telecommunications signals, which may include air conditioning equipment and emergency generators. Facility also includes any necessary equipment that facilitates wireless transmission.~~
- ~~3. **Eligible Facility.** A structure designed and constructed to support one or more wireless telecommunications antennae and including all appurtenant devices attached to it.~~

**Wireless Telecommunications.** A specific location at which a structure that is designed or intended to be used to house, support or accommodate Antennas or other transmitting or receiving equipment is located. This includes without limit, Towers and support structures of all types and kinds, including but not limited to buildings, church steeples, silos, water Towers, signs, street light poles, utility poles, traffic signal poles , or any other any other structure that is used or is proposed to be used as a support structure for Antennas or the functional equivalent of such.. The following definitions describe the wireless telecommunications infrastructure described within the general definition for wireless telecommunications:

- 1. Antenna.** An apparatus designed for the purpose of emitting radiofrequency (RF) radiation, to be operated or operating from a fixed location pursuant to Federal Communications Commission (FCC) authorization, for the provision of personal wireless services and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under Part 15 of Title 47. Antenna has the same meaning as provided in 47 C.F.R. §1.6002 (b), as may be amended.
- 2. Collocation.** Has the same meaning as provided in 47 C.F.R. § 1.6002(g), as may be amended and means:
  - a.** Mounting or installing an antenna facility on a pre-existing structure, and/or
  - b.** Modifying a structure for the purpose of mounting or installing an antenna facility on that structure.
- 3. Eligible Facility.** An existing wireless tower or base station that has the same meaning as provided in 47 C.F.R. § 1.40001(b)(3), as may be amended, which defines that term as "[a]ny request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving: (i) collocation of new transmission equipment; (ii) removal of transmission equipment; or (iii) replacement of transmission equipment." An eligible facility application shall be acted upon administratively and shall not require a Special Use Permit, but shall require administrative review and approval.



4. **Facility.** A set of wireless transmitting and/or receiving equipment, including any associated electronics and electronics shelter or cabinet and generator. A facility includes any pole, pipe, culvert, conduit, duct, cable, wire, fiber, amplifier, pedestal, antenna, transmission or receiving equipment, other electronic equipment, electrical conductor, manhole, appliance, sign, pavement structures, irrigation system, monument sign, monument mailbox and any other similar equipment, for public or private use.
  5. **Non-Eligible Facility.** Facilities and structures that do not meet the requirements of an eligible facility as provided by this Article, and any applicable requirements set forth in Chapters 82 and 105 of the Shreveport City Code. Any applicant wanting to construct a non-eligible facility shall require Special Use Permit approval.
  6. **Tower.** A structure that has the same meaning as provided in 47 C.F.R. § 1.40001(b)(9), as may be amended, which defines that term as "[a]ny structure built for the sole or primary purpose of supporting any [FCC]-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless telecommunications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site." Examples include, but are not limited to, monopoles, mono-trees and lattice towers.
5. Delete, in its entirety, "Wireless Telecommunications" in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS in the Caddo Parish UDC.

**[Note (2): See Exhibit "C" for deleted Article 6.1 JJ. Wireless Telecommunications]**

6. Add new "Article 22. WIRELESS TELECOMMUNICATIONS" in the Caddo Parish UDC.

**[Note (3): See Exhibit "D" for new Article 22. Wireless Telecommunications]**

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-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	
Agriculture	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		
Airport																													S	S				Sec. 6.1.A	
Amusement Facility - Indoor															P	P	P	P	P	P		P	P	A	P	P		P					P		
Amusement Facility - Outdoor																		P		S								P	S						
Animal Care Facility															S	P	P	P	P	P			P	P	S	P		P	P					Sec. 6.1.B	
Animal Shelter															S	P	P	P	P	S	S	S	S	S	S	S		P	P					Sec. 6.1.B	
Animal Shelter – Operated by Public Authority	P	P													P	P	P	P	P	P	P		S	S	S	S	P	P	P	P				Sec. 6.1.B	
Art Gallery								S							P	P	P	P	P	P	P	P	P	P	P	P		P					P		
Arts Studio								S							P	P	P	P	P	P	P	P	P	P	P	P		P					P		
Automated Teller Machine - Standalone															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	Sec. 6.1.C
Bar																S	S	S	S	S	P	P	P	S	P	P	P	P	P				S	Sec. 6.1.D	
Bed and Breakfast	P	P	P	P	P			S											P				S		S									Sec. 6.1.E	
Body Modification Establishment																P	P	P	P	P		P	P	P	P	P		P							
Brewery																	S	P	S	P					S	P		P	P						
Broadcasting Facility TV/Radio - With Antennae																		P									P	P	P	S			P		
Broadcasting Facility TV/Radio - Without Antennae																P	P	P	P	P	P	P	P	P	P	P	P	P	P	S			P		
Bus Transfer Station		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. 6.1.F	
Business Support Services																	P	P	P	P															
Campground																																P		Sec. 6.1.G	
Car Wash																S	P	P		S								P	P					Sec. 6.1.H	
Casino																						S												Sec. 6.1.I	
Cemetery	P	P																														P			
Commercial Breeder	S	S																											S					Sec. 6.1.B	
Commercial Facility For Pop-Up Use																P	P	P	P	P	P	P	P	P	P	P								Sec. 6.1.J	
Community Center	P	P	P	P	P	P	P	S	P	P	P	P	P		P	P	P		P	P				P	P			P				P	P		
Community Garden	P	P	P	P	P	P	P	S	P	P	P	P	P	P	P	P	P		P	P				P	P	P	P	P	P			P	P	Sec. 6.1.K	
Contractor Office																	S	P							P		P	P	P					Sec. 6.1.GG	
Convention Center																						P													
Conservation Area	P	P																													P	P			
Country Club	S	S	S	S	S																											P			
Cultural Facility					S	S	S	S	S	S	S	S			P	P	P	P	P	P	P	P	P	P	P	P		P			P	P	P		
Day Care Center															P	P	P	P	P	P	P	P	P	P		P	P	P					P	Sec. 6.1.L	
Day Care Home	P	P	P	P	P	P	P	P	P	P	P	P	P										P											Sec. 6.1.L	
Detention or Penal Institution																	S	S							S	S	S	S	S						
Distillery																	S	P	S	P				S	P		P	P							
Drive-Through Facility																A	P	P	A	A			S			S	P	A						Sec. 6.1.M	
Dwelling – Above the Ground Floor															P	P	P	P	P	P	P	P	P	P	P	P		P					P		
Dwelling – Accessory Dwelling Unit	S	S	S	S	S	S	S	S	S	S	S																							Sec. 6.1.N	
Dwelling – Age-Restricted Housing								S		P	P	P					S		S	P	S	S	P	P	P	P		S					S		
Dwelling – Manufactured Home	P		E	E	E	E							P	P																				Sec. 6.1.O	
Dwelling - Multi-Family								S		P	P	P					S		S	P	P	S	P	P	P	P		S					S	Sec. 6.1.P	
Dwelling - Townhouse							P	P	P	P	P	P							P	P			P	P	P								S	Sec. 6.1.P	
Dwelling - Single-Family Detached	P	P	P	P	P	P	P	P	P	P	P		P						P	P														Sec. 6.1.Q	
Dwelling – Single-Family Attached							P	P	P	P	P								P	P														Sec. 6.1.Q	
Dwelling - Two-Family							P	P	P	P	P								P	P														Sec. 6.1.Q	

[illegible]

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
Research and Development																		P			S		S			P	P	P	P	P			P	
Residential Care Facility										P	P	P					P	P		P				S								P	Sec. 6.1.DD	
Restaurant															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	Sec. 6.1.EE
Retail Goods Establishment															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	
Retail Sales of Alcohol – Beer/Wine																P	P	P	S	P	S	S	S	S	S	S	S	P	P	P				Sec. 6.1.FF
Retail Sales of Alcohol - Liquor																S	S	P	S	S	S	S	S	S	S	S	S	S	S	S				Sec. 6.1.FF
Salvage Yard																														P				Sec. 6.1.GG
Self-Service Ice Vending Unit	S															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	Sec. 6.1.HH
Self-Storage Facility: Climate-Controlled																S	P	P	S				S	S		P	P	P	P			P	Sec. 6.1.II	
Self-Storage Facility: Outdoor																	S	P								P	P	P	P	S				Sec. 6.1.II
Sexually Oriented Business																	S					S												Sec. 6.1. JJ
Shelter Housing											S	S			S	S	S	P						S		S		S				P	Sec. 6.1.V	
Single Room Occupancy										P	P	P					S						S	S		S		S						Sec. 6.1.P
Social Service Center															S	S	S	P	S	S			S	S		S		S				P	Sec. 6.1.V	
Solar Farm																											S	P	P	P			P	Sec. 6.1.KK
Soup Kitchen															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	
Soup Kitchen, Accessory	P	P	P	P	P	P	P	S	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		P				P		
Specialty Food Service															P	P	P	P	P	P	S	S	P	S	P	P		P	P					
Storage Yard - Outdoor																		P												P	P			Sec. 6.1.GG
Transient Vacation Rental	S	S	S	S	S	S	S	S	S	S	S	S							S		S	S	S	S	S									Sec. 6.1.LL
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.MM
Vehicle Dealership – Enclosed																	P	P		P			P			P		P						
Vehicle Dealership – With Outdoor Storage/Display																	S	P		S					S			S						
Vehicle Operation Facility																		P										S	P	P			P	
Vehicle Rental – Enclosed																	P	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																		S								S		P	P	S				Sec. 6.1.NN
Vehicle Repair/Service – Minor																S	P	P	S	P			S		S			P	P	S				Sec. 6.1.NN
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.OO
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	Sec. 6.1 JJ 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	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	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	Sec. 22.9
Wireless Telecommunications – Steal Design	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. 6.1 JJ

[illegible]

## ARTICLE 6. USE STANDARDS

### 6.1 PRINCIPAL USE STANDARDS

\* \* \* \* \*

#### ~~JJ. Wireless Telecommunications~~

##### ~~1. Application Requirements~~

~~All applications to erect, construct, or modify any part of a wireless telecommunication antenna, facility, or tower require site plan review and must include the following items, unless waived by the Executive Director:~~

~~a. A site plan showing:~~

~~i. The location, size, screening, and design of all structures, including fences.~~

~~ii. The location and size of all outdoor equipment.~~

~~iii. Elevations showing antenna height.~~

~~iv. If the site plan is for a new wireless telecommunication tower, a landscape plan showing all screening.~~

~~v. If the site plan is for a new wireless telecommunication tower, indication of the fall zone as a shaded circle.~~

~~b. A maintenance plan and any applicable maintenance agreement designed to ensure long-term, continuous maintenance, such as maintenance of landscape, keeping the area free from debris and litter, and immediate removal of any graffiti.~~

~~c. A disclosure of what is proposed, demonstrating the need for the wireless telecommunication antenna, facility, or tower in the proposed location. This is not required if co-location is proposed.~~

~~d. The reason or purpose for the placement, construction, or modification in the proposed location with specific reference to the provider's coverage, capacity, and/or quality needs, goals, and objectives. This is not required if collocation is proposed.~~

~~e. The service area of the proposed wireless telecommunication antenna, facility, or tower.~~

~~f. If the proposal is for a new telecommunication tower, then a map showing collocation opportunities within the Parish and within areas surrounding the borders of the City of Shreveport must be provided and justification for why co-location is not feasible in order to demonstrate the need for a new tower.~~

~~g. If the proposal is for a new telecommunication tower, certification by a licensed and registered professional engineer regarding the manner in which the proposed structure will fall. The certification may be utilized, along with other criteria such as applicable regulations for the district in question, in determining if additional setback should be required for the structure and other facilities.~~

##### ~~2. Setbacks~~

~~All wireless telecommunication towers and facilities must be set back from all property lines in accordance with the minimum setback requirements in the zoning district.~~

### **3.—Height**

~~The maximum height of a wireless telecommunication tower is the minimum needed to function satisfactorily. The application for approval of a wireless telecommunication tower must demonstrate the minimum height needed for the tower to function, which will be reviewed and approved as part of site plan review. The Metropolitan Planning Commission has the ability to hire an independent consultant, whose fee will be charged to the applicant, to assist in review of the proposed height.~~

### **4.—Lighting and Marking**

~~Wireless telecommunication antennas, towers, and facilities must not be lit or marked unless required by the Federal Communications Commission (FCC) or the Federal Aviation Administration (FAA).~~

### **5.—Specific Standards for Wireless Telecommunication Antennas**

~~Wireless telecommunication antennas are a special use in all districts, unless they are stealth design, in which case they are considered a permitted use. Stealth design for wireless antennas is encouraged and is considered a permitted use in all districts, subject to site plan review and approval. All applications for wireless telecommunication antennas must include all information required by this section. In addition to the standards of this section for wireless telecommunication antennas, stealth design must comply with the following regulations:~~

- ~~a. To qualify as a stealth design, wireless telecommunication antennas must be enclosed, camouflaged, screened, obscured, or otherwise not readily apparent to a casual observer.~~
- ~~b. Wireless telecommunication antennas must be mounted at least 40 feet above grade, as measured from grade to the base of the antenna, to qualify as stealth design, in addition to meeting the other requirements of this section. Wireless telecommunication antennas mounted lower than 40 feet are considered a special use.~~
- ~~c. Antennas must be located on or in structures already permitted within zoning districts, such as water towers, clock towers, streetlights, penthouses, parapet walls, and steeples, and must be designed to blend in with the structure.~~
- ~~d. Antennas that co-locate on existing wireless telecommunication towers are also considered stealth design.~~
- ~~e. No antenna may increase the overall height of any structure on which it is mounted by more than 10 feet.~~

### **6.—Specific Standards for Wireless Telecommunication Facilities**

- ~~a. Any buildings, cabinets, or shelters may house only equipment and supplies for operation of the wireless telecommunication tower. Any equipment not used in direct support of such operation must not be stored on the site.~~
- ~~b. Commercial advertising is prohibited.~~

### **7.—Specific Standards for Wireless Telecommunication Towers**

- ~~a. Wireless telecommunication towers must be designed to accommodate other telecommunication providers. The area surrounding a tower must be of a sufficient size to accommodate accompanying wireless telecommunication facilities for other telecommunication providers.~~
- ~~b. Unless otherwise required by the Federal Communications Commission, the Federal Aviation Administration or the Parish, towers must have a galvanized silver or gray finish.~~

**~~8. Abandonment~~**

~~Any wireless telecommunication tower or facility that is not operated for a period of 180 consecutive days is considered abandoned. The owner must immediately remove the tower or facility, and all aboveground equipment and related debris. Caddo Parish may ensure and enforce removal by means of its existing regulatory authority.~~



## ARTICLE 22. WIRELESS TELECOMMUNICATIONS

<u>22.1</u>	<u>PURPOSE</u>
<u>22.2</u>	<u>INITIATION</u>
<u>22.3</u>	<u>AUTHORITY</u>
<u>22.4</u>	<u>DEFINITIONS</u>
<u>22.5</u>	<u>GENERAL REQUIREMENTS</u>
<u>22.6</u>	<u>APPLICATION PROCESS FOR A WIRELESS TELECOMMUNICATIONS FACILITY PERMIT (WTFP)</u>
<u>22.7</u>	<u>SPECIAL USE PERMIT (SUP) PROCESS</u>
<u>22.8</u>	<u>SMALL WIRELESS FACILITIES</u>
<u>22.9</u>	<u>GENERAL LAND USE AND DESIGN STANDARDS</u>
<u>22.10</u>	<u>WAIVERS</u>
<u>22.11</u>	<u>FEES</u>

### 22.1 PURPOSE

The purpose of this Article is to establish guidelines regulating the location of wireless telecommunication facilities in areas other than public rights-of-way in order to protect and promote public safety, and to minimize and mitigate any adverse visual or aesthetic impacts on the community while promoting the orderly development of telecommunication facilities within the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the Caddo Parish Planning and Zoning Commission's planning area, but outside of the corporate limits of the City of Shreveport, Louisiana, as set forth within the goals, objectives and policies of the Master Plan; while at the same time not unduly restricting the development of needed wireless telecommunication facilities (WTFs) and expediting and facilitating such development. The objective is to avoid the creation of visual distractions, prevent obstructions to the view of pedestrians and motorists on public thoroughfares, and ensure the structural integrity of supporting structures. Installation, construction, alteration, modification or replacement of telecommunications towers and antennas, when permitted by federal law and the laws of the State of Louisiana, shall be regulated and governed by the following use regulations and requirements.

### 22.2 INITIATION

Any person who proposes to install, site, place, build, construct, modify, operate or prepare any site for the placement or use of a wireless telecommunications facility (WTF) within the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the Caddo Parish Planning and Zoning Commission's planning area, but outside of the corporate limits of the City of Shreveport, Louisiana shall first obtain a Wireless Telecommunication Facility Permit (WTFP) as set forth in this Code.

### 22.3 AUTHORITY

A. This Article is enacted pursuant to applicable authority granted by State and Federal law.

#### 1. Land Use and Zoning Review

Regarding the land use and zoning decisions, the Executive Director will review and make a written determination regarding all land use and zoning decisions for approval of the wireless telecommunication facility permit (WTFP) application, based on completeness and compliance with the land use and zoning requirements and standards of this Article. If a Special Use Permit is required, review shall be by the Caddo Parish Planning and Zoning Commission; in such case the Caddo Parish Planning and Zoning Commission has final approval for Special Use Permits.

#### 2. Technical Review

Regarding the technical decisions, the Executive Director, with assistance from a wireless telecommunication's consultant (as applicable), will review and make a written determination regarding technical decisions for approval of a WTFP application, based on completeness and compliance with any technical requirements and standards of this Article.

### **3. Final Approval of a Wireless Telecommunications Facility Permit**

After the appropriate land use and zoning approvals have been obtained and the technical requirements have been met, the Executive Director makes the final approval on requests for a WTFP and forwards the approved WTFP for distribution to the applicant.

- B.** The Executive Director shall develop a WTFP Application Packet containing application forms that combine land use and zoning requirements (pursuant to this Code) with technical requirements and shall distinguish between the types of permits required to streamline processing of applications. All forms made available to applicants for WTFP applications shall be reviewed and approved by the Parish Attorney, or his or her designee, to assure compliance with all legal requirements.
- C.** All legally permitted existing wireless telecommunications facilities, constructed as permitted, existing on or before the effective date of this Article, shall be allowed to continue as they presently exist; provided however that a substantial change to an existing wireless telecommunications facility as defined in this Code, shall require compliance with this Code and any applicable requirements set forth in the Caddo Parish Code of Ordinances.

## **22.4 DEFINITIONS**

The definitions set forth and defined in Article 5 of this Code shall control the application of this Article.

## **22.5 GENERAL REQUIREMENTS**

### **A. Wireless Telecommunications Facility Permit (WTFP)**

- 1.** A wireless telecommunications facility permit (WTFP) is the official permit which allows an applicant to file for a building permit to construct and use a wireless telecommunications facility in accordance with the requirements of this Article.
- 2.** WTFPs are approved by the Executive Director, unless otherwise stated in this Code, and distributed by the Office of the Shreveport Metropolitan Planning Commission.

### **B. Building Permit**

A building permit application cannot be issued for any wireless telecommunications facility, unless and until a WTFP has been approved by the Executive Director and any conditions of the permit precedent to the issuance of the building permit have been met.

### **C. Notification of Final Completion**

An applicant shall notify the Executive Director in writing of the final completion date of the facility and said notification shall be received by the Executive Director no later than 30 days after final completion. Said notification shall contain a statement from the applicant that the facility was constructed as approved and permitted in accordance with the issued WTFP permit.

### **D. Platted Lots**

Unless administratively waived by the Executive Director, telecommunications facilities, including towers and related equipment buildings located within the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the Caddo Parish Planning and Zoning Commission's planning area, but outside of the corporate limits of the City of Shreveport, Louisiana shall be located on platted lots if the conveyance of the subject property to the WTFP applicant required the creation of a platted lot.

### **E. Consultant Review**

- 1.** The Executive Director may authorize the application, proposed findings, and conditions to be reviewed by a third-party consultant if, after meetings or other consultations with the applicant, the Executive Director reasonably determines that there is a need to retain a third-party consultant in order to review technical aspects of the applicant's application and the Executive Director, after request, has not received sufficient information from the applicant to allow the Executive Director to make an evaluation of such technical matters.

2. Any actual and reasonable cost of such review shall be borne by the applicant and paid pursuant to the Caddo Parish Unified Development Code Schedule of Fees. The applicant shall submit the fee/deposit at the Office of the MPC.

**F. Historic Districts and Landmarks**

Except for compatible stealth facilities that camouflage or conceal the presence of telecommunications antennas, wireless telecommunications facilities and/or wireless support structures shall not be located on or within 300 feet of property within a registered Historic District or Landmark. In addition, said facilities should, to the extent reasonably and technically feasible, be located to ensure that views of a Federal, State or locally registered Historic District or Landmark are not unreasonably impaired.

**G. Master Facility Map**

1. To facilitate collocation and coordination of telecommunication sites, the Caddo Parish Planning and Zoning Commission (PZC) shall, within thirty (30) days of the effective date of this Article shall notify all local providers of telecommunication services of the enactment of this Article. Telecommunication service providers shall, within ninety (90) days of the date of such notice, provide the PZC with their respective master facility maps. The master facility map shall show the locations, heights, and collocation capabilities of all telecommunications facilities or complexes. Each master facility map shall include a cover sheet stating in bold type "DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION", and because it contains such information, each master facility map shall be exempt from disclosure pursuant to applicable public records laws.
2. Providers also shall provide the PZC with any updates to the aforementioned documents within ninety (90) days of the installation of any facility on any new or existing towers not previously identified and notice of any change in ownership of any telecommunications tower.

**22.6 APPLICATION PROCESS FOR A WIRELESS TELECOMMUNICATIONS FACILITY PERMIT (WTFP)**

**A. In General**

1. The WTFP application packet combines land use and zoning requirements with technical requirements and shall be made available for distribution by the Executive Director, on forms available for such purpose. An applicant seeking a WTFP shall include such information and documents required by the form of application.
2. All applications for WTFPs shall be submitted to the Executive Director. Application fees are due at the time of application submission.
3. Pursuant to FCC regulations, Caddo Parish and Executive Director have ten (10) days to make a joint determination regarding whether an application for a small wireless facility is incomplete; and for all other applications, Caddo Parish and Executive Director have thirty (30) days to make a joint determination regarding whether an application is incomplete.
4. An Applicant shall not be permitted to refuse to provide information lawfully and specifically required by this Article or reasonably related information needed to establish the substantial written record required under federal law. Refusal for more than sixty (60) days without agreement by the Executive Director shall result in denial of the Application or the Application shall be deemed abandoned; provided, however, that failure to provide such information shall not result in denial or deemed abandonment if the applicant is working with Caddo Parish or the Executive Director with respect to providing such information.
5. Applications are not required for routine maintenance on wireless telecommunication facilities.
6. Applications are not required for a Section 6409(a) modification (non-substantial change), but notice of a Section 6409(a) modification (non-substantial change) is required as herein described. No person may perform a Section 6409(a) modification (non-substantial change) to a wireless telecommunication facility without first submitting written notice to the Executive Director describing in reasonable detail the work to be performed and the location of the work. The written notice shall be on a form, paper or electronic, provided by the Executive Director. Any such notice must be submitted at least ten (10) days prior to commencement of the proposed work, except that a shorter notice period shall be allowed in event of emergency.

7. Any amendments or updates to information contained in a pending small cell wireless facility permit application shall be submitted in writing to the Executive Director within 10 days after the request was made for said information (or as soon thereafter as reasonably practical) and/or within 10 days after a change necessitating the amendment occurred (or as soon thereafter as reasonably practical).

**B. Timeline of Wireless Telecommunications Facility Permit (WTFP) Application**

1. Once an WTFP application has been submitted by the applicant, action on the application shall then be taken within the timeframe as follows, subject to tolling pursuant to 47 C.F.R. § 1.6003(d):
  - a. For Collocations of Small Wireless Facilities, as defined in 47 C.F.R. § 1.6002(l), on existing structures within sixty (60) days of submission of the Application.
  - b. For Collocations that are not Small Wireless Facilities as defined in 47 C.F.R. § 1.6002(l), and for applications to deploy a Small Wireless Facility using a new structure, within ninety (90) days of the submission of the Application.
  - c. For all other applications, within one hundred fifty (150) days of the submission of the Application.

**C. Application Meetings**

In connection with filing an application for a wireless telecommunications facility permit (WTFP), to help assure the submittal of an application is in compliance with this Article, the applicant is encouraged (but not required) to meet with the Executive Director and/or his or her staff, along with Caddo Parish staff, including but not limited to the Caddo Parish Director of Public Works (or his/her designee) to determine if the location shall require a special use permit or other approvals, and to review specific issues with regard to the location(s). If an applicant schedules such meeting, the occurrence of the meeting shall not extend the deadlines set forth in Section 22.6.B above unless the parties otherwise agree in writing. The meeting may be held in person, by phone or by other electronic or digital means.

**D. Site Visit**

A site visit is encouraged (but not required) prior to any approval of a WTFP. The purpose of a site visit is to make assessments regarding, but not limited to, screening and landscaping requirements, setbacks, and aesthetic considerations. If an applicant schedules a site visit, the occurrence of the site visit shall not extend the deadlines set forth in Section 22.6.B above.

**22.7 SPECIAL USE PERMIT (SUP) PROCESS**

Any application for a wireless telecommunications facility not subject to administrative review and approval shall be permitted for land use approval upon the granting of a Special Use Permit from the Caddo Parish Planning and Zoning Commission in accordance with the general land use and design standards as established by this Code. Upon the issuance of the Special Use Permit (SUP) by the Caddo Parish Planning and Zoning Commission, the wireless telecommunication facility permit (WTFP) shall be approved by the Executive Director. A WTFP for a Small Wireless Facility (as defined in Section 22.8 below) shall not require an SUP, and shall require only administrative review and approval by the Executive Director.

**A. Authority**

**1. Land Use and Zoning Review**

- a. Regarding the land use and zoning decisions, the Caddo Parish Planning and Zoning Commission shall take formal action on requests for special use permits based on completeness and compliance with the land use and zoning requirements and standards of this Article, Article 15, Article 16 and any applicable requirements set forth in the Caddo Parish Code of Ordinances. The Caddo Parish Planning and Zoning Commission has final approval for Special Use Permits, unless appealed.
- b. The Executive Director and/or the Caddo Parish Planning and Zoning Commission may apply reasonable land use and zoning conditions to the approval of a wireless telecommunications facility special use permit as deemed necessary to ensure conformance with applicable review criteria as outlined within this Article, and any applicable requirements set forth in the Caddo Parish Code of Ordinances.

**2. Technical Review**

Regarding the technical decisions, the Executive Director, with assistance, as applicable, from any third-party consultant, will review and make a written determination regarding technical decisions for approval of the WTFP application, based on compliance with any technical requirements and standards of this Article, and all applicable requirements set forth in the Caddo Parish Code of Ordinances.

**3. Final Approval of a Wireless Telecommunications Facility Permit**

Once all application materials required under this Article 22, the Executive Director will issue one of the following: WTFP Approval, WTFP Approval with Conditions, or WTFP Denial. The written notice shall set forth the reasons for denial. The Executive Director, or his or her designee, shall forward the decision for a WTFP to the applicant.

**B. Appeals**

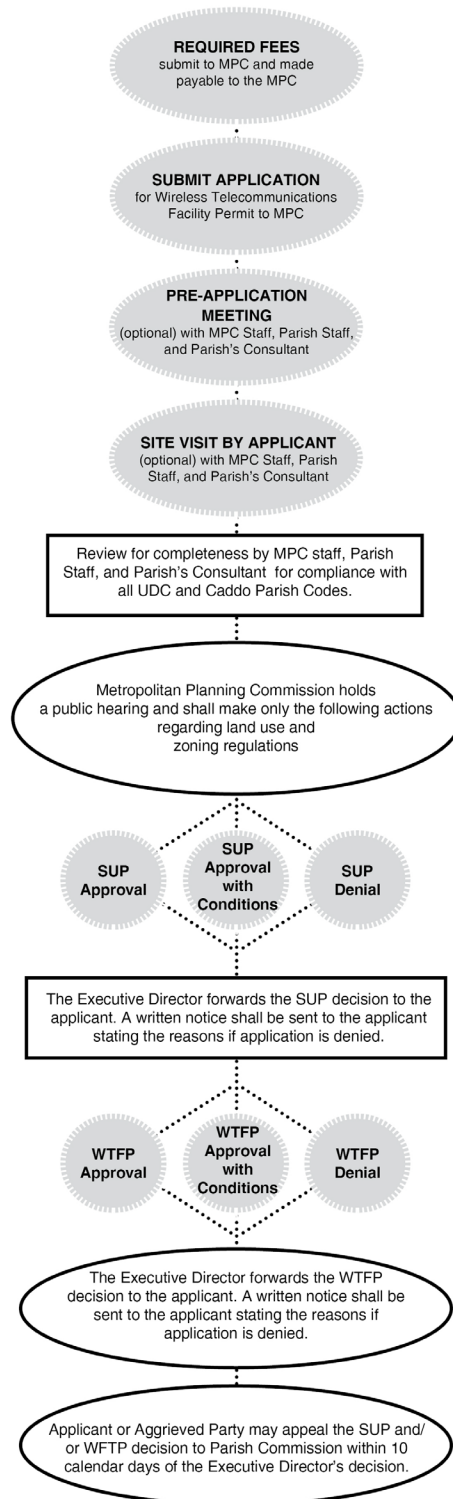
**1. Appeals of Caddo Parish Planning and Zoning Commission and Executive Director Decision**

- a. All decisions on wireless telecommunications facility permits requiring a special use permit may be appealed to the Caddo Parish Commission and shall be combined into one joint appeal action to the Caddo Parish Commission, as applicable.
- b. Within thirty (30) calendar days after the date of the final decision of the Executive Director regarding a WTFP, the applicant or any aggrieved party may appeal the Executive Director's decision on the WTFP and/or the Caddo Parish Planning and Zoning Commission decision on the SUP to City Council.

**2. Appeals of Caddo Parish Commission**

Within thirty (30) days after the date of the decision by the Caddo Parish Commission, the applicant or any aggrieved party may appeal the Commission's decision to the Caddo Parish Civil District Court.

**FIGURE 22-1: WTFP SPECIAL USE APPROVAL**



## **22.8 SMALL WIRELESS FACILITIES**

### **A. Small Wireless Facility**

Small Wireless Facility means a wireless facility that meets the following conditions:

1. The facilities:
  - a. are mounted on structures fifty feet (50') or less in height including their antennas, or
  - b. are mounted on structures no more than ten percent (10%) taller than other adjacent structures, or
  - c. do not extend existing structures on which they are located to a height of more than fifty feet (50') tall or by more than ten percent (10%) in height, whichever is greater;
2. Each antenna associated with the deployment, excluding associated antenna equipment, is no more than three cubic feet (3 ft<sup>3</sup>) in volume;
3. All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than twenty-eight cubic feet (28 ft<sup>3</sup>) in volume;
4. The facilities do not require antenna structure registration under C.F.R. Title 47, Chapter 1 Federal Communications Commission, Part 17;
5. The facilities are not located on Tribal lands, as defined under 36 CFR 800.16(x); and
6. The facilities do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards.

### **B. Collocation of Small Wireless Facilities**

In an effort to reduce visual clutter, applicants are encouraged to practice collocation of small wireless facilities when practicable and technically feasible as reasonably determined by the applicant, to the extent permitted under applicable regulations or law.

### **C. Concealment Elements**

#### **1. Design**

Small wireless facilities shall be designed to blend into the surrounding environment and be consistent with existing structures through the use of color, camouflaging and architectural treatment to the extent technically feasible. Any equipment mounted to the support structures shall also match the support structure in color and general design unless a different color is needed for public safety or service reliability reasons.

#### **2. Undergrounding**

To the extent permitted under applicable regulations or law, the Executive Director may require undergrounding of antenna equipment or any other associated equipment, other than the antennae, for small wireless facilities.

### **D. Maintenance and Modifications to Small Wireless Facilities**

The requirement of a Wireless Telecommunication Facility Permit (WTFP) for small wireless facilities located on private property in commercial and industrial zoning districts may be waived by the Executive Director if the application is reviewed and verified to be for:

1. the replacement of a small wireless facility with another small wireless facility that is substantially similar or smaller in size, weight and height; and

2. the existing small wireless facility is in compliance with the requirements of this Article and the Caddo Parish Code of Ordinances regarding stealth and/or any concealment elements, land use and design standards, code compliance, and/or undergrounded utilities, as applicable.

## **22.9 GENERAL LAND USE AND DESIGN STANDARDS**

The Executive Director or the Caddo Parish Planning and Zoning Commission must consider the following land use and design standards.

### **A. Location of Wireless Telecommunications Facilities**

1. Wireless telecommunications facilities are permitted per Table 5-1: USE MATRIX of this Code. Small wireless facilities are permitted uses in all zoning districts.
2. Freestanding monopoles and towers are permitted in residential zoning districts only with issuance of a Special Use Permit approved by the Metropolitan Planning Commission.
3. No tower may be located within the front setback or between the face of a building and a public street, sidewalk or park.
4. All towers shall be set back at least one hundred (100) feet from any public trail, park, or outdoor recreation area, unless it is a stealth facility.

### **B. Collocation**

Facilities owned by different wireless telecommunications providers may be collocated on a single tower, monopole or building to the extent technically feasible and aesthetically desirable to minimize proliferation and visual impacts of new facilities. In order to facilitate future collocation of antennas for other service providers, the conditions of approval shall prohibit the applicant from entering into an exclusive lease for the use of the entirety of the facility if it is technically feasible for other providers to collocate on the facility.

1. No new facility tower (excluding any support structure for a small wireless facility) shall be established if there is a commercially, technically or otherwise reasonably practical or desirable place available on an existing communications tower of comparable height (if any) within a 2,640-foot radius (measured from center of the tower) of an existing communications tower.
2. The applicant's proposal for a new communications tower shall not be approved until documentation is provided by the applicant or service provider that the proposed facility cannot commercially, technically or otherwise reasonably be accommodated on an existing or approved tower located within the search area due to one or more of the following reasons:
  - a. The planned equipment would exceed the structural capacity of the existing or approved towers which cannot be reinforced to accommodate the service provider's proposed facility at a reasonable cost;
  - b. The planned equipment would cause radio frequency interference with other existing or planned equipment for those towers, and the interference cannot be prevented at a reasonable cost;
  - c. Existing or approved towers do not have space on which the service provider's equipment can be placed so it can function effectively and reasonably in parity with other similar equipment in place or approved;
  - d. The existing or approved tower does not meet geographic service requirements of the applicant; or
  - e. The service provider is able to show sufficient proof that collocation agreement could not be obtained.
3. All new or upgraded communication towers shall have the capacity to permit multiple service providers. At a minimum, monopoles shall be able to accommodate two service providers, and at a minimum, transmission towers shall be able to accommodate three service providers.



4. Tower owners shall not prohibit any other service provider from collocating on an existing tower so long as the service provider pays the tower owner reasonable compensation according to industry standards for space on the tower and pays for any and all costs. If the tower owner fails to allow collocation in this situation, the Executive Director may prohibit that owner from submitting any applications.

**Note: Acceptable documentation for the above subsections shall be one or more statements from a Louisiana licensed structural engineer, network RF engineer and/or other duly qualified representative of the applicant or service provider evidencing compliance with the criteria set forth above or demonstrating why a specific criteria is not commercially, technically or otherwise reasonably practical or desirable.**

**C. Visibility from Public Places**

A wireless telecommunications facility installed in a location readily visible from a public park or other publicly owned outdoor recreation area shall be sited and designed to blend in with the existing natural and/or manmade environment to the extent reasonably and technically feasible.

**D. Setbacks and Fall Zone**

Wireless telecommunication facilities and equipment shall comply with the minimum setback requirements of the underlying zoning district; if the following requirements are more restrictive than those of the underlying zoning district, the more restrictive standard shall apply.

1. All towers shall be set back from any property lines and occupied or habitable buildings by 110% of the total fall radius of the tower, as certified by the applicant's engineer.
2. No portion of any facility, including an antenna array, shall extend beyond the property lines.
3. If the proposal is for a new tower (excluding any support structure for a Small Wireless Facility), certification by a Louisiana licensed and registered professional engineer regarding the manner in which the proposed structure will fall is required.
4. If the proposal is for a new tower, (excluding any support structure for a Small Wireless Facility), certification by a Louisiana licensed and registered professional engineer regarding the manner in which the proposed structure will fall is required.

**E. Height**

1. Wireless communication facility towers in any zoning district exclusive of the industrial zoned districts listed below shall not exceed one hundred (100) feet; provided, however, that the maximum allowable height may be increased upon technical documentation illustrating as to why the one hundred (100) feet maximum height is not a viable option.
2. The maximum allowable height for a wireless communication facility tower shall not exceed one hundred eighty (180) feet in the I-1 Light Industrial Zoning District and I-2 Heavy Industrial Zoning District.
3. Wireless telecommunications support structures shall not block or encroach upon any sidewalk or walkway.

**F. Architectural Compatibility**

Whether manned or unmanned, wireless telecommunication facilities, to the extent reasonably and technically feasible, shall be consistent with the architectural style of the surrounding architectural environment. In addition:

1. Lattice antenna towers and guyed towers are prohibited the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the Caddo Parish Planning and Zoning Commission's planning area, but outside of the corporate limits of the City of Shreveport, Louisiana.
2. To the extent reasonably and technically feasible, wireless telecommunication facility equipment shall be of the same color as the building or structure to which or on which such equipment is mounted.

3. Whenever wireless telecommunication facility equipment is mounted to the wall of a building or structure, the equipment shall be mounted in a configuration designed to blend with and be architecturally integrated into a building or other concealing structure, be as flush to the wall as reasonably and technically feasible, and shall not project above the wall on which it is mounted.

#### **G. Visibility and Aesthetics**

The Executive Director are authorized to publish design guidelines regarding aesthetics and appearance for wireless telecommunication facilities. Any proposed design guidelines shall be published on-line and made available for distribution at the Office of the Metropolitan Planning Commission (MPC) The Office of the MPC reserves its rights to amend said design guidelines, as necessary, in the future.

##### **1. Stealth**

Stealth design for wireless antennas is encouraged to the extent reasonably and technically feasible. In addition to the standards of this Article, stealth design must comply with the following regulations:

- a. To qualify as a stealth design, wireless telecommunication antennas must be enclosed, camouflaged, screened or obscured to the extent reasonably and technically feasible.
- b. No antenna may increase the overall height of any structure on which it is mounted by more than 10 percent of the original height of the structure.

##### **2. Paint and Finish Materials**

To the extent reasonably and technically feasible, to the extent visible from adjacent public rights-of-way, and unless otherwise required by the Federal Communications Commission, the Federal Aviation Administration or Caddo Parish, wall-mounted or rooftop antennas shall be constructed out of nonreflective materials, and coated, wrapped and/or textured to match the existing support structure, and shall be maintained in accordance with the requirements of this Article.

##### **3. Retrofitting**

In the event a tower or other support structure that is lighted as of the effective date of this Article is modified, at the time of the first modification of the facility, Caddo Parish reserves the right to require that the tower be retrofitted so as to comply with the lighting requirements of this Article, and any applicable requirements set forth in the Caddo Parish Code of Ordinances.

##### **4. Antenna Mounting**

Except for omni-directional antennas, all new or replacement antennas, shall be top-mounted, flush-mounted, or as close to flush-mounted on the support structure as is reasonably and technically feasible., unless it can be demonstrated that such has the effect of prohibiting the provision of service to the intended service area, alone or in combination with another facility/site(s), or unless the Applicant reasonably can demonstrate that it is impracticable.

##### **5. Placement on Building**

If attached to a building (other than a roof-mounted antenna), all antennas shall be mounted on the fascia of the building and camouflaged so as to match the color and, if possible, the texture of the building, or in a manner so as to make the antennas as visually unobtrusive as is reasonably possible given the facts and circumstances involved.

- a. Roof-mounted antennas shall be set back from the edge of the roof a distance at least as great as the height of the antenna or to minimize visibility from adjacent public rights-of-way.
- b. Wall-mounted antennas shall be architecturally integrated into the building design to the extent reasonably and technically feasible.

**6. Landscaping**

- a. All wireless telecommunications facilities, including maintenance and service operations, unless otherwise stated in the Article, must be screened at a minimum from view of adjacent residential areas and public rights-of-way with one shrub, measuring a minimum of 18 inches in height at planting and reaching a minimum of three feet in height at maturity, that must be planted for every three linear feet of fence length spaced linearly, in accordance with the screening requirements of this Article.
- b. The Executive Director or Caddo Parish Planning and Zoning Commission may choose to not require landscaping for sites that are not visible from the City public right-of-way or adjacent property or in instances where in the judgment of the Executive Director or Caddo Parish Planning and Zoning Commission, landscaping is not appropriate or necessary because of the fencing materials being used to screen the equipment compound or for other reasons.
- c. In addition to the requirements of Article 22 of this Code for landscape plans, all wireless telecommunications shall follow all landscape plan submittal requirements of Section 10.1 of this Code.
- d. All plant material must be maintained in a healthy and growing condition, and must be replaced with plant material of similar variety and size if damaged, destroyed, or removed.
- e. Landscaping is not required for small wireless facilities.

**7. Screening**

To the extent reasonably and technically feasible, roof and ground-mounted wireless telecommunication facilities and equipment, including accessory equipment, shall be screened from adjacent Caddo Parish public rights-of-way and public or private properties by paint color selection, parapet walls, screen walls, fencing, landscaping and/or berming in a manner compatible with the building's and/or surrounding environment's design, color, materials, texture, land forms and/or topography. In addition:

- a. Chain link fencing shall be unacceptable to screen facilities, support structures or accessory and related equipment (including HVAC or mechanical equipment present on support buildings); solid fencing material shall be a minimum of six feet and a maximum of eight feet in height and shall consist of wood, masonry, stucco, stone or other acceptable materials that are opaque and appropriate given the facts and circumstances. A fence permit shall be required.
- b. The applicable decision-making authority may allow use of an alternate plan and specifications for landscape and screening, including plantings, fences, walls, sign and structural applications, manufactured devices and other features designed to screen, camouflage and buffer antennas, support structures, and accessory uses.

**H. Compatibility with the Natural Environment**

To the extent reasonably and technically feasible, site disturbances shall be minimized and existing vegetation shall be preserved or improved to the extent possible, unless it can be demonstrated that such disturbance to vegetation and topography results in less visual impact to the surrounding area.

**I. Accessory Facility, Structure, or Equipment**

- 1. Accessory facilities or structures, including any buildings, cabinets or shelters, shall be used only to house equipment in support of the operation of telecommunication facilities or other communication services. Unrelated equipment shall not be stored on the site.
- 2. Any accessory facilities or structures must conform to the setback standards of the applicable zoning district. In the situation of stacked equipment buildings, additional screening/landscaping measures may be required by the Executive Director or Caddo Parish Planning and Zoning Commission.

3. Accessory equipment, other than antennas, antenna attachment devices, and cables, shall be located in an equipment cabinet. If the attached wireless telecommunication facility is proposed to be located in within the PZC's planning area that requires new utility equipment or communication lines to be located underground, then the utilities or communication lines providing service to the equipment cabinet shall be located underground.
4. Unless otherwise expressly approved, to the extent reasonably and technically feasible, all cables for a facility shall be concealed or obscured from view underground or inside of the screening or monopole structure supporting the antennas to the extent reasonably and technically feasible; any cables and/or conduit that cannot be buried or otherwise hidden from view shall be painted to match the color of the building or other existing structure to which they are attached or positioned on the facility so as to be screened from view from Caddo Parish public rights-of-way.

**J. Lighting**

1. Wireless telecommunication antennas, towers, and facilities shall not be artificially lighted, unless required by the Federal Communications Commission (FCC) or the Federal Aviation Administration (FAA).
2. All approved light fixtures (other than FAA and FCC required lighting) shall be equipped with cutoff lenses to minimize spill-over of light to adjacent properties.

**K. Signage**

1. Wireless telecommunications facilities shall include the installation of all-weather emergency information signs at all gates. Each sign shall indicate, at minimum, the site address and a 24-hour emergency contact phone number.
2. On all wireless telecommunications facilities at all locations, an FCC registration sign, as applicable, is also to be present.
3. No other signage, including commercial advertising, shall be permitted except for signage required by applicable law.

**L. Access Ways**

In addition to ingress and egress requirements of the Shreveport City Code, access to and from wireless telecommunication facilities and equipment shall be regulated as follows:

1. No wireless telecommunication facility shall be located in a required parking, maneuvering or vehicle/pedestrian circulation area such that it interferes with the intent or functionality of the original design.
2. The wireless telecommunication facility must be secured from access by the general public but access for emergency services must be ensured. Access roads must be capable of supporting all potential emergency response vehicles and equipment and must be of a dimension to allow access to any emergency equipment.
3. All driveways and drive aprons must be made of a durable all-weather material, such as concrete or asphalt. Areas within the fenced-in facility including, but not limited to access aisles and surface parking lots, may consist of an improved surface of gravel or crushed stone, subject to permission by the Executive Director or Metropolitan Planning Commission (if part of a Special Use Permit approval).

**M. Security**

All facilities, including antennas, towers and other supporting structures shall be made inaccessible to unauthorized individuals and shall be designed so as to be resistant to and minimize opportunities for unauthorized access, climbing, vandalism, graffiti, and other conditions which would result in hazardous conditions, visual blight, or attractive nuisances. All facilities shall not be easily climbed or collided with and shall expressly include removing the climbing steps for the first ten feet (10) from the ground on a monopole.

**N. Operation and Maintenance Standards**

All wireless communication facilities shall comply at all times with the following operation and maintenance standards:

1. All wireless telecommunications facilities and related equipment, including but not limited to fences, cabinets, poles and landscaping (if any), shall be maintained in good working condition over the life of the permit, subject to reasonable wear and tear, and in compliance with the version of the International Building Code in effect when the applicable WTFP is issued. This shall include keeping the structures maintained to the visual standards established at the time of approval. The facility shall remain free from trash, debris, litter, graffiti and other forms of vandalism. Any damage shall be repaired as soon as practicable, and in no instance more than ten (10) calendar days from the time of notification by the city or after discovery by the permittee.
2. Each facility shall be operated in such a manner so as to minimize any possible disruption caused by noise. Backup generators shall only be operated during periods of power outages, and shall not be tested on weekends or holidays, or between the hours of 8:00 p.m. and 7:00 a.m. on weekday nights.
3. Each owner or operator of a facility shall regularly inspect each site to ensure compliance with the standards set forth in this Article.

**O. Abandonment**

Any wireless telecommunication tower or facility that is not operated for a period of 180 consecutive calendar days is considered abandoned (unless such interruption in operations is due to maintenance, repair or replacement). The owner must immediately remove the tower or facility, and all aboveground equipment and related debris. Caddo Parish may ensure and enforce removal by means of its existing regulatory authority.

**P. Structural Standards**

All wireless communication facilities shall, at all times, comply with all applicable requirements of the International Building Code in effect on the date the building permit is issued.

**22.10 WAIVERS**

Any applicant may seek a waiver of the requirements in this article, which may be granted by the Executive Director, upon good cause shown, as determined by the Executive Director. Such waivers shall be granted in a nondiscriminatory manner.

**22.11 FEES**

The applicant shall submit all applicable fees established by Article 21 of this Code, as well as the Caddo Parish Code of Ordinances. In accordance with Article 21, the schedule of fees is kept on file in the Office of the Shreveport Metropolitan Planning Commission. Such fees shall include, but not be limited to:

- A. Application Processing Fee, and
- B. Wireless Telecommunications Facility Permit (WTFP) Fee



## CADDO PARISH PLANNING AND ZONING COMMISSION

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### STAFF REPORT

**MARCH 29, 2023**

**AGENDA ITEM NUMBER: 12**

**MPC Staff Member: Adam Bailey**

**Parish Commission District: All Districts**

**CASE NUMBER: 23-1-CTAP**

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

**REQUEST: Wireless Telecommunication Code Text (Ordinance) Amendments to the Caddo Parish UDC**

**DESCRIPTION:** Periodically, the Caddo Parish 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.

These proposed amendment mainly address the introduction of *Article 22. Wireless Telecommunications*, which brings the Caddo Parish UDC into compliance with federal laws and regulations; mainly addressing application-processing requirements (i.e., the “shot clock”). The remainder of the proposed wireless telecommunications amendments relate to sections of the UDC identified as areas needing to be clarified, removed, or updated because of the proposed Article 22. The most significant changes include the following:

- Allowance for administrative review for applications that federal legislation requires that the City approve;
- Requirements specific to the type of facility proposed;
- Newer types of facilities not contemplated in the current UDC;
- Clarified review procedures, and
- Updated definitions and explained terms.

**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 March 29, 2023 Planning and Zoning Commission meeting, a legal ad was published in the official Caddo Parish journal, the Caddo Citizen, on March 9, 2023; March 16, 2023; and March 23, 2023.

#### **Mailed Notifications**

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



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### STAFF REPORT

**REMARKS:** Recognizing that wireless connectivity is a nationwide priority and is becoming a more essential need for residents, businesses, and visitors than it has been in the past, MPC staff has identified a number of areas in the current Caddo Parish UDC that create confusion as to what is required; as well as addressing the need to come into compliance with federal regulations of wireless telecommunication facilities. By addressing these areas of confusion, *Article 22. Wireless Telecommunications* will become more user-friendly and provide a clearer expectation of requirements from all review agencies involved (which include the Shreveport MPC, Caddo Parish, and the MPC Wireless Telecommunications Consultant). The most significant changes include the following:

#### **Staff is proposing the following amendments to the Caddo Parish UDC:**

##### **Amendment 1.**

Add the following new abbreviations *SUP* and *WTFP* in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.2 GENERAL ABBREVIATIONS.

##### **Amendment 2.**

Delete, in its entirety, the term *Co-Location* in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3 DEFINITION OF GENERAL TERMS in the Caddo Parish UDC.

##### **Amendment 3.**

Repeal and replace following uses to TABLE 5-1 in ARTICLE 5. USES, SECTION 5.2. USE MATRIX:

Delete the following principle uses

- *Wireless Telecommunications – Stealth Design*

Add the following new principle uses

- *Wireless Telecommunications – New Facility*
- *Wireless Telecommunications – Attachments to Existing Structures (Other than Towers)*
- *Wireless Telecommunications, Modifications (Eligible Facility)*
- *Wireless Telecommunications, Modifications (Non-Eligible Facility)*

##### **Amendment 4.**

Repeal and replace the definition *Wireless Telecommunications* in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS.

##### **Amendment 5.**

Delete, in its entirety, *Wireless Telecommunications* in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS.

##### **Amendment 6.**

Add new *Article 22. WIRELESS TELECOMMUNICATIONS*.

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**ATTACHMENTS:** See Exhibit “A” for memorandum describing these amendments in full detail.  
See Exhibit “B” for revised *Table 5-1: Use Matrix*  
See Exhibit “C” for *Article 6.1 JJ. Wireless Telecommunications*  
See Exhibit “D” for new *Article 21. – Wireless Telecommunications*



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### STAFF REPORT

#### APPROVAL STANDARDS:

The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the Caddo Parish 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 staff 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 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 2, Article 5, Article 6 of the Caddo Parish UDC would be amended, as well as the addition of Article 22, with all provisions included therein. 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:** There was no support and no opposition.

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**PZC  
RECOMMENDATION:** The board voted 5-0 to recommend the application for approval.

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ORDINANCE AND RESOLUTION FACT SHEET  
CADDO PARISH COMMISSION

TITLE	
Ordinance 6323 of 2023	
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 data centers, with all their provisions included herein, and to otherwise provide with respect thereto.	
DATE: 04/20/2023	ORIGINATING DEPARTMENT:
The Shreveport Metropolitan Planning Commission of Caddo Parish (MPC)	
BACKGROUND INFORMATION	
<p>The Caddo Parish Unified Development Code (UDC) was adopted by the Caddo Parish Commission on September 21, 2017, by Ordinance Number 5701 with an effective date of September 30, 2017. The Unified Development Code is the regulatory document carrying out the vision of Shreveport-Caddo Parish Master Plan and is reviewed annually to determine if any particular standard or regulation is timely, relevant, and adequately addresses current market conditions. In addition to the annual review, the Caddo Parish Planning and Zoning Commission are tasked with bringing forward text amendments on their own initiative.</p> <p>The intent of this amendment is to define data centers in various capacities, adding use definitions and standards, and identifying the permissibility of data centers in the UDC’s Use Table, Table 5-1. MPC Staff continue to evaluate the UDC while using it daily and recognizes that more complex revisions in need of community input will be made in the future.</p> <p>The following Articles, or portions thereof, were amended: <i>Article 5. –Uses</i> and <i>Article 6. –Use Standards</i> to accommodate the changing nature of business within the community, with all their provisions included herein.</p>	
FINANCIAL IMPACT AND SOURCE OF FUNDING	
None	
EFFECT(S) OF PROPOSED ACTION	
With the influx of data center development in the community, it has become apparent that a definition for data centers is necessary. Presently, the UDC does not define data centers, therefore the use is not allowed. Any development, regardless of size, will be required to conform to the use standards as described herein.	
ALTERNATIVES/STAFF RECOMMENDATION	
See Exhibit “A” for memorandum describing these amendments in full detail; See Exhibit “B” for new provisions in Table 5-1: Use Matrix; See Exhibit “C” for MPC Staff Report_23-2-CTAP	
KEY STAFF CONTACT	
Adam Bailey, Community Planning and Design Manager, MPC	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. 6323 of 2023

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 DATA CENTERS, WITH ALL THEIR 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 provisions and procedures for data centers found 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. 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

\* \* \* \* \*

**Data Center.** A facility used primarily for the storage, management, processing, and transmission of digital data, which houses computer and/or network equipment, systems, servers, appliances and other associated components related to digital data operations. Such facility may also include air handlers, power generators, water cooling and storage facilities, utility substations, and other associated utility infrastructure to support sustained operations at a data center.

\* \* \* \* \*

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

ARTICLE 6. – USE STANDARDS

6.1– PRINCIPAL USE DEFINITIONS

\* \* \* \* \*

**L. Data Center**

1. All data centers shall only operate in allowable zoning districts as indicated on the Use Matrix in Article 5 of this Code. Any data center located within 200' of a residentially zoned district shall require a special use permit approved by the Caddo Parish Planning and Zoning Commission.

- 2. In all allowable zoning districts, all equipment necessary for cooling, ventilating, or otherwise operating the facility must be contained within an enclosed building where the use is located. This includes emergency power generators and other emergency power supply equipment.
  - 3. In the C-3 and C-4 Districts, the maximum permitted size is 40,000 square feet in gross floor area. However, this size limit may be exceeded as part of special use permit approval.
  - 4. In the I-MU and OR District, the maximum permitted size is 80,000 square feet in gross floor area. However, this size limit may be exceeded as part of a special use permit approval.
- \*       \*       \*       \*       \*       \*

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

## RECOMMENDED UDC CODE TEXT AMENDMENTS. 23-2-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 are aimed to adding the use "Data Center," and all its provisions, to the Caddo Parish UDC, as follows: ~~strikeout~~ indicates deleted text, underline indicates added text].

1. Add the new use "Data Center" to Table 5-1 in Article 5. USES, SECTION 5.2 USE MATRIX in the Shreveport UDC.

1. Add a new "Data Center" row, and include in the following allowable zoning districts.

- C-3 (P/S)
- C-4 (P/S)
- OR (P/S)
- I-MU (P/S)
- I-1 (P/S)
- I-2 (P/S)

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

2. Add the following new definition "Date Centers" to ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Shreveport UDC. This new definition will need to be alphabetized accordingly.

5.3 USE DEFINITIONS

\* \* \* \* \*

**Data Center.** A facility used primarily for the storage, management, processing, and transmission of digital data, which houses computer and/or network equipment, systems, servers, appliances and other associated components related to digital data operations. Such facility may also include air handlers, power generators, water cooling and storage facilities, utility substations, and other associated utility infrastructure to support sustained operations at a data center.

\* \* \* \* \*

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

6.1 USE STANDARDS

\* \* \* \* \*

**L. Data Center**

1. All data centers shall only operate in allowable zoning districts as indicated on the Use Matrix in Article 5 of this Code. Any data center located within 200' of a residentially zoned district shall require a special use permit approved by the Metropolitan Planning Commission.
2. In all allowable zoning districts, all equipment necessary for cooling, ventilating, or otherwise operating the facility must be contained within an enclosed building where the use is located. This includes emergency power generators and other emergency power supply equipment.
3. In the C-3 and C-4 Districts, the maximum permitted size is 40,000 square feet in gross floor area. However, this size limit may be exceeded as part of special use permit approval.
4. In the I-MU and OR District, the maximum permitted size is 80,000 square feet in gross floor area. However, this size limit may be exceeded as part of a special use permit approval.

\* \* \* \* \*

**Explanation for Amendments:** Establish data centers as a new use within the Code. The new use category identifies where data centers are permitted, but also adds design requirements, as well as size limitations which, if triggered, will require special exception use approval.

[illegible]



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	USESTANDARD		
Furniture, Furnishings and Equipment Sales																		P	P									P	P	S							
Gas Station																	S	P	P	S			S				S	S	P	P	P				Sec. 6.1.UV		
Golf Course/Driving Range	S	S	S	S																												P					
Government Office																P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P			
Greenhouse/Nursery - Retail																		A	P										P	P							
Group Home	P	P	P	P	P	P	P	P	P	P	P																								Sec. 6.1.VW		
Halfway House																			S										S						Sec. 6.1.VW		
Healthcare Institution																	P	P	P									P						P			
Heavy Retail, Rental, and Service																		S	P		S					S		S	P	P							
Helipad																						S	S					S		S				S	Sec. 6.1.A		
Heliport																											S		S	S			S		S	Sec. 6.1.A	
Hotel																	S	P	P	S	P	S	P	P	S	S	S	P					P				
Industrial - Artisan													S					S	P		S				S		P	S	P	P							
Industrial - Heavy																															P						
Industrial - Light													S																P	P	P						
Industrial Design																			P	A		P		P		P	P	P	P	P							
Industrial Services																		P	P								P		P	P							
Live Entertainment - Ancillary Use																	S	S	S	S	S	P	P	S		P			P						Sec. 6.1.WX		
Live Performance Venue																		P	P	S	P	P	P	P	P			P					P		Sec. 6.1.WX		
Lodge/Meeting Hall	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. 6.1.XY	
Manufactured Home Park															P																						
Marina																			S										S	S			S				
Medical/Dental Office								S					P			P	P	P	P	P	P	P		P	P	P	P	P	P	P				P			
Movie Studio																							S			S			P	P							
Neighborhood Commercial Establishment			S	S	S	S	S	S	S	S	S	S		S																						Sec. 6.1.YZ	
Nightclub																		S	S		S		S	S		S			S							Sec. 6.1.WX	
Office								S					P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P			
Outdoor Dining																S	P	P	P	P	P	P	P	P	P	P	P	S	S						Sec. 6.1.ZAA		
Parking Lot (Principal Use)																	S	P	P	S	P		S			S	P	S	P			P	P		Sec. 6.1.AABB		
Parking Structure (Principal Use)																	S	P	P	S	P	P	P	P	P	P	P	P	P	P			P	P	Sec. 6.1.AABB		
Pay Day/Title Loan Agency																	S	S	S	S		S		S				S							Sec. 6.1.BBCC		
Passenger Terminal																			P				S			S	P	P	S								
Personal Service Establishment													P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				P			
Place of Worship	P	P	P	P	P	P	P	S	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		P					P			
Public Park	P	P	P	P	P	P	P	P	P	P	P	P		P		P	P	P	P	P	P	S		S	P	P			P				P	P			
Public Safety Facility	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			P			
Public Works Facility																			P							S	P	P	P	P				P			
Reception Facility													S				S	P	P	S	P		S	S		S	P								Sec. 6.1.CCDD		
Recreational Vehicle Park													S						S														S			Sec. 6.1.G	
Research and Development																			P			S		S			P	P	P	P	P				P		
Residential Care Facility										P	P	P						P	P		P				S									P	Sec. 6.1.DDEE		
Restaurant													P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	Sec. 6.1.EEFF		
Retail Goods Establishment													P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P			
Retail Sales of Alcohol – Beer/Wine																	P	P	P	S	P	S	S	S	S	S	S	S	P	P	P				Sec. 6.1.FFGG		
Retail Sales of Alcohol - Liquor																	S	S	P	S	S	S	S	S	S	S	S	S	S	S					Sec. 6.1.GG		
Salvage Yard																																				Sec. 6.1.GGHH	
Self-Service Ice Vending Unit	S																P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	Sec. 6.1.HHHI		
Self-Storage Facility: Climate-Controlled																	S	P	P	S				S	S		P	P	P	P				P	Sec. 6.1.IJJJ		
Self-Storage Facility: Outdoor																		S	P								P	P	P	P	S				Sec. 6.1.IJJJ		
Sexually Oriented Business																		S					S													Sec. 6.1.JJKK	
Shelter Housing											S	S	P			S	S	S	P						S		S		S					P	Sec. 6.1.VV		
Short-Term Rental Property	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E		P/E		P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E	P/E		P/E						Sec. 6.1.KKLL		
Single Room Occupancy										P	P	P						S						S	S		S		S						Sec. 6.1.PQ		
Social Service Center													P			S	S	S	P	S	S			S	S		S		S				P	Sec. 6.1.VV			
Solar Farm														</																							

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 Yard - Outdoor																			P										P	P					Sec. 6.1. <a href="#">GGHH</a>	
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. <a href="#">MMNN</a>	
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. <a href="#">NNOO</a>	
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. <a href="#">OOPP</a>
Vehicle Repair/Service – Minor													S				S	P	P	S	P			S		S		P	P	S						Sec. 6.1. <a href="#">OOPP</a>
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. <a href="#">PPQQ</a>	
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	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	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	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	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	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	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

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

### STAFF REPORT

**MARCH 29, 2023**

**AGENDA ITEM NUMBER: 13**

**MPC Staff Member:** Adam Bailey

**Parish Commission District:** All Districts

**CASE NUMBER:** 23-2-CTAP

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

**REQUEST:** **Code Text (Ordinance) Amendments to the Caddo Parish UDC regarding Data Centers**

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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 Caddo Parish 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 these amendments is to define data centers in various capacities, adding use definitions, use standards, and identifying the permissibility of data centers in the UDC's Use Matrix, Table 5-1. These amendments will affect the following articles, or portions thereof: *Article 5. –Uses* and *Article 6. –Use Standards* to accommodate the changing nature of business within the community, with all their provisions included therein.

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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 March 29, 2023 Planning and Zoning Commission meeting, a legal ad was published in the official Caddo Parish journal, the Caddo Citizen, on March 9, 2023; March 16, 2023; and March 23, 2023.

#### **Mailed Notifications**

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

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**STAFF ANALYSIS:** With the influx of data center development in the community, it has become apparent that the use for a “data center” is necessary with the UDC. Presently we have a variety data centers in the community ranging from smaller ones tucked away in urban areas to larger campus-style centers such as the ones located in local business parks. Any development, regardless of size, will be required to conform to the district-related development standards. In crafting the definition and use standards, staff believes data centers should be differentiated based on their size. As noted earlier, data centers can assume a variety of sizes so smaller ones could be appropriate in non- industrial zone districts and development standards can ensure compatibility within the zone district.



## CADDO PARISH PLANNING AND ZONING COMMISSION

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### STAFF REPORT

#### 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

**Amendment 1. Add the new use “Data Center” to Table 5-1:USE MATRIX.** *Data centers—a new use category—expands where use is permitted.*

**Amendment 2. Add the new use definition for “Data Center” to ARTICLE 5. USES.** *Establishes a new use category for data centers, which previously were uncategorized within the Code.*

**Amendment 3. Add the new use standards for “Data Center” to ARTICLE 6. USE STANDARDS.** *Adds new design requirements and size limitations for data centers that will require special permit approval for most modern data centers.*

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**ATTACHMENTS:** See Exhibit “A” for memorandum describing these amendments in full detail.  
See Exhibit “B” for amended *Table 5-1: USE MATRIX*.

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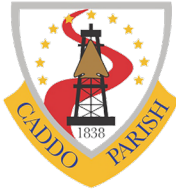
**APPROVAL STANDARDS:** The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the Unified Development Code whenever the public necessity, convenience, general welfare, comprehensive plan, or appropriate land use practices justify or require doing so. In determining whether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

- Promotes the public health, safety, and welfare.**  
*The proposed text amendments promotes the public health, safety, and welfare.*
  - Promotes the Master Plan and any adopted land use policies.**  
*The proposed text amendments are consistent with the Master Plan.*
  - Promotes intent of this Code.**  
*These amendments will simplify current practices, thus promoting the intent of the Code.*
  - Corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.**  
*The proposed amendments reflect changes in policy.*
  - 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 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 and Article 6 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:



## CADDO PARISH PLANNING AND ZONING COMMISSION

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### STAFF REPORT

- 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:** There was no support and no opposition.

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**PZC**  
**RECOMMENDATION:** The board voted 5-0 to recommend the application for approval.

**CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-2-CTAP**

**-- Data Centers --**

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 the physical area of Caddo Parish that falls within the jurisdiction of the Metropolitan Planning Commission’s planning area, but outside of the corporate limits of the City of Shreveport. 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 #23-2-CTAP establishes the new use “data center” in the Caddo Parish UDC. This new use is an attempt to make adjustments for unintended limitations placed on certain industries, while addressing innovations and unforeseen industry shifts in the Parish. The intent is to define “data centers” in various capacities—adding use definitions, use standards, and identifying the permissibility of the use in the UDC’s Use Matrix.

A list of the amendments, along with a brief explanation, are described below:

**AMENDMENT 1. Updates “Table 5-1: Use Matrix” in Article 5. – Use Definitions to allow for the use “Data Center”.**

- The following zoning districts will allow data centers as either Permitted Use (P) or they will be allowed with Special Use Permit Approval (S), dependent on their proposed size and relative location to residential property, as applicable.
  - C-3 (P/S)
  - C-4 (P/S)
  - OR (P/S)
  - I-MU (P/S)
  - I-1 (P/S)
  - I-2 (P/S)

**AMENDMENT 2. Adds new use definition for “Data Center” in Article 5. – Use Definitions.**

- **Data Center.** A facility used primarily for the storage, management, processing, and transmission of digital data, which houses computer and/or network equipment, systems, servers, appliances and other associated components related to digital data operations. Such facility may also include air handlers, power generators, water cooling and storage facilities, utility substations, and other associated utility infrastructure to support sustained operations at a data center.

**AMENDMENT 3. Adds use standard for “Data Center” in Article 6. – Use Standards.**

- All data centers shall only operate in allowable zoning districts as indicated on the within the Use Matrix. Any data center located within 200’ of a residentially zoned district shall require a special use permit approved by the Caddo Parish Planning and Zoning Commission.
- In all allowable zoning districts, all equipment necessary for cooling, ventilating, or otherwise operating the facility must be contained within an enclosed building where the use is located. This includes emergency power generators and other emergency power supply equipment.
- In the C-3 and C-4 Districts, the maximum permitted size is 40,000 square feet in gross floor area. However, this size limit may be exceeded as part of special use permit approval.
- In the I-MU and OR District, the maximum permitted size is 80,000 square feet in gross floor area. However, this size limit may be exceeded as part of a special use permit approval.



**CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-3-CTAP**

**-- Surface Requirements to Parking Lots --**

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 the physical area of Caddo Parish that falls within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport. 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.

Trucking and shipping play a vital role in Shreveport'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 need additional options for storage. 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 truck parking. Expanding the surfacing requirements for parking lots for heavy truck parking should result in the development of more locations for such storage. However, if not adequately regulated, truck parking that is poorly managed or over-saturated may adversely impact residents. Regulations should effectively provide for the needs of the community and mitigate potential adverse impacts on quality of life.

Case #23-3-CTAP updates the "surfacing parking" provisions found in *Article 8. – Off-Street Parking and Loading* of the Caddo Parish UDC. This, in turn, relaxing the restrictions for surface requirements for truck parking. The key components of amendment are described below:

**AMENDMENT 1. Update "H. Surfacing" in Article 8. – Article 8. Off-Street Parking and Loading, Section 8.5. Design of Vehicle Parking Spaces.**

- Pervious paving may be allowed for truck-and-trailer parking lots upon submission of a detailed report from a Louisiana-licensed engineer stating that the proposed paving can adequately allow percolation or infiltration of storm water.
  - Examples of Pervious Surfaces include:
    - **Pervious Concrete.** Concrete with a high porosity that allows water to pass right through.
    - **Porous Asphalt.** Standard asphalt that allows water to drain through it.
    - **Permeable Interlocking Concrete Pavement, or PICP.** A layer of solid concrete pavers separated by joints filled with small stones.
- Gravel, crushed concrete or milled asphalt are acceptable within the I-1 Light Industrial Zoning District and I-2 Heavy Industrial District, provided that:
  - The surface material is designed by a professional engineer to sustain the anticipated traffic load.
  - The surface material shall be verified by the Director of the Caddo Parish Public Works Department.
  - A paved driveway apron, made of concrete or asphalt, is required.
- Should any surface material enter the public roadway, drainage system, or public right-of-way, the property owner is required to remove the material immediately. Failure to do so may result in the following:
  - The Zoning Administrator revoking the property' certificate of occupancy.
  - The Director of the Caddo Parish Public Works Department prohibiting and/or blocking any public access onto the property.
  - Should any enforcement actions take place, the site shall only regain full operation once all violations are corrected, costs reimbursed, and/or fines paid in full (as applicable).
- In the R-A Zoning District, single-family-detached and manufactured homes are permitted a gravel driveway, however a paved driveway apron is required.

**CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-3-CTAP**

**- Surface Requirements to Parking Lots -**

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 the physical area of Caddo Parish that falls within the jurisdiction of the Metropolitan Planning Commission’s planning area, but outside of the corporate limits of the City of Shreveport. 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.

Trucking and shipping play a vital role in Shreveport’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 storage. 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 temporary parking.

Expanding the surfacing requirements for parking lots for heavy truck parking should result in the development of more locations for such storage. However, if not adequately regulated, parking that is poorly managed or over-saturated may adversely impact residents. Regulations should effectively provide for the needs of the community and mitigate potential adverse impacts on quality of life.

Case #23-3-CTAP updates the “surfacing parking” provisions found in *Article 8. – Off-Street Parking and Loading* of the Caddo Parish UDC. A list of the amendments, along with a brief explanation, are described below:

**AMENDMENT 1. Updates “H. Surfacing” in Article 8. – Article 8. Off-Street Parking and Loading, Section 8.5. Design of Vehicle Parking Spaces.**

Key components include:

- Pervious paving may be allowed upon submission of detailed report from a professional engineer, licensed in the State of Louisiana, stating that the proposed paving and soil substrate can adequately allow percolation or infiltration of storm water at the proposed location.
- Gravel, crushed concrete or milled asphalt are acceptable on any property within the I-1 Light Industrial Zoning District and I-2 Heavy Industrial District, provided all of the following surfacing conditions are met:
  - The surface material shall be designed by a professional engineer to sustain the anticipated traffic load.
  - The surface type, along with the engineer’s seal, shall be verified by the Director of the Caddo Parish Public Works Department.
  - A paved driveway apron, made of concrete or asphalt, is required to extend from the road to at least the right-of-way line, or a minimum of fifteen (15) from the road, whichever is greater.
- Should any surface material enter the public roadway, public drainage system, or public right-of-way, it shall be the responsibility of the property owner to remove the material immediately. Failure to do so may result in the following:
  - The Zoning Administrator is authorized to revoke a certificate of occupancy, as well as issue any zoning violations to the property owner, as applicable.
  - The Director of the Caddo Parish Public Works Department may prohibit and/or block any public access onto the property.
  - Should any of the above enforcement actions take place, the site shall only regain full operation once all violations are corrected, costs reimbursed, and/or any fines paid in full, as applicable.
- In the R-A District, single-family-detached and manufactured homes are permitted a gravel driveway, however a paved driveway apron is required from the road to at least the right-of-way line, or a minimum of fifteen (15) feet from the road, whichever is greater.

**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 WESTERN CORNER OF COLQUITT ROAD AND JERSEY GOLD ROAD, CADDO PARISH, LA., FROM R-A RURAL-AGRICULTURAL 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 Western corner of Colquitt Road and Jersey Gold Road, Caddo Parish, LA, more particularly described below, be and the same is hereby amended **from R-A Rural-Agricultural Zoning District to C-1 Neighborhood Commercial Zoning District:**

LOT 10, FRANK GRAHAM ESTATE SUB, UNIT 1 Section 23, T16N, R15W, 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:

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Parish Attorney

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Date

**23-5-P  
FUSION MALL LLC**

**CADDO PARISH PLANNING AND ZONING BOARD  
SUMMARY MINUTES OF THE PUBLIC HEARING MARCH 29, 2023**

A regularly scheduled public hearing of the Shreveport Metropolitan Planning Commission of Caddo Parish was held on Wednesday, March 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  
Adam Bailey, Community Planning & Design Manager  
Henry Bernstein, Parish Attorney's Office  
Shari Culbert, Executive Assistant  
Reginald Jordan, Zoning Administrator  
Benjamin Koby, Planner

**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 Metropolitan Planning Commission are subject to appeal to the appropriate governing body, either the City Council or the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Metropolitan Planning Commission.

**A motion was made by MR. BROWN, seconded by MR. HUMPHREY, SR., to approve the minutes of the February 22, 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. 23-5-P ZONING MAP AMENDMENT (REZONING)**

Applicant: FUSION MALL LLC  
Owner: CHC Realty LLC  
Location: 5996 Colquitt Rd (Western corner of Colquitt Rd and Jersey Gold Rd.)  
Existing Zoning: R-A  
Request: R-A to C-1  
Proposed Use: Retail Goods Establishment

**Representative &/or support:**

**Debra Johnson 8850 Sebastian Rd. Keithville, La. 71047**

Ms. Johnson spoke of her proposed use for the property. She gave examples of the types of sales that would be conducted and items that would be housed and available for sold, and gave a list of her auctioneer credentials. She dispelled rumors of vape sales on the property. She spoke to concerns of gun sales.

Ms. Johnson answered questions from the board members.

**Hope Thoele 10234 Dover Pl. Keithville, La. 71047**

Ms. Thoele expressed her support of Ms. Johnson opening a business.

**Jill Brown 10181 McElroy Dr. Keithville, La. 71047**

Ms. Brown spoke of her support of a business coming into the building. She also spoke in support of the application.

**Scott McGee 311 Hallmark Dr. Stonewall, La. 71078**

Mr. McGee spoke of his support of the proposed business.

**Ruth Sanders 2160 Francais Dr. Shreveport, La. 71118**

Ms. Sanders expressed her support of Ms. Johnson opening a business.

**Selena Skyles 10222 Doe Ridge Keithville, La. 71047**

Ms. Skyles spoke of her support of a business coming into the building. She also spoke in support of the application.

**Mike Matthews 325 Ellerbe Ridge Shreveport, La. 71106**

Mr. Matthews spoke in support of the application.

**Opposition:**

**S. Michelle Perkins 10429 Keith Road Keithville, La. 71047**

Mrs. Perkins spoke of her residence in Keithville. Mrs. Perkins spoke of previous encounters with the MPC board. She spoke to not receiving notification for the case and issues with MPC staff. She expressed her opposition, stating that she believes that Ms. Johnson will use her business to sale firearms and drugs.

Mrs. Neubert clarified the difference between the MPC and PZC boards. She spoke to Mrs. Perkins' concerns regarding staff and notification issues.

Mr. Brown spoke to the difference between the City and Parish.

Mr. Marchive asked Mrs. Perkins for clarification of where her property is in proximity to the proposed property.

**Louise Harris 10956 Sunrise Circle Keithville, La.**

Mrs. Harris asked the board how they were elected. Mrs. Neubert advised that the board was appointed by Parish Commissioners. Mrs. Harris spoke of her opposition to having an antique shop in her area and that she was not within the notification zone but agreed that the people within the notification zone should have been notified. There were approximately 15 people who stood to support her position.

Ms. Green shared comments about her position on the board and her support of the efforts to improve the notification process.

**Donald Copeland 10457 Keith Rd. Keithville, La. 71047**

Mr. Copeland stated that he is not in support of any commercial businesses in the area and that there is trouble within the area. He is also outside of the notification zone.

Mrs. Neubert asked that Mr. Copeland clarify what trouble he spoke of. He stated that there is not certain what the issue is, but there is a heavy police presence. Mrs. Neubert suggested that he visit the Caddo 911 website to be informed of what is happening in the area.

**Richard Pomplun 10759 Keith Rd. Keithville, La. 71047**

Mr. Pomplun expressed opposition due to the probability of additional crime and traffic to the area. He gave accounts of crime he's witnessed in the area.

**John Milkovich 11570 Timber Ridge Keithville, La. 71047**

Mr. Milkovich spoke of possible other zoning and clarification of sales at the proposed business.

**Betty Walton Hood 10835 Keith Rd. Keithville, La. 71047**

*draft*

Mrs. Hood stated that she was not notified and that she is opposed to the request.

**Robert Silas 588 Sunset Trace Keithville, La. 71047**

Mr. Silas asked for clarity of the sales of the business. Mr. Brown advised him of what Ms. Johnson proposes to sale. Mr. Silas spoke of concerns of security at the building.

**Dawn Harris 10956 Sunrise Circle Keithville, La.**

Mr. Harris expressed his opposition due to the possible of increased crime and traffic.

Ms. Hart asked for clarification on the crime in the area. Mr. Harris gave a response.

Mr. Humphrey suggested that the community contact law enforcement regarding the crime in the area.

Ms. Hart asked questions of Mr. Harris concerning the building.

**Rebuttal:**

Ms. Johnson spoke of the security that she will have at the building.

**A motion was made by MS. NEUBERT seconded by MR. BROWN to recommend approval of the application.**

**The motion was adopted by the following 4-2 vote: Ayes: Messrs. BROWN, HUMPHREYS and Mses. HART & NEUBERT. Nays: Mr. MARCHIVE & Ms. GREEN. Absent: NONE**

**END OF PUBLIC HEARING**

**OLD BUSINESS**

**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

**MARCH 29, 2023**

**AGENDA ITEM NUMBER: 10**

**MPC Staff Member: Alexis DeJohn**

**Parish Commission District: 11/Ed Lazarus**

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**CASE NUMBER     23-5-P:     ZONING REQUEST**

**APPLICANT:** FUSION MALL LLC  
**OWNER:** CHC Realty LLC  
**LOCATION:** 5996 Colquitt Road (Western corner of Colquitt Rd and Jersey Gold Rd.)  
**EXISTING ZONING:** R-A  
**REQUEST:** R-A to C-1  
**PROPOSED USE:** Retail Goods Establishment

---

**DESCRIPTION:** The applicant in this case is requesting approval to rezone a 2.12-acre tract of land from R-A (Rural Agriculture) to C-1 (Neighborhood Commercial). The property is surrounded by R-A properties to the north, south, east, and west. The applicant is requesting approval for this rezoning for a retail goods establishment.

There are no previous cases associated with this site. It is important to note that there were several applications submitted for property rezonings; however, one was approved for rezoning to I-1 (Light Industrial) for a fire station and well with a water tower (P-14-08). All other applications for rezoning to commercial properties were denied.

Nearby neighborhoods include: Idlewood, Keith Road.

---

**REMARKS:** 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.

As discussed above, the property is zoned R-A and is surrounded by other R-A properties. The property was originally a church, but is now being sold by CHC Realty, LLC. The purchasing of this property, by the applicant, is contingent upon the property being approved for rezoning to C-1. The



## CADDO PARISH PLANNING AND ZONING COMMISSION

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### STAFF REPORT

applicant is requesting to rezone this property for a retail goods establishment for an antique sales/consignment store. There has been concern that this particular property would turn into a vape/smoke shop and would have drug paraphernalia in store and would become the center of criminal activity. The applicant stated that this type of use would not happen at the property in question. A vape shop, a store that sells firearms, and an antique furniture store all fall under a "Retail Goods Establishment". Although a vape shop/smoke shop sounds like it may have drug paraphernalia, it would not. They do not sell marijuana or other paraphernalia; however, a dispensary would. Vape stores typically "are retail outlets specializing in the selling of electronic cigarette products". Vape shops can also be online. They tend to only sell tobacco products. These came about because electronic cigarettes provide a less hazardous alternative to smoked tobacco for smokers and can aid smoking cessation. Being realistic, electronic cigarettes have less toxins than cigarettes themselves; but they are still harmful. Some vape shops may also sell CBD which is thought to be marijuana but is not. CBD (Cannabidiol) is an active ingredient in cannabis that is derived from the hemp plant and does not cause a high and is not addictive. The reason why CBD itself is so controversial is because it comes from the cannabis plant. CBD can be derived from non-hemp plants. Hemp is defined as any part of the cannabis sativa plant with no more than 0.3% of tetrahydrocannabinol (THC), which is the mind-altering substance. CBD can also help to improve sleep disorders, fibromyalgia pain, muscle spasticity related to multiple sclerosis, and anxiety. CBD can also be an effective anti-seizure medication.

Rezoning this property to C-1 would not completely be out of character for this neighborhood given the fact that there are other C-1 properties and other commercially zoned properties scattered along Colquitt Road. About 3.13 miles heading northeast of the property in question are commercial properties that directly abut residential zoned properties. Heading southwest about 0.55 miles from the property are two commercial properties that abut residentially zoned properties which is a convenience store which is zoned C-1. The applicant expressed that this retail goods establishment would not be the standard retail establishment store in the sense that it will not be open for public use daily, but would allow customers to come at least once a month to purchase merchandise sold by the applicant's company.

The Shreveport-Caddo 2030 Master Plan Future Land Use Map shows the property as Neighborhood Commercial; therefore, rezoning request to C-1 is in alignment with the future land use map. The future land use map shows a transition into commercial development along this area of Colquitt Road. Development of this property to residential is unlikely.

Per UDC requirements, a Neighborhood Participation Plan meeting was required and held on February 20, 2023, with a total of 5 people in attendance. There was opposition from some of the neighborhood participants.

---

### STAFF

**ASSESSMENT:** Based on the information contained in the application, and analysis of the facts of record, MPC Staff concludes that approval of rezoning this property from R-A to C-1 for a retail goods establishment is warranted.



## CADDO PARISH PLANNING AND ZONING COMMISSION

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### STAFF REPORT

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

1. Approve the rezoning request for a different zoning type.
2. Deny the zoning request.

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**PUBLIC ASSESSMENT:** Seven people spoke in support, eight people spoke in opposition

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#### PZC

**RECOMMENDATION:** The board voted 4-2 to recommend the application for approval.

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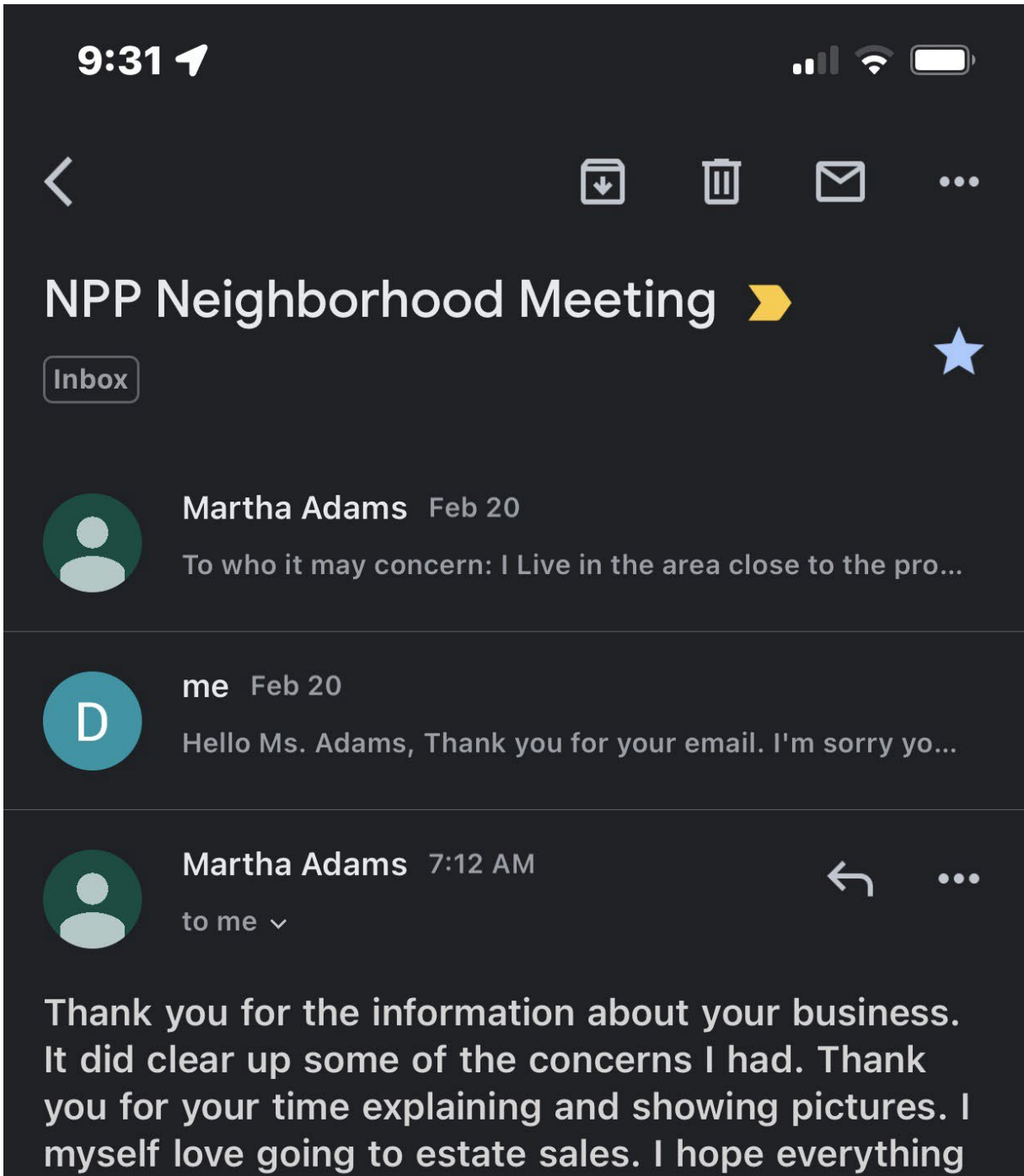
**From:** [Debra Johnson](#)  
**To:** [Benjamin Koby](#)  
**Subject:** Revision  
**Date:** Thursday, February 23, 2023 9:34:29 AM

---

Hi Ben,

I heard from My last opposing person this morning, Ms. Adams I am attaching her response to me that I received this morning. Should I update my report with her information and send it back to you?

Thx Debra



turns out for your location here.

...



me 9:31 AM

to Martha ▾



...

Thank you Ms. Adam's. I appreciate you reading my email. Hopefully you will be able to attend our Estate Sales and events we will have at the location. Please feel free to sign up for our email notification list so you can see in advance what we're working on.

Thx! Debra

...



Reply



Forward

**From:** Shreveport Caddo MPC, LA <[info@shreveportcaddompc.com](mailto:info@shreveportcaddompc.com)>

**Sent:** Sunday, February 19, 2023 6:53:55 PM

**To:** Alan Clarke <[Alan.Clarke@shreveportla.gov](mailto:Alan.Clarke@shreveportla.gov)>

**Subject:** [thomasonlawn1@yahoo.com](mailto:thomasonlawn1@yahoo.com)

Message submitted from the <Shreveport Caddo Parish MPC> website.

**Site Visitor Name:** Paul and Debbie Thomason

**Site Visitor Email:** [thomasonlawn1@yahoo.com](mailto:thomasonlawn1@yahoo.com)

To whom it may concern, my name is Paul Thomason, my wife Debbie Thomason and I reside at 6035 Colquitt Rd in Keithville. We are located directly across the street from the proposed address of 5996 Colquitt Rd . Formerly the Redeemer Church. We understand there is an application to rezone this property for commercial resale use. We are adamantly opposed for rezoning this property due to property value concerns, traffic concerns and the concerns of safety and security for our property. Thank you for noting our opposition to this application. Paul Thomason



## Alexis DeJohn

---

**From:** Susan Perkins <michellejuban10429@gmail.com>  
**Sent:** Monday, March 13, 2023 10:15 AM  
**To:** Alexis DeJohn  
**Subject:** Re: Case 23 - 5 - P

**OPPOSITION**

March 13, 2023

Rezoning from R-A Rural Agriculture to C-1 Commercial

To Whom It May Concern ;

Re: Zoning changes at Intersection Keith Road/ Colquitt/ Jersey Gold

Notifications of letters were send out to our P O box instead of our physical address. A schedule meeting for a Monday evening, at 2 pm , back on Feb 20, 2023 ? We we're unaware of until , recently the proposed changes. This is not properly addressing the community , when limited details are disclosed in correspondence. Letters were sent to ....ONLY a very small section of our community!

Does this business plan on having 24 hours security? What is the planned business hours ?

Jersey Gold/ Keith Road @ Colquitt has numerous of vehicle accidents due to Chesapeake well sites traffic & Colquitt has high volume of traffic. Does the Parish plan on putting up traffic lights at intersection? That is very reason Chesapeake put entrance to well site on Keith Road instead of Colquitt!

Right now ...there are several operating Chesapeake wells sites just on Keith Road ... eighteen wheelers up /down road at all hours ...with two additional well sites located on Colquitt Road.

Absolutely Not ! We adamantly oppose to this zoning change from R-A (Rural Agriculture) to Commercial C-1.

Our home property is valued at somewhere between \$250,000 - \$287,000. We live at 10429 Keith Road, Keithville, La. We do not want a thrift store or used junk store at the corner! Our property is located diagonally across from the exact location of proposed zoning changes.

At this time ... ongoing daily issues of drug dealing at the Chesapeake well site directly across the street from our home & proposed location of thrift store. We are working with Chesapeake security and Caddo Sheriff Dept. to get issues resolved because of constant issue with trespassing and drug activity at the well site daily . A thrift store would only invite other criminal activity.

That type of business would drastically decrease our property values ! We are located in Metropolitan Estates on various acreages sized properties NOT typical small lots. Metropolitan Estates has a convent that we are unable to even put up a fence in our front yard or build any structure in front of or beside our home.

Yet ..a proposed zoning change would result in decreasing our property values. The whole reason many purchased property in Keithville, was to get away from all the businesses and criminal activity .

We are just outside the five miles from city limits in the country and we pay high taxes to keep rural /country areas in the country. Our property taxes just last year was \$ 2,237. 27.

The property manager, at the three plus acres beside our property has not maintained their property (as in mowing twice a year for over twenty years) which is required by parish ordinances. Drainage is overflowing due to not properly maintenance of parish , not to mention the ...mowing of tall grass. Trees are falling across Keith road because the parish has allowed the property manager not to maintain the property in twenty plus years, which is apart of Metropolitan Estates.

Jersey Gold subdivision ...has many drug related issues in this section of the parish. As the Caddo Parish Deputy recently disclosed... he has had more drugs bust/ arrest at this very intersection than anywhere else in the parish. Our Conversation was due ....to a police investigation ... regarding a Caddo Parish school bus driver which PARKED with a empty bus at well site and exchange something with a residence from Jersey Gold ; at the very location of Chesapeake well site , which is located directly in front of our home and across the street from the proposed Thrift store location.

We had to recently upgrade our home security cameras , because of all the criminal activity/ issues here in the country at Chesapeake well site.

I ask that you immediately pull the request for zoning changes. Case # 23-5-P

If you want to discuss , please call home number @ 318-925-0509.

Sincerely,

David T. Perkins & Susan Michelle Lozier - Perkins

Reference: Case Number 23-5-P

We received the attached e-mail from Susan Perkins, a nearby resident that is opposed to the rezoning. She wanted this screen shot of the applicant's current website included in the board packet because she believes this is evidence that the site will be utilized in a manner that is inconsistent with the applicants stated use.

**From:** Susan Perkins <michellejuban10429@gmail.com>

**Sent:** Wednesday, March 15, 2023 11:15 AM

**To:** Stephen Jean <Stephen.Jean@shreveportla.gov>

**Subject:** Case 23 - 5 - P

9:04



ESTATE SALE ~ THURSDAY & FRIDAY 2606 CRESWELL AVE. ~ SHREVEPORT, LA ~ FRI & SAT

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<a href="#">ESTATE SALES</a>	<a href="#">APPRAISALS</a>	<a href="#">AUCTION TERMS</a>	<a href="#">ESTATE SALE VS AUCTION</a>
<a href="#">ANTIQUE</a>	<a href="#">GENERAL</a>	<a href="#">WHY AUCTION?</a>	<a href="#">TERMS OF SALE</a>



CLICK THE LINKS BELOW TO FOLLOW THE PAGES

Schedule	TYPE/CITY
<a href="#">HIGHLAND ESTATE SALE</a>	<a href="#">FRIDAY MARCH 3rd ~ 9:00-4:00</a>
<a href="#">2606 CRESWELL AVE.</a>	<a href="#">FRIDAY MARCH 4th ~ 9:00-4:00</a>
<a href="#">SHREVEPORT, LA 71104</a>	<a href="#">www.fusionmall.net</a>
<a href="#">EXCITING NEWS COMING SOON...</a>	BOOKMARK NOW...
OUR NEW WEBSITE SHOULD BE UP & RUNNING ANY DAY NOW	<a href="#">WWW.FUSIONMALL.NET</a>
	<a href="#">318-828-2915</a>

NOTE: KEEP CHECKING BACK AS SCHEDULE MAY CHANGE



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Not Secure — [shreveportauctions.com](http://shreveportauctions.com)

**From:** [Shari Culbert](#)  
**To:** [Benjamin Koby](#)  
**Cc:** [Emily Trant](#)  
**Subject:** Opposing Neighbor 23-5-P  
**Date:** Friday, March 17, 2023 2:04:00 PM

---

Good afternoon,

Mr. Richard Pomplun (925-3473) called to oppose the proposed zoning change. He feels that it will decrease his property value, add to the drug problem in the area, and increase the traffic. Thank you.

**Shari Culbert**

Executive Assistant  
Metropolitan Planning Commission  
505 Travis Street, Suite 440  
Shreveport, La 71101  
318-673-6470

**23-5-P**

**R-MHS**

PRESIDENT

DORCHESTER

DORCHESTER  
CREIGHTON

R-A to  
C-1

**R-A**

COLQUITT

KEITH

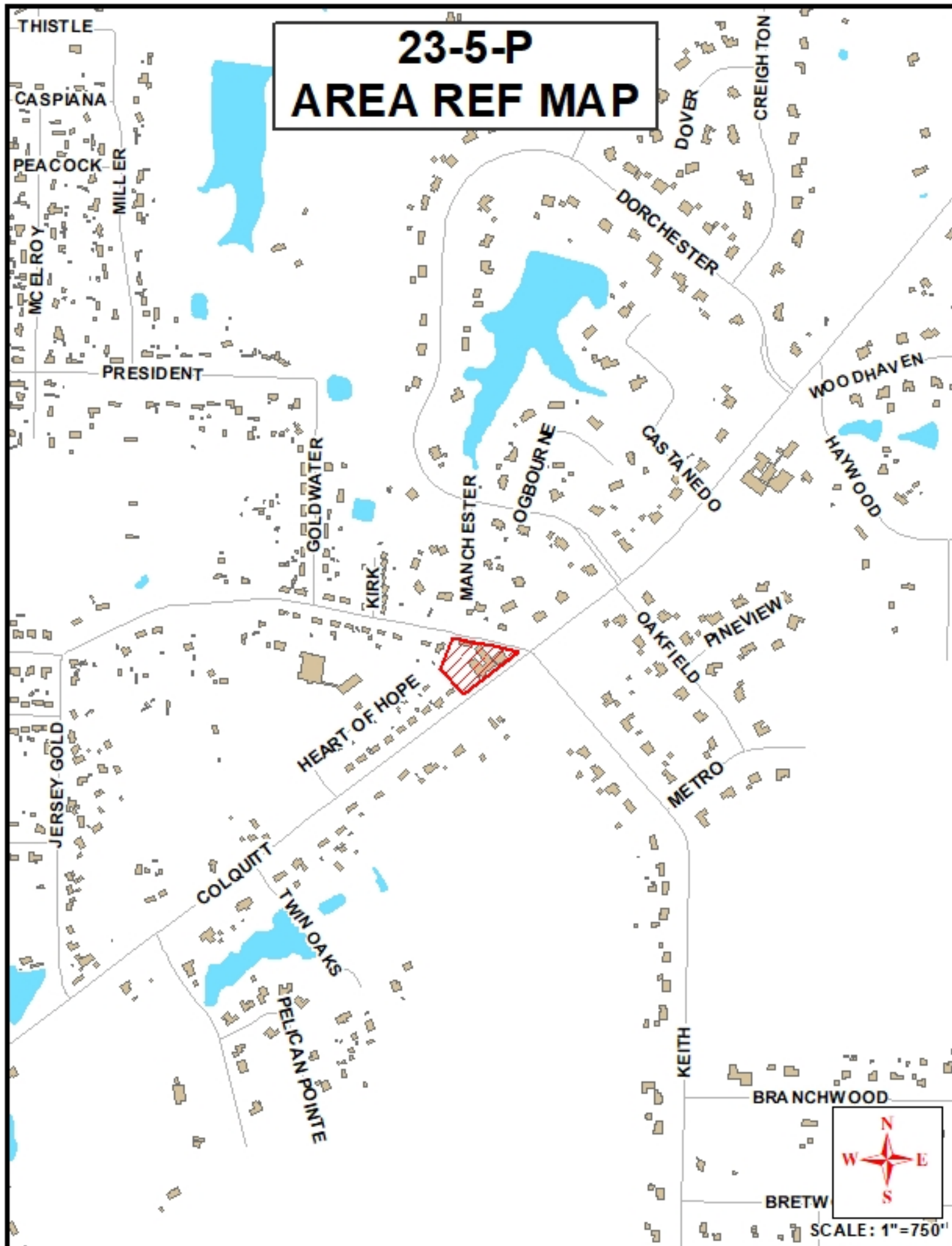
1,500' NOTIFICATION  
AREA



SCALE: 1"=500'

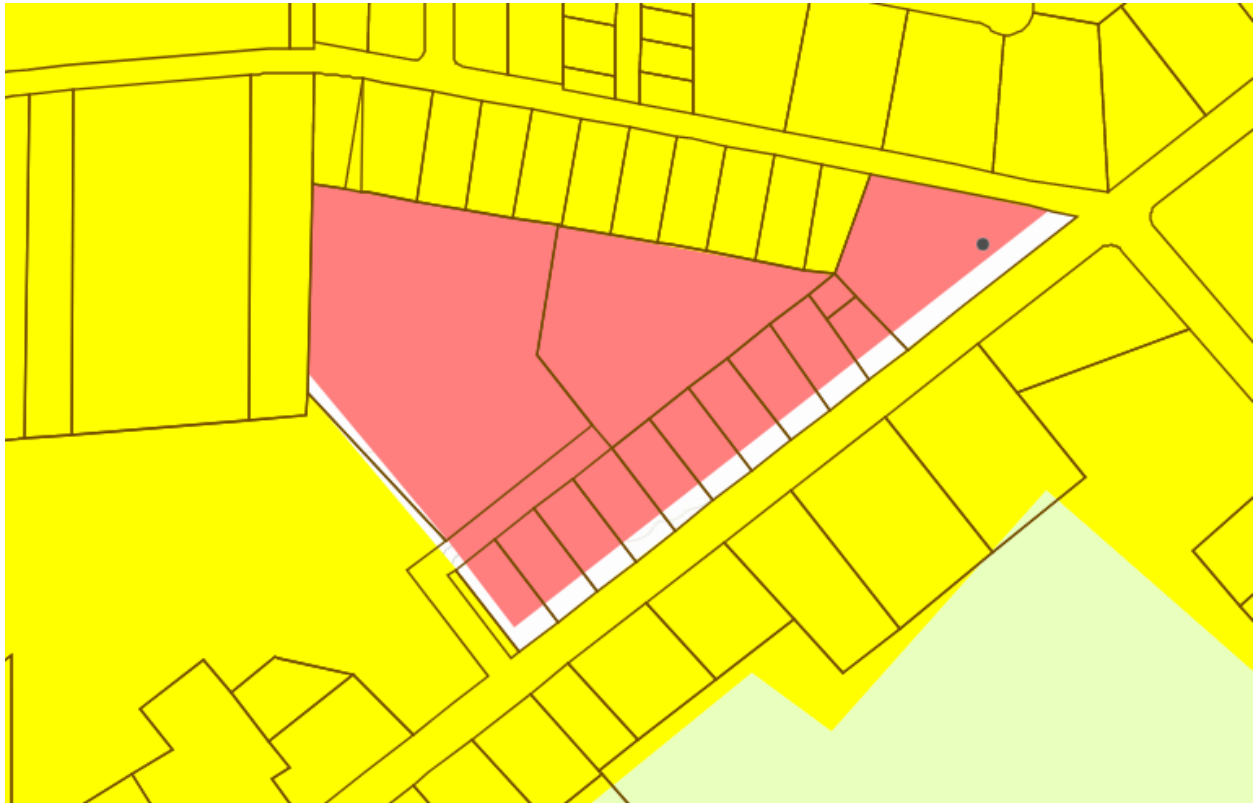
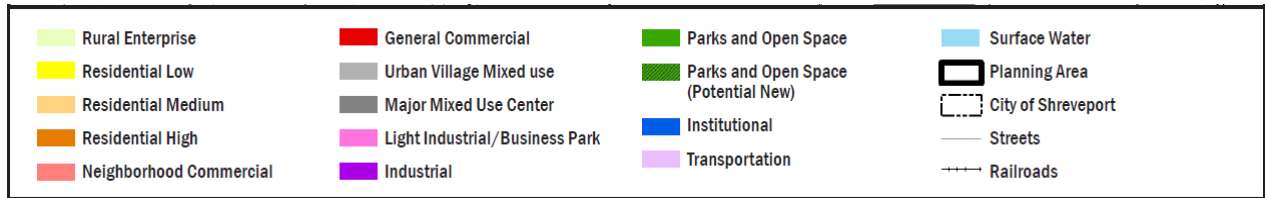


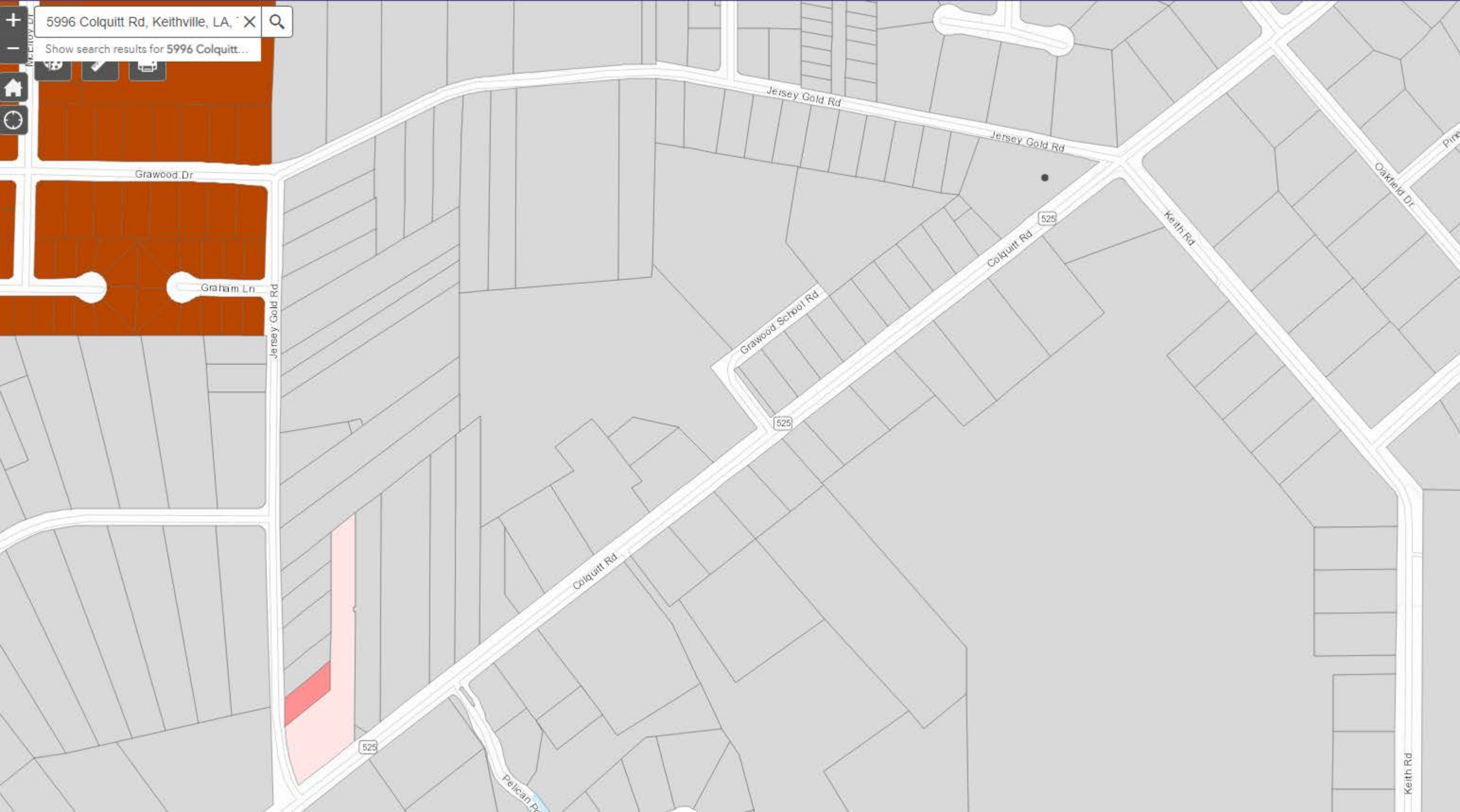
# 23-5-P AREA REF MAP



23-5-P

## Future Land Use Map





5996 Colquitt Rd, Keithville, LA, X

Show search results for 5996 Colquitt...

Grawood Dr

Graham Ln

Jersey Gold Rd

Jersey Gold Rd

Jersey Gold Rd

Oakfield Dr

Keith Rd

Colquitt Rd

Grawood School Rd

Colquitt Rd

Pelican Pt

Keith Rd





15/03/2023





15/03/2023





15/03/2023





FOR SALE/LEASE

318.868.1000

OWNER FINANCING AVAILABLE

CHCRealtyLLC@gmail.com

15/03/2023



# Neighborhood Participation Plan Report

**Project #23-5-P ~ FUSION MALL LLC ~ Submitted by: Debra Johnson**

**5996 Colquitt Rd Keithville LA 71047 ~ Date of filing: February 6, 2023**

Our Neighborhood Participation Meeting was held at the proposed location, 5996 Colquitt Rd., Keithville, LA 71047 on February 20, 2023 at 2:00-3:00 PM ~ Participants began arriving at 1:45 PM

There were 5 people in attendance and I received emails from 3 other people in the area along with myself, Debra Johnson and 2 of my employees.

Attendees or Participants were:

Jerry Hendon ~ 5946 Colquitt Rd.  
Mildred J. Norris ~ 10502 Keith Rd.  
Jill Brown ~ 10181 McElroy Rd.  
JoAnn Joffrion ~ 6005 Colquitt Rd.  
Kirsten Sorrentino ~ 6054 Colquitt Rd.  
\*Karen Lock ~ 6154 Colquitt Rd.  
\*\*Paul Thomason ~ 6035 Colquitt Rd.

Emails were received from:

\*\*Paul Thomason  
\*\*\*Pete Summers for Constance Fulco Summers  
\*\*\*\*Martha Adams

Some information was posted on Facebook and other people in the area were also interested and excited about our plans but did not attend the meeting as they did not know they would be allowed to but I have spoken with a couple on the phone.

In the meeting we handed out flyers to all that attended. Questions and concerns were discussed. One concern was increased traffic and we explained that we would not be opened on a daily basis so traffic should not be any concern. Another concern was by the information they received they thought we were some type of flea market or pawn shop type of operation. We explained that it was not the type of business we were and showed them photographs of the type things we sell and offered our website information so they could look to see what type of merchandise we sold and were assured that we sold new and upscale merchandise and did not handle any type of garage sale type of goods. One person had concerns that their property value would go down but once they realized we were not the type of business that sold "junk" they were all on board & excited.

During the meeting several of the participants wanted to alert their other neighbors to share the information we gave them so they could let them know that they liked what they heard and thought we would be a good addition to be in their neighborhood. They also wanted to tell them in case their

support would be needed they could help. I gave them my number so they could contact me if they had any questions.

\*Karen Lock ~ 6154 Colquitt Rd. ~ Ms. Lock did not attend the meeting but her mother Mildred Norris was in attendance. Ms. Lock phoned me the evening of the meeting stating that she owns the house located at 6154 Colquitt Rd. She also told me that her name is on the property but actually belongs to her 2 year old daughter and that the property is currently vacant but she was in favor of the change of zoning.

\*\*Paul Thomason ~ Mr. Thomason emailed me the evening before the meeting stating that he was opposed to us changing the zoning because he didn't want any flea market or pawn shop type business in that location because it would devalue his property and increased traffic. He did not attend the meeting but lived right across the street so when the meeting adjourned I drove to his house. Mr. Thomason was home so I gave him one of my flyers and discussed with him the same things I discussed with the people that attended the meeting. He explained the reason he thought we were that type of business was because he'd observed others setting up junk sales in the parking lot over there and was not happy about it. After our talk Mr. Thomason found out it was not us having these parking lot sales he is now on board and was very enthusiastic. Mr. Thomason signed the sign-in sheet when I spoke pro him at his home.

\*\*\*Pete Summers for Constance Fulco Summers ~ Mr. Summers emailed me the evening before the meeting. He is in charge of the estate for Mrs. Summers (deceased). He stated in his email that he said he was in favor of our business. He said he would not be able to attend but his email was his interest and approval for the rezoning.

\*\*\*\*Martha Adams ~ I received an email from Mrs. Adams after the meeting and too late for me to try and reach out to her but will try to reach out to her in the next couple of days so that I can give her all the details as well.

In all the meeting went extremely well and so far all of the property owners that I've been able to speak with are now not only in favor of the re-zoning but are now excited about us moving into the location. All concerns were addressed and settled. The concern of increased traffic were explained as there will not be a steady stream of traffic coming on to the property. The concern of lowering property values were addressed. The concern was they thought we were going to open a Flea Market or Pawn shop and assured them that was not the type of business we were. As of this time I do not have any opposition for the rezoning.

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 or Authorized Representative

Type or Print Name of Applicant (or Authorized Representative)

02/20/2023

Date

Signature of Applicant or Authorized Representative

Debra Johnson

02/23/2023

Type or Print Name of Applicant (or Authorized Representative) Date

## **NPP Neighborhood Meeting Invitation Letter (Zoning Change)**

February 6, 2023

Dear Neighbor:

My company, Fusion Mall LLC, is planning to purchase the property and buildings located at 5996 Colquitt Rd. (formally Redeemer Church) We would like to open a new retail establishment at this location. It will consist of selling and/or auctioning new, pre-owned and refurbished personal property such as furniture, décor, jewelry, toys, art and just about anything you would normally find in a home.

The site is located in an R-A (Rural Agriculture) Zoning District. Rezoning would be required in order for us to open our store at this location. The use Matrix (Table 5-1) indicates that a retail goods establishment is not permitted in the current Rural Agriculture (R-A) Zoning District so we are requesting rezoning to Neighborhood Commercial C-1 Zoning District. The site was previously a multi-story church structure with a combined square footage of 20,000 square feet and has a parking lot with ample parking.

Because you are a nearby neighbor or are otherwise interested in the neighborhood, I am inviting you to a meeting where you can learn more about us and what we propose. Feel free to present questions or concerns. Our application has to be heard by the Parish Planning and Zoning Commission (PZC) and we are required to do this before we submit our application to the Metropolitan Planning Commission.

The meeting will take place:  
Monday, February 20<sup>th</sup>, 2023 at 2:00 pm  
At the property located at 5996 Colquitt Rd.  
(Formally Redeemer Church)  
Keithville, LA 71047

At the meeting, please feel free to ask any questions you may have concerning this new addition to your neighborhood and will be happy to give you any information you may want. If you are unable to attend the meeting and would like me to answer any questions you may have, feel free to contact me at the email address below. I hope to see you at the meeting on February 20<sup>th</sup>.

Sincerely,  
Debra Johnson  
Fusion Mall LLC  
Fusionmall7@gmail.com



### **NPP Neighborhood Meeting (Zoning Change)**

February 20, 2023

Thank you for attending our Neighborhood Meeting today. This is a requirement of the Shreveport Metropolitan Planning Commission. The purpose of our meeting today to address any questions or concerns you might have in the rezoning of the property located at 5996 Colquitt Rd., formerly Redeemer Church. My company, Fusion Mall LLC, is planning the purchase this property and buildings located here at 5996 Colquitt Rd.

During the COVID crisis our business took a dramatic downturn in foot traffic and have since started restructuring our business to have more of an online presence. We closed our current location to foot traffic in December of 2022. We did this to concentrate more in restructuring our inventory to get it ready for online purchasing.

Our business is mainly consignments. We bring in items to sell for others both personal and for businesses. We sell furniture, jewelry, home décor, art, toys, and collectibles. Just about anything you would find in a regular home or business. Most of the business consists of selling the items online and shipping to the customer. We do offer local pickup for folks living within a reasonable distance. We will have occasional in house sales open to the public but not on a daily for regular basis so traffic will probably be less than it was with the previous occupants of the property. We also perform estate sales but these are offsite from the premises but items from these estates may be brought in for consignment at well.

In the event you have questions that you may not have thought of during the meeting please feel free to contact me at any time and if it's something I don't know I will do everything I can to try and find out and I thank you for your time.

Debra Johnson  
Fusion Mall LLC  
Fusionmall7@gmail.com





**NPP Neighborhood Sign-In Sheet ~ February 20, 2023**  
**5996 Colquitt Rd., Keithville, LA 71047**

**Please Sign In**

NAME: Jerry Herndon

PHONE: 318-754 9832

ADDRESS: 5946 Colquitt Rd.

EMAIL: \_\_\_\_\_

NAME: Mildred J. Norris

PHONE: \_\_\_\_\_

ADDRESS: 10502 Keith Rd.

EMAIL: \_\_\_\_\_

NAME: Jill Brown

PHONE: 318-344-6400

ADDRESS: 10181 McElroy

EMAIL: Ladybug6900@aol.com

NAME: John Jaffarian

PHONE: 318-925-0081

ADDRESS: 6005 Colquitt Rd.

EMAIL: \_\_\_\_\_

NAME: Kirsten Sorrentino

PHONE: 404 766 0809

ADDRESS: 1054 Colquitt

EMAIL: \_\_\_\_\_

NAME: Paul Thomason

PHONE: 318-560-5599

ADDRESS: 6035 Colquitt Rd.

EMAIL: thomasson14m1@yahoo.com

NAME: Karen Mock

PHONE: 318-426-0112

ADDRESS: 6154 Colquitt Rd

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OWNER	STREET ADDRESS	CITY	STATE	ZIP
Lozier, Susan	PO Box 824	Keithville	LA	71047-0824
Heart Of Home	PO Box 187	Shreveport	LA	71138-1776
Kelly, Ruby	PO Box 334	Keithville	LA	71047-0334
Weaver, Eric	6247 Jersey	Keithville	LA	71047-7944
Williams, Bob	10385 Kirk	Keithville	LA	71047-7952
Miller, Cecil	10416 Mar	Keithville	LA	71047-8993
Holcombe, John	6267 Jersey	Keithville	LA	71047
Foret, Michel	6257 Jersey	Keithville	LA	71047-7944
Baker, Jerry	5960 Colquhoun	Keithville	LA	71047-8968
Davis, Leora	6026 Colquhoun	Keithville	LA	71047
Vines, Kerr	6050 Colquhoun	Keithville	LA	71047
Crow, David	900 Pierrer	Shreveport	LA	71106
Davis, Betty	10389 Kirk	Keithville	LA	71047-7952
Hunter, Sil	6018 Colquhoun	Shreveport	LA	71118
Bennett, Bob	10381 Kirk	Keithville	LA	71047-7952
Adams, Ma	6042 Colquhoun	Keithville	LA	71047-8984
Houston, A	3463 Found	Keithville	LA	71047-8544
Summers, Fred	13250 Kay	Freedom	OK	73842-3869
Thomason, John	6035 Colquhoun	Keithville	LA	71047-8962
Herndon, John	5946 Colquhoun	Keithville	LA	71047-8968
Winstead, John	12540 Rust	Keithville	LA	71047
Dinkins, Ra	6049 Colquhoun	Keithville	LA	71047-8962
Sharpley, L	10446 Mar	Keithville	LA	71047
Hartman, T	10426 Mar	Keithville	LA	71047
Bradley, De	6034 Colquhoun	Keithville	LA	71047
Knight, Dia	10435 Mar	Keithville	LA	71047-8932
Fox, Georg	10436 Mar	Keithville	LA	71047-8993
Hayes, Jera	10425 Mar	Keithville	LA	71047
Hunter, Sil	6018 Colquhoun	Keithville	LA	71047-8984
Joffrion, Jo	6005 Colquhoun	Keithville	LA	71047-8962
Wibben, Ni	10415 Mar	Keithville	LA	71047
Sorrentino, John	6054 Colquhoun	Keithville	LA	71047
4 Aces Properties	4350 Greer	Shreveport	LA	71109
BLACK DIAMOND	PO Box 766	Shreveport	LA	71137
Chc Realty	8943 Kings	Shreveport	LA	71118
Walter Johnson	505 Travis	Shreveport	LA	71101

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, March 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. 23-5-P: ZONING MAP AMENDMENT (REZONING):** 5996 Colquitt Rd. Application by FUSION MALL LLC for approval to rezone property located on the Western corner of Colquitt Rd and Jersey Gold Rd., from R-A Rural-Agricultural Zoning District to C-1 Neighborhood Commercial Zoning District, being more particularly described as LOT 10, FRANK GRAHAM ESTATE SUB, UNIT 1 Section 23, T16N, R15W, Caddo Parish, Louisiana.

Alan Clarke, Executive Director  
Metropolitan Planning Commission



ORDINANCE NO. 6326 OF 2023

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND THE OIL AND GAS FUND TO PROVIDE AN ADDITIONAL APPROPRIATION FOR THE SAFE SUMMER PROGRAM AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, the Safe Summer Program provided funding for Parish-sponsored recreational and quality of life initiatives that help youth and other Parish citizens sustain a safe and healthy environment; and

WHEREAS, additional funds are needed to continue programming throughout the Parish; and

WHEREAS, Caddo Parish's Safe Summer Program received national recognition as a 2022 National Association for Counties Achievement Award winner; and

WHEREAS, the Caddo Parish Commission would like to appropriate an additional \$50,000 for additional programming; and

WHEREAS, the Parks Department will host programming throughout the year within the stated budget; and

WHEREAS it is necessary to amend the 2023 Riverboat Fund and the Oil and Gas Fund in the amount of \$50,000 for the Safe Summer Program; 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 Riverboat and Oil and Gas Funds for the year 2023 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Oil and Gas Fund</u></b>	
Transfer to Riverboat	\$50,000
Fund Balance	(\$50,000)
<b><u>Riverboat Fund</u></b>	
Special Programs – Safe Summer	\$50,000
Transfer from Oil and Gas	\$50,000

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

### TITLE

ORDINANCE AMENDING THE 2023 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE OIL AND GAS FUND AND THE RIVERBOAT FUND TO APPROPRIATE FUNDS FOR SAFE SUMMER

(Ordinance No. \_\_\_\_ of 2022)


**ORIGINATING DEPARTMENT:** Commissioner Steven Jackson

**BACKGROUND INFORMATION:** Amending the budget of Estimated Revenues and Expenditures for the Riverboat Fund and the Oil and Gas Fund by \$50,000 to provide an additional appropriation for the Safe Summer Program.

**KEY STAFF CONTACT:** Hayley Barnett

### AUTHORIZATION

Department Head

  
\_\_\_\_\_

Date 04/11/2023

Legal

\_\_\_\_\_

Date \_\_\_\_\_

Parish Administrator

\_\_\_\_\_

Date \_\_\_\_\_

MINUTES OF THE WORK SESSION OF THE  
CADDO PARISH COMMISSION  
HELD ON THE 17th DAY OF APRIL, 2023

The Caddo Parish Commission met in a Work Session, on the above date, at 3:32 p.m., in the Government Chambers, with Mr. Burrell, presiding, and the following members in attendance, constituting a quorum: Commissioners Atkins, Burrell, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Lazarus, and Young (11). ABSENT: Commissioner Jones (1).

The invocation was given by Mr. Epperson, and Mr. Lazarus led the Commission in the Pledge of Allegiance.

**CITIZENS COMMENTS**

Public comment by Jon Glover came before the Commission and gave the following comment:

**VISITORS**

- 4-H Presentation- Students and Katherine Pace, 4-H Youth Development and Caddo Parish Chair

Student Aubrey Everett, Louisiana 4-H Citizenship Board, discussed the 4-H service line focus and its activities. Student Ava Richardson, LA 4-H Parliamentarian and Co-President Caddo Magnet High 4-H Club, discussed 4-H activities. Student Noah Trinkle, Caddo 4-H Secretary and Vice President Caddo Magnet High 4-H Club, discussed the growth of 4-H Club and activities of the 4-H Club. Mrs. Katherine Pace discussed the grade range of 4-H Club membership, the growth of 4-H Clubs in local schools. Mrs. Pace invited the Commission to contact her for the Caddo Tech Changemakers teens to teach underserved populations job readiness and technology skills. Student Elijah introduced his participation in 4-H as a homeschooled student. Mr. Epperson introduced Student Commissioner for A Day event. Student Aubrey Everett announced that the 4-H has an Earth Day event at Caddo Magnet High School on Saturday from 4 pm to 6 pm.

- Visit from Shreveport Citizens United to Talk About Their Crime Prevention Mission

Mr. Jerome Cox and Mr. Mike Britton discussed the concept and mission of Shreveport Citizens United Mission. Mr. Cox and Mr. Britton discussed their collaboration approaches in the Shreveport community. Mr. Britton indicated how their personal experiences brought them to their crime prevention mission. Mr. Cox asked the Commission to support their mission by endorsement. Mr. Britton invited the Commission to visit [shrevecu.org](http://shrevecu.org) to register as an endorser of the Shreveport Citizens United Mission. Mr. Britton discussed unifying Shreveport. Mr. Britton invited the Commission to their next an open forum meeting located at Byrd High School on Tuesday at 6 pm.

**REPORTS**

- Dr. Wilson reported that one of the two Gumbo Grant recipients had to reschedule. Mr. Ronnie Colvin, Comcast Senior Director External Affairs, discussed the GUMBO grant award, progress on the service project in the Parish, and Comcast's community outreach activities. Mr. Hopkins requested a service map of the project. Mr. Burrell requested that a copy of the service map be provided to Administration and the Commission Clerk. Mr. Chavez requested that a digital map of the service locations be provided. Mr. Colvin acknowledged that there are digital and paper maps available to be provided. Mr. Colvin indicated that there would be additional rounds of the Gumbo Grant.

- Dr. Wilson reported on the juvenile population, recent covid cases, the march financial report, and the Student Commissioner for A Day program. Mr. Johnson, Dr. Wilson, and Juvenile Services Director Clay Walker further reviewed the population of juveniles and the location that juveniles are held. There was some discussion about the juveniles at the CCC and the issues with staffing, space and fight mitigation between juveniles. There was some discussion on the causes of the issues with juveniles at the CCC. Mrs. Gage-Watts indicated that she would send her NACo Committee notes regarding juveniles to Dr. Wilson.

**COMMISSION REMARKS**

- Mr. Burrell suggested that Communications provide a warning about end of school year violence, which Dr. Wilson suggested that the Pulse of the Parish could include juveniles' issues and seasonal juvenile crime.

**NEW BUSINESS**

It was **moved by Mr. Jackson**, seconded by Mrs. Gage-Watts, *to englobo and advance the following items:*



- *Introduction of Ordinance 6322 Of 2023 Related To PZC/MPC Case # 23-1-CTAP, 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 wireless telecommunications, with all their provisions included herein, and to otherwise provide with respect thereto.*
- *Introduction of Ordinance No 6323 Of 2023, Related To PZC/MPC Case #23-2-CTAP, 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 data centers, with all their provisions included herein, and to otherwise provide with respect thereto.*
- *Introduction of Ordinance No 6324 Of 2023, Related To PZC/MPC Case #23-3-CTAP, 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 surfacing requirements for parking lots, and to otherwise provide with respect thereto.*
- *Introduction of Ordinance 6325 Of 2023 Related To PZC/MPC Case # 23-5-P, 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 western corner of Colquitt Road and Jersey Gold Road, Caddo Parish, LA., from R-A Rural-Agricultural Zoning District to C-1 Neighborhood Commercial Zoning District, and to otherwise provide with respect thereto.*

Mr. Jackson requested MPC Director Mr. Alan Clark to provide a brief summary about the zoning cases.

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Lazarus, and Young (11). NAYS: Commissioners Chavez (1). ABSENT: Commissioner Jones (1). ABSTAIN: None (0).

It was **moved by Mr. Young**, seconded by Mrs. Gage-Watts, *that Ordinance No. 6326 of 2023, an ordinance amending the 2023 Budget of Estimated Revenues and Expenditures for the Oil and Gas Fund and the Riverboat Fund to appropriate funds for Safe Summer* be advanced to Thursday.

Mr. Burrell and Mrs. Gage-Watts requested to be listed as sponsors for Ordinance No. 6326 of 2023.

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Lazarus, and Young (11). NAYS: None (0). ABSENT: Commissioner Jones (1). ABSTAIN: None (0).

It was **moved by Mr. Young**, seconded by Mr. Lazarus, *that Resolution No. 20 of 2023, a resolution urging and requesting the Louisiana Legislature, Governor, and Secretary of State to implement hand-marked paper ballots, and otherwise providing with respect thereto* be moved to Thursday's agenda.

Mr. Epperson suggested that Resolution No. 20 of 2023 be discussed with the Secretary of State and the Registrar of Voters. Mr. Johnson indicated that ballot boxes were paper votes which the Commission had voted down. Mrs. Gage-Watts suggested that the Parish support the purchase of new machines. Mr. Atkins indicated that the Clerk of Court Mr. Mike Spence had recommended using both voting systems with paper as a back-up system to the Louisiana Secretary of State. Mr. Jackson requested that the resolution be amended towards inclusiveness.

**Substitute motion by Mr. Chavez**, seconded by Mr. Burrell, *to remand Resolution No. 20 of 2023 to the Long Range Planning Committee.*

Mr. Epperson indicated that the resolution should have been sent through a committee first. Mr. Hopkins suggested remanding the resolution to a different committee.

**Call for the Question by Mr. Johnson**, seconded by Mr. Cothran. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Lazarus, Cothran, and Young (11). NAYS: None (0). ABSENT: Commissioner Jones (1). ABSTAIN: None (0).

At this time, Mr. Chavez's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Hopkins, Lazarus, and Young (6). NAYS: Commissioners Cothran, Epperson, Gage-Watts, Jackson and Johnson (5). ABSENT: Commissioner Jones (1). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mrs. Gage-Watts, to englobe and advance the following items, and that *Visit from Winnifred Jackson Day* be removed from the agenda:

- *Advance Resolution No. 21 of 2023, a resolution to authorize the acceptance of the Louisiana Compliance Questionnaire*
- *Advance Special Resolution Recognizing May as Asian American, Native Hawaiian And Pacific Island Heritage Month*
- *Advance A Special Resolution Recognizing April As Fair Housing Month*
- *Advance Special Resolution for Public Service Recognition Week*
- *Advance Special Resolution Recognizing Christopher Coe*
- *Advance Special Resolution Recognizing The 75th Anniversary of The Air Force Reserve*
- *Advance Special Resolution Proclaiming Geneva Moore Day*
- *Advance the Appointment of Mrs. Erica R. Bryant As Caddo Parish Administrator Effective Immediately Upon the Retirement of Dr. Woodrow Wilson, Jr., Salary to Be Determined by July 14, 202*
- *Advance County Government Month and Student Commissioner for A Day*

Mr. Atkins indicated that the Special Resolution Recognizing The 75th Anniversary of The Air Force Reserve would be presented in June. Mr. Epperson requested to be a sponsor for the special resolution.

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Chavez, Cothran, Epperson, Gage-Watts, Hopkins, Jackson, Johnson, Lazarus, and Young (11). NAYS: None (0). ABSENT: Commissioner Jones (1). ABSTAIN: None (0).

#### **CITIZENS COMMENTS (late arrivals)**

Public comment by Candy Peavey regarding voting systems.

#### **CONSENT AGENDA**

- *Ordinance No. 6318 of 2023, an ordinance to amend Chapter 6 and enact 6-1 ET, Seq. regarding temporary uses, and to otherwise provide with respect thereto*
- *Ordinance No. 6319 of 2023, ordinance amending the 2023 Budget of Estimated Revenues and Expenditures for the Riverboat Fund to appropriate \$60,000 to a Grab and Go Feeding Program through Caddo Parks and Recreation*
- *Ordinance No. 6320 of 2023, an ordinance to authorize and levy a fee for each service or transaction of the Shreveport Field Office of the Office Of Motor Vehicles (OMV) – Department Of Public Safety And Corrections in the amount of \$4.50 per service or transaction, except for the procurement or renewal of motor vehicle registration; authorizing the Caddo Parish Administrator, to enter into an agreement with the Department Of Public Safety And Corrections; and to otherwise provide with respect thereto.*
- *Ordinance No. 6321 of 2023, an ordinance amending Ordinance 6014 of 2020 which provided an appropriation of \$750,000 for the construction and improvement of Greenwood water lines, and to otherwise provide with respect thereto*

There being no further business to come before the Commission, the meeting adjourned at 5:31 p.m.

/s/ Linda J. Montgomery  
Linda J. Montgomery  
Administrative Specialist I

**RESOLUTION NO. 21 OF 2023**

BY THE CADDO PARISH COMMISSION:

**A RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE  
LOUISIANA COMPLIANCE QUESTIONNAIRE**

WHEREAS, the Caddo Parish Commission is required to complete the Louisiana Compliance Questionnaire which addresses the Commission's compliance with various State and Federal laws and regulations; and

WHEREAS, upon completion of the questionnaire, the questionnaire must be presented to and adopted by the Commission by means of a formal resolution in an open meeting; and

WHEREAS, the completed questionnaire and a copy of the adoption instrument must be presented to the Commission's auditor at the beginning of the audit which is anticipated to begin in April 2023; and

WHEREAS, the questionnaire has been completed and is now hereby presented for adoption;  
and

NOW, THEREFORE, BE IT RESOLVED, by the Caddo Parish Commission, in due, legal and regular session convened, hereby accepts the Louisiana Compliance Questionnaire as presented and accepts full responsibility for the Commission's compliance with the laws and regulations addressed by the questionnaire.

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 this resolution are hereby declared severable.

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

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

**Approved as to legal form:**

**Parish Attorney**

**Date**



## **CADDO PARISH COMMISSION**

### **COMMISSION MEMBERS**

### **District**

#### **TODD HOPKINS**

**1**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-5696  
C- (318) 347-0125

#### **Lyndon B. Johnson**

**2**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
H- (318) 309-0711  
C- (318) 218-0778

#### **Steven Jackson**

**3**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596

#### **John-Paul Young**

**4**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596  
C- (318) 792-9527

#### **Roy Burrell**

**5**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596  
C- (318) 207-0540

#### **Steffon Jones**

**6**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6956  
H- (318) 564-7801

#### **Stormy Gage-Watts**

**7**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 364-0334

**Ronald Cothran** **8**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596

**John E. Atkins** **9**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596

**Mario Chavez** **10**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596

**Ed Lazarus** **11**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596  
C- (318) 426-7554

**Ken Epperson** **12**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596

**Jeff Everson, Commission Clerk**

505 Travis Street, Suite 110  
Shreveport, LA 71101  
O- (318) 226-6596

**Donna Frazier, Parish Attorney**

505 Travis Street, Suite 810  
Shreveport, LA 71101  
O- (318) 226-6947  
F- (318) 226-6974

**Henry Bernstein, Assistant Parish Attorney**

505 Travis Street, Suite 810  
Shreveport, LA 71101  
O- (318) 226-6947  
F- (318) 226-6974

**Erica R. Bryant, Assistant Administrator**

505 Travis Street, Suite 800

Shreveport, LA 71101

O- (318) 226-6900

F- (318) 429-7630

**Dr. Woodrow “Woody” Wilson, Administrator**

505 Travis Street, Suite 800

Shreveport, LA 71101

O- (318) 226-6900

F- (318) 429-7630

**Hayley B. Barnett, Director of Finance**

505 Travis Street, Suite 850

Shreveport, LA 71101

O- (318) 226-6920

F- (318) 429-7609



**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J Waguespack, CPA  
Louisiana Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE**  
**(For Audit Engagements of Government Agencies)**

April 14, 2023 (Date Transmitted)

Carr, Riggs & Ingram, LLC (CPA Firm Name)  
1000 East Preston Avenue, Suite 200 (CPA Firm Address)  
Shreveport, LA 70015 (City, State Zip)

In connection with your audit of our financial statements as of December 31, 2022 and for January 1, 2022 through December 31, 2022 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of January 1, 2023 (date completed/date of the representations).

**PART I. AGENCY PROFILE**

1. Name and address of the organization.

Caddo Parish Commission  
505 Travis Street, Suite 800  
Shreveport, LA 71101

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

237,848 per 2020 US Census

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

See attached listing.

4. Period of time covered by this questionnaire.

January 1, 2022 - December 31, 2022

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

Home Rule Charter

6. Briefly describe the public services provided.

Road and Bridge	Public Health Services
Solid Waste	Animal and Mosquito Services
Drainage	Parks and Recreation

7. Expiration date of current elected/appointed officials' terms.

January 1, 2024 approximately

### **LEGAL COMPLIANCE**

#### **PART II. PUBLIC BID LAW**

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$250,000 have been publicly bid.

B) All material and supply purchases exceeding \$30,000 have been publicly bid.

Yes [ X ] No [ ] N/A [ ]

#### **PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [ X ] No [ ] N/A [ ]

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [ X ] No [ ] N/A [ ]

#### **PART IV. LAWS AFFECTING BUDGETING**

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

##### **A. Local Budget Act**

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that defined the authority of the chief executive and administrative officers to make budgetary amendments within various budget classifications without approval by the governing authority, as well as those powers reserved solely to the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state

law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes ☒ No ☐ N/A ☐

#### **B. State Budget Requirements**

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes ☐ No ☐ N/A ☐

#### **C. Licensing Boards**

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes ☐ No ☐ N/A ☐

### **PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS**

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes ☒ No ☐ N/A ☐

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐ N/A ☐

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes ☒ No ☐ N/A ☐

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes ☒ No ☐ N/A ☐

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☒ No ☐ N/A ☐

17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐ N/A ☐



18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes ☒ No ☐ N/A ☐

19. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes ☒ No ☐ N/A ☐

#### **PART VI. MEETINGS**

20. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes ☒ No ☐ N/A ☐

#### **PART VII. ASSET MANAGEMENT LAWS**

21. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes ☒ No ☐ N/A ☐

#### **PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS**

22. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes ☒ No ☐ N/A ☐

#### **PART IX. DEBT RESTRICTION LAWS**

23. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐ N/A ☐

24. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes ☒ No ☐ N/A ☐

25. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes ☒ No ☐ N/A ☐

#### **PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS**

26. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes ☒ No ☐ N/A ☐

27. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐ N/A ☐

28. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes ☒ No ☐ N/A ☐

#### **PART XI. ISSUERS OF MUNICIPAL SECURITIES**

29. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes ☒ No ☐ N/A ☐

#### **PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS**

#### Parish Governments

30. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes ☒ No ☐ N/A ☐

#### School Boards

31. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes ☐ No ☐ N/A ☐

32. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes ☐ No ☐ N/A ☐

33. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes ☐ No ☐ N/A ☐

#### Tax Collectors

34. We have complied with the general statutory requirements of R.S. 47.

Yes ☐ No ☐ N/A ☐

#### Sheriffs

35. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes ☐ No ☐ N/A ☐

36. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes ☐ No ☐ N/A ☐

#### District Attorneys

37. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes ☐ No ☐ N/A ☐

#### Assessors

38. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [ ] No [ ] N/A [ ]

39. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [ ] No [ ] N/A [ ]

#### Clerks of Court

40. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [ ] No [ ] N/A [ ]

#### Libraries

41. We have complied with the regulations of the Louisiana State Library.

Yes [ ] No [ ] N/A [ ]

#### Municipalities

42. Minutes are taken at all meetings of the governing authority (R.S. 42:20).

Yes [ ] No [ ] N/A [ ]

43. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

Yes [ ] No [ ] N/A [ ]

44. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).

Yes [ ] No [ ] N/A [ ]

#### Airports

45. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

Yes [ ] No [ ] N/A [ ]

46. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [ ] No [ ] N/A [ ]

47. All project funds have been expended on the project and for no other purpose (R.S. 2:810).

Yes [ ] No [ ] N/A [ ]

48. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [ ] No [ ] N/A [ ]

#### Ports

49. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

Yes [ ] No [ ] N/A [ ]

50. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [ ] No [ ] N/A [ ]

51. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [ ] No [ ] N/A [ ]

52. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [ ] No [ ] N/A [ ]

53. We have certified to the auditor, on an annual basis, that we have expended project funds in

accordance with the standards established by law (R.S. 34:3461).

Yes [ ] No [ ] N/A [ ]

#### Sewerage Districts

54. We have complied with the statutory requirements of R.S. 33:3881-4159.10.

Yes [ ] No [ ] N/A [ ]

#### Waterworks Districts

55. We have complied with the statutory requirements of R.S. 33:3811-3837.

Yes [ ] No [ ] N/A [ ]

#### Utility Districts

56. We have complied with the statutory requirements of R.S. 33:4161-4546.21.

Yes [ ] No [ ] N/A [ ]

#### Drainage and Irrigation Districts

57. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.

Yes [ ] No [ ] N/A [ ]

#### Fire Protection Districts

58. We have complied with the statutory requirements of R.S. 40:1491-1509.

Yes [ ] No [ ] N/A [ ]

#### Other Special Districts

59. We have complied with those specific statutory requirements of state law applicable to our district.

Yes [ ] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
_____	President	_____	Date