

THE PARISH OF CADDO

ADMINISTRATION



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Dear Commissioners:

Administration is presenting our recommendation in response to the passage of HB697 in 2020, which was signed into law and goes into effect January 1, 2022. We are submitting, for the Caddo Parish Commission's consideration, several options to accomplish the planning and enforcement of the Parish's zoning requirements, since we will no longer be required to operate jointly under the guidance of the Shreveport/Caddo Parish Metropolitan Planning Commission and its Unified Development Codes.

We understand that the Commission is currently revising its UDC Ordinances, which were passed back in 2017, in response to the concerns of citizens. We feel that the options presented below would enable the Caddo Parish Commission to meet its obligation to ensure that zoning, in the Parish, is responsive to citizens' concerns and needs, public safety, smart growth and development, and the protection of citizens' property.

Option (1):

The Caddo Parish Commission can establish its own Metropolitan Planning Commission (MPC) and Zoning Appeals Board (ZBA) to address Parish zoning matters and enforcement of its Unified Development Codes (UDC).

- a. The estimated annual operating cost to establish an independent Caddo Parish MPC and ZBA operation is unknown at this time and will to be determine for the entire parish.
- b. Possibly the establishment of a new parish department in organization.
- c. We will have to hire a MPC Director.
- d. The following personnel would need to be hired: Certified Planner, Enforcement Officer(s), and Office Clerk.
- e. Equipment needs: Tracking software, office equipment, and vehicle.
- f. Office space in a Parish-owned building.
- g. The Caddo Parish Commission would also have to establish a Zoning Board of Appeals and put in place administrative functions to support its operation.
- h. This option will more than likely require the development of a new Parish of Caddo Master Plan. This is a legal matter the Parish Attorney will have to weigh in on this topic and provide the Board with a legal opinion.

- i. A consultant will have to be hired to develop the new Parish-wide Planning function.

Option (2):

The Caddo Parish Commission could choose to contract this entire operation out to an independent source or with the City of Shreveport Metropolitan Planning Commission. The rationale for this option is that the Caddo Parish Commission can complete its revision of the current UDC Zoning Rules and hire an agency to enforce the provisions of the UDC Ordinance.

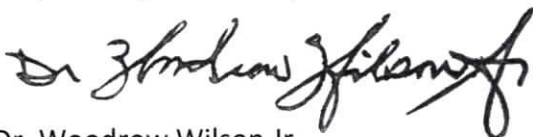
- a. There are some advantages in contracting out the Parish's MPC operations with the Shreveport MPC. The cost-saving would be based on the fact that the Shreveport MPC is already established and has the necessary personnel, equipment, and knowledge to perform the task.
- b. The Administration would negotiate the service fee under a MOU or some other type of service contract.
- c. The volume of planning permits, that we receive in the Parish is very low, and most of the zoning work for the Parish would be on the enforcement side.
- d. The Caddo Parish Commission will fund the Shreveport MPC at a level of \$280,000.00 but this cost would more than likely be considerably cost more due to the increase parish wide coverage.
- e. If a consensus cannot be reached with the Shreveport MPC, we would have to issue an RFP for a contractual service.
- f. If we enter into a contract with the Shreveport MPC, we would not have to create a ZBA process.

Option (3):

The Caddo Parish Commission can choose to abandon its UDC Ordinance and re-enact the Zoning Ordinances that preceded the approval of its 2017 UDC Ordinance. We do not recommend this approach; because, it is always better to manage the growth and development of the Parish, especially, since I-49 is totally open, coupled with the fact, that this area has the greatest potential for growth and development in the immediate future.

Administration recommends that we consider moving forward with **Option (2)**; because, we feel that this particular option is more practical, cost-effective, and can be implemented quicker.

Respectfully submitted,



Dr. Woodrow Wilson Jr.
Administrator & CEO

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