

MINUTES OF THE MEETING OF  
THE CADDO PARISH COMMISSION'S  
LONG RANGE PLANNING COMMITTEE  
HELD ON THE 10th DAY OF MARCH, 2021

The Caddo Parish Commission met in a Long Range Planning Committee Meeting, on the above date, at 10:00 a.m., via Zoom teleconference, with Mr. Chavez, Chairperson, presiding, and the following members in attendance constituting a quorum: Commissioners Chavez, Jackson, and Hopkins (3). ABSENT: Commissioners Johnson and Young (2).

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

**AGENDA ADDITIONS**

It was **moved by Mr. Chavez**, seconded by Mr. Hopkins, *to expand the agenda and approve consideration of items under La.R.S. 42:17.1. Motion carried by acclamation.*

**CERTIFICATE FOR TELECONFERENCE**

WHEREAS, the Governor of the State of Louisiana has declared a statewide Public Health emergency, inclusive of Caddo Parish, in Proclamation Number 25 JBE 2020; and,

WHEREAS, the Governor, has further extended that declaration via Proclamations Number 158 JBE 2020 and Number 159 JBE 2020; and

WHEREAS, R.S. 42:17.1 allows members of political subdivisions to participate in its meetings electronically under certain limited circumstances.

THEREFORE, in accordance with the Provisions of R.S. 42:17.1, the presiding officer of the Caddo Parish Commission hereby certifies that this meeting is to address matters that are:

- (a) directly related to the public Commission's response to the Coronavirus Pandemic and are critical to the health, safety, or welfare of the public.
- (b) that if they are delayed will cause curtailment of vital public services or severe economic dislocation and hardship.
- (c) critical to continuation of the business of the Commission and that are not able to be postponed to a meeting held in accordance with the other provisions of Open Meetings Law due to a legal requirement or other deadline that cannot be postponed or delayed by the public body.
- (d) critical or time-sensitive and have been determined by the undersigned should not be delayed;\*  
*consideration of matters under Paragraph (d) will initially require a two-thirds vote of those members present).*

**DATE: March 5, 2021**

  
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Mario Chavez, Chair

Mr. Chavez opened up the floor for Citizens Comments. At this time, there were no public comments.

**NEW BUSINESS**

The Chair welcomed everyone to the Committee and said the following items will be discussed:

- *Discuss Parish Planning and Zoning Options*
- *Discuss Proposal from Shreveport Fire department*

Attorney Bernstein gave a brief history of where the Parish in regards to zoning. In the 50's, the City requested that the Parish cooperatively engage in planning and zoning outside the city limits. At the time, the City had a legislative charter, but the Parish as a Police Jury did not have the authority to do planning and zoning. So, they went to the Legislature to get Act 34 of 1954 passed, which set the framework for the City and the Parish to collaborate in the MPC as we know it today. It also authorized the Parish to do zoning. There were some legal challenges to it, so it ultimately came back and re-enacted the same law as Act 52 of 1962, also known as Louisiana Revised Statutes, Title 33,

Sections 140.1-140.39. These statutes set out the framework for the current Shreveport/Caddo MPC. In 1974, the State of Louisiana adopted a new constitution which provided broad power for Home Rule Charter local governments. The City adopted a new charter in 1978, and the Parish adopted a Home Rule Charter in 1984. Act 294 of 2020 Regular Session, which is also known as House Bill No. 697, removes the Parish from the Revised Statutes, Title 33, Sections 140.1-140.39. effective January 1, 2022.

Attorney Bernstein said now the question is what authority would the Parish have going forward to engage in planning and zoning as a whole. As a Home Rule Charter entity, the Parish has the authority to engage in planning and zoning on its own without legislative authority. Come January 1, 2022, the UDC, which is the Parish's planning and zoning ordinance, will continue in effect since it was legally adopted at the time it was legal. The Parish will have the authority to have a planning and zoning ordinance.

Attorney Bernstein also mentioned the 2030 Master Plan, which was validly adopted at the time, so it continues in effect. So basically, the Parish has the authority to do planning and zoning. The question then becomes, does the Parish do it entirely on its own, creating its own Planning Commission and Zoning Board of Appeals with its own staff. Or, does the Parish create its own Planning Commission and Zoning Board of Appeals and contract with the City/MPC to do the staffing and support services.

Mr. Burrell said that it appears that there are issues with the rural areas, not with the urban areas. He wanted to know if the Parish can contract with the MPC to handle those issues. Attorney Bernstein said that the Parish does have the authority to set up its own boards, but contract with the MPC for the staff functions.

Mr. Burrell then wanted to know how this will affect the budget. Attorney Bernstein explained the Parish would have to enter into an agreement with the City to utilize MPC staff, if it chose to do so. Or, if the Parish decided to do this inhouse, then the Commission would have to appropriate money to pay for salaries, staff, etc.

Mr. Burrell asked for a clarification of how the urban areas would be funded. Attorney Bernstein explained that within the City, the zoning and planning will be under the MPC's jurisdiction, so the Parish will not have the responsibility to pay for that. It will solely be the planning and zoning efforts in the unincorporated areas of the Parish that the Parish is responsible for.

Mr. Hopkins said that his district will be affected tremendously. He said that they need to look at authorizing the Administrator to look at the proper parties, whether it's the MPC or Shreveport, to administer and enforce zoning regulations, along with its costs.

He also believes that the Caddo Commission needs its own Master Plan for the unincorporated areas of the Parish.

Mr. Hopkins also talked about setting up a board consisting of 5-7 members, only coming from the unincorporated areas of the Parish. At the same time, the powers of that board need to be drafted. He also said that a ZBA needs to be set up as well.

Finally, the zoning designations for the unincorporated areas needs to be drafted. He suggested that simplistic zoning designations, such as R-A, R-1, etc. Mr. Hopkins pointed out that those definitions have already been drafted. We need to begin a process and let it grow, he said.

Mr. Chavez wanted to know if this Committee needed to make a motion to authorize the Parish Administrator to do this. Attorney Bernstein suggested that the Committee make the motion.

Mr. Chavez wanted to know if Dr. Wilson needed to contact the City or the MPC. Attorney Bernstein deferred to the City. He explained that effective January 1, 2022, the Parish is not a part of the MPC, so the status of the MPC is going to be an issue for the City.

Dr. Wilson wanted to know if the urban Commissioners would have input on an appeal within the city limits of Shreveport. Attorney Bernstein stated that would go before the City Council.

Mr. Jackson pointed out that if the Commission adds a planning board and a zoning board, staff would also need to be added. He also mentioned that he would like the process with the developers and business community to be a simple one.

Mr. Chavez said that he agreed with Mr. Burrell that he would like the most cost-effective way to accomplish the zoning for the Parish. He also explained that the Administrator will be researching this. It is his hope to have the options before the Summer.

Dr. Wilson wanted to know if this Committee is moving towards parish wide planning, beyond the 5-mile buffer zone. Attorney Bernstein said that House Bill 697 is in fact parish wide zoning.

Mr. Jackson cautioned that the parish wide zoning could be more complex and have more rules and regulations than anticipated.

Mr. Burrell mentioned that Mr. Clark suggested a rule for the rural areas that would not be so restrictive. He wanted to know if HB 697 restricts or eliminates that rule. Attorney Bernstein that it would not, and the Commission could adopt the rural version of the UDC if it so chooses. Some mechanisms and framework would need to be put in place, he said.

Mr. Chavez also pointed out that one of the unintended consequences of HB 697 is parish wide planning.

Attorney Bernstein also mentioned that as of January 1, 2022, there will no longer be a 5-mile buffer zone. Mr. Burrell wanted to know if there was any other parishes or counties that has zoning such as this. Mr. Chavez said that he will research it and get an answer to Mr. Burrell. Dr. Wilson interjected and said that Bossier Parish has parish wide planning. He explained that the closer you are to Bossier City, the more stringent the requirements are.

It was **moved by Mr. Hopkins**, seconded by Mr. Chavez, *to recommend to the full body an authorization for Administration to begin negotiations with the proper parties to administer and enforce zoning regulation parish wide.*

Mr. Hopkins said that this will allow the process to begin, so that Administration can provide the costs for different options.

Mr. Clark pointed out that the MPC is not a city department. He also said that the MPC has done some work and were reviewing different items prior to HB 697 being adopted. Mr. Clark said that they are open and willing to work with the Parish to come up with some solutions.

At this time, Mr. Hopkins' motion carried, as shown by the following roll call votes: AYES: Commissioners Chavez, Hopkins, and Jackson (3). NAYS: None (0). ABSENT: Commissioners Johnson and Young (2). ABSTAIN: None (0).

- *Proposal from Shreveport Fire Department*

Chief Wolverton said that the Caddo Parish population is at 237,575 people, with Shreveport making up about 182,616 people. Approximately 75% of Caddo Parish's population resides within the City of Shreveport. Chief Wolverton said that all twelve districts touch inside the city limits.

Some of the emergency services provided to the Parish include: receiving all incoming 911 calls for Caddo Parish, dispatch all Caddo Fire Districts (2020—10,738 incidents), complete all Property Insurance Association of Louisiana (PIAL) paperwork for Caddo Fire Districts, provide data/voice recordings for all Caddo Fire Districts radio traffic, fulfill public records requests for radio recordings, provides daily radio test for Caddo Fire Districts and morning wake up notifications, EOD disposal "Bomb Squad" for Caddo Parish, K-9 Search & Rescue services, Dive Team Assist with Caddo Sheriff's Office, and Urban Search & Rescue Team for Caddo Parish (LATF3). Chief Wolverton said that their demand for service has increased over the last few years. He also explained that there were 120 times in 2020 where they did not have a medic unit to respond to a call, so they had to call for mutual aid from either Bossier or Balentine Ambulance Service.

Chief Wolverton asked that the Commission consider helping the Shreveport Fire Department. He provided two options. Option 1 costs approximately \$388,414, which would reimburse SPD employee costs for three fire engineer/paramedic for the 11th medic unit. This would be a two-year commitment for FY2022 (\$192,284) and FY2023 (\$196,130). There will be a CEA in which the Commission would reimburse these costs on a monthly basis. Option 2 costs approximately \$332,000, which would purchase a new medic unit to be utilized at the 11th medic unit (\$260,000) and purchase two new bomb suits to replace two expire bomb suits (\$72,000).

Mr. Jackson said that the City of Shreveport received \$18M in CARES Act funding. He wanted to know if anyone reached out to the Parish to "make us whole again". Dr. Wilson said that they did not. He then wanted to know if the Sheriff's Department reached out to the Parish after they received \$13M in CARES Act funding. Dr. Wilson said that they did not. Mr. Jackson said that the Parish came up short about \$1.5M from the CARES Act funding.

Mr. Jackson wanted to know how the Parish got tasked with this responsibility. He also said that the people in the rural area do not want to be affiliated with City services. Chief Wolverton said that he has not seen any parish resident refuse emergency services.

Mr. Hopkins pointed out that the Caddo Parish Commission is not in charge of fire protection, but it did create fire districts. He knows that there are needs for equipment and training, but he would like to see the fire districts exact needs.

Chief Wolverton also mentioned that the Caddo Fire Chiefs had a meeting recently and discussed replacing their antiquated 911 reporting system. He said that this would be a parish wide project. Each fire district and the Shreveport Fire Department would benefit from this. Chief Wolverton said that he will provide more information on this endeavor.

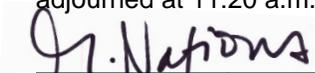
Dr. Wilson also mentioned that Administration has been generous in the past with supporting multiple agencies with support or equipment, but they are not in favor of adding anyone into the operational budget.

Mr. Chavez wanted to know if Chief Wolverton brought this before the City Council. Chief Wolverton said that he had it in his budget request.

Mr. Burrell wanted to know if this request has been made with the Sheriff's Department. Chief Wolverton said that he has not, but he may go to the Sheriff with the bomb technician portion of his request.

Mr. Jackson appreciates the work of the men and women of the fire department. He would like to make sure that before this body agrees to funding, there should be a conversation with the Sheriff's Office. Mr. Chavez agreed.

There being no further business to come before the Committee, the meeting was adjourned at 11:20 a.m.



J. Nations

Assistant Commission Clerk