

MINUTES OF THE MEETING OF THE  
CADDO PARISH COMMISSION'S  
LONG RANGE PLANNING/SPECIAL PROJECT COMMITTEE  
HELD ON THE 4th DAY OF FEBRUARY, 2019

The Caddo Parish Long Range Committee met in legal session on the above date, at 2:00 p.m., in the Government Chambers, with Mr. Lyndon B. Johnson, Chairman, presiding, and the following members in attendance, constituting a quorum: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, and Lyndon B. Johnson (7). ABSENT: Commissioner Jackson (1).

Also in attendance were Parish Administrator Dr. Wilson, Parish Attorney Donna Frazier, Assistant Parish Attorney Henry Bernstein, MPC Director Alan Clark, Mr. Adam Bailey, and Commissioner Middleton.

Mr. Chavez gave the invocation, and Mr. Atkins led the Committee in the Pledge of Allegiance.

Mr. Lyndon B. Johnson opened up the floor for public comments. There being no one to speak, the Chair closed public comments and moved onto New Business.

Mr. Lyndon B. Johnson welcomed everyone to the meeting, and stated that this meeting is to discuss the following items:

- Discuss and consider amendments to UDC
- Discuss Ordinance No. 5845 of 2019, amending the Budget of Estimated Revenues & Expenditures for the General Fund in the amount of \$20,000 to provide an appropriation for crime prevention and citizen participation  
**(REMANDED FROM COMMISSION WORK SESSION TO COMMITTEE 1/2/2019)**

Mr. Lyndon B. Johnson suggested that they "jump" to the billboard section in the UDC. Mr. Adam Bailey, MPC, explained that the amendments have not gone before the MPC just yet. He also said that there is a meeting scheduled with some of the billboard companies to review the amendments.

Mr. Bailey said that the UDC was adopted by the City of Shreveport in May of 2017. Since its adoption, there have been approximately 140 amendments. Mr. Bailey provided the Committee with a copy of the amendments for the Commission; there are 129 amendments total. He also said that some of the changes were industry driven, while the MPC staff and citizens recognized others.

Mr. Lyndon B. Johnson suggested that each one of the articles be reviewed over several meetings and submitted to the full body in pieces. Mr. Chavez said that the previous committee members had homework to review the amendments. He explained that it might be beneficial to reach out to the previous committee members. Attorney Bernstein pointed out that there have been changes to these amendments since the last committee meeting.

Mr. Lyndon B. Johnson then moved onto Article 2. Definitions and Rules of Measurement. Mr. Bailey stated that there were new definitions for Certificate of Occupancy, Demolition or Demolish(ed), Groundcover, Fenestration, Tree Preservation Plan, and Woodshop. He also explained that Certificate of Occupancy did not exist before these amendments.

Mr. Lyndon B. Johnson asked for more clarification on Certificate of Occupancy. Mr. Clark explained that it includes everything that is required for a business to open. Mr. Lyndon B. Johnson asked if this included landscaping. Mr. Clark explained that everything that the ordinance requires that is submitted by the architect for the site plan is a part of the Certificate of Occupancy. Mr. Clark also explained that prior to construction, a site plan must be approved. He also said that they offer pre-application conferences where the business owner and developer can meet to see what needs to be done for this development to be completed. He also pointed out that this service is free to all citizens. Mr. Bailey said that the site plan in which is approved is what they are held responsible to.

Mr. Chavez requested that Mr. Bailey send the Committee the minimum standards for a Certificate of Occupancy.

Answering a question from Mr. Chavez regarding upgrading an existing office building in order to obtain a Certificate of Occupancy, Mr. Clark explained in that case, the site has already been approved. He also pointed out that a site can contain multiple buildings.

Mr. Lyndon B. Johnson wanted to know if existing buildings are grandfathered in. Mr. Bailey explained that they are grandfathered in until they hit certain triggers, for example, if you increase the parking by 25%, which triggers the landscaping.

Mr. Lyndon B. Johnson also suggested that they compare their standards with the neighboring communities to determine if the MPC's standards are so strict that they lose business. Mr. Lyndon B. Johnson pointed out that business and development has been stagnant in Shreveport and Caddo Parish. He would like their to be less restrictions, so business can grow and develop here.

Answering a question from Mr. Chavez regarding fees associated with the Certificate of Occupancy, Mr. Clark stated that there is not in the Parish. He pointed out that the MPC has asked for a fee for the Certificate of Occupancy, but the Parish has denied it. He also said that the City of Shreveport charges \$125 for the Certificate of Occupancy.

Attorney Bernstein explained that the City fees and the Parish fees differ in that the City fees are placed in the MPC coffer for them to spend; Parish fees do not. It would go to the Parish's General Fund, and not to the MPC.

Mr. Lyndon B. Johnson and Mr. Chavez suggested to have the stakeholders at the table to get a better understanding of the amendments. Attorney Bernstein pointed out that these amendments have gone through two separate public hearings.

Mr. Lyndon B. Johnson asked that the Committee review the definitions and the different articles.

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mr. Atkins, *that Article 15. Application Procedures No. 113 be approved as amended. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, and Lyndon B. Johnson (6). NAYS: None (0). ABSENT: Commissioner Jackson (1). ABSTAIN: None (0).

It was **moved by Mr. Dominick**, seconded by Mrs. Gage-Watts, *that Article 18. Nonconformities Nos. 128 & 129 be approved as amended. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, and Lyndon B. Johnson (6). NAYS: None (0). ABSENT: Commissioner Jackson (1). ABSTAIN: None (0).

Mr. Lyndon B. Johnson stated at the next Long Range Planning Committee meeting, they will review Article 16. Zoning Application Approval Processes Nos. 114-127.

Mr. Lyndon B. Johnson then moved to the next New Business item, *Discuss Ordinance No. 5845 of 2019, amending the Budget of Estimated Revenues & Expenditures for the General Fund in the amount of \$20,000 to provide an appropriation for crime prevention and citizen participation***(REMANDED FROM COMMISSION WORK SESSION TO COMMITTEE 1/2/2019)**.

He explained that this would essentially be a marketing campaign to inform the citizens of the different way in which they can alert the police or give tips to the police regarding crime.

Answering a question from Mr. Dominick regarding the type of campaign, Mr. Lyndon B. Johnson said it will be billboards, PSAs, social media, etc. Mr. Lyndon B. Johnson also said that a lot can be accomplished with the proposed \$20,000.

Mr. Dominick said that it is not the Commission's job for crime prevention; he said that the Sheriff's Office and SPD is responsible for crime prevention. Mr. Lyndon B. Johnson stated that this funding would be to make the citizens aware on how to report crime to the law enforcement agencies.

Mr. Middleton pointed out that there are billboards throughout Shreveport that says, "Grab a Cell and Tell". He also stated that there is a Crimestoppers number on the billboards. Mr. Middleton also explained that the Sheriff has stated that crime is not on the rise. Mr. Lyndon B. Johnson said that crime is on the decline outside of the municipalities. He said that Shreveport is the "capital of the Parish". He also said that their responsibilities are inside and outside of the municipalities.

Mr. Middleton wanted to more clarification on the apps. Mr. Lyndon B. Johnson said that Mr. Ebarb came before the Commission to discuss the Crimestoppers app in which citizens could use to report crime. He said that the average person does not know there is an app for this.

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mrs. Gage-Watts, *to move Ordinance No. 5845 of 2019, amending the Budget of Estimated Revenues & Expenditures for the General Fund in the amount of \$20,000 to provide an appropriation for crime prevention and citizen participation to the full body. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Bowman, Cawthorne, Chavez, Gage-Watts, and Lyndon B. Johnson (5). NAYS: Commissioners Atkins and Dominick (2). ABSENT: Commissioner Jackson (1). ABSTAIN: None (0).

Mr. Lyndon B. Johnson thanked everyone for attending the meeting. There being no other business, the meeting was adjourned.

\_\_\_\_\_/s/Todd Hopkins  
Todd A. Hopkins  
Commission Clerk