

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING AUGUST 28, 2024**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, August 28, 2024 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**

Jake Brown, Chairperson  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III  
Laura Neubert, Vice Chairperson

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Adam Bailey, Community Planning & Design Manager  
Reginald Jordan, Zoning Administrator  
Emily Trant, Land Development Coordinator  
Christian Terrell, Planner 1  
Kamrin Hooks, Executive Assistant  
PeiYao Lin, Community Planner 1  
Henry Bernstein, Parish Attorney's Office

**Members Absent**

None

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

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

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

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the July 24, 2024 public hearing as submitted.**

**The motion was adopted by the following 4-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. HART  
Nays: NONE. Absent: Meses. NEUBERT**

**PUBLIC HEARING**

**CASE NO. 24-23-P ZONING REQUEST**

Applicant: SANDI WHITE  
Owner: SANDI WHITE  
Location: 8800 BLANCHARD FURRH RD (nw corner of Blanchard Furrh Road and Lucas Lane)  
Existing Zoning: R-A  
Request: R-A to R-A PUD

**DEFER AND CONTINUED FROM JULY 24, 2024**

**Representative &/or support:**

**Sandi White 8800 Blanchard Furrh Rd, Shreveport, LA, 71107**

White stated that since the July 24<sup>th</sup> meeting, her mother has moved her tiny home off the property, and she has submitted a variance request with the state health unit. White informed the Board that JDW construction will help her pull a permit for the property. She asked the Board to defer and continue the case so she can have time to see if the variance or waiver is approved. MARCHIVE asked the applicant what her reasons are for needing a variance or waiver and how long will it take. She stated financially she needs it, and a time has not been given yet, so she would hope to be given a two month deferral.

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**Opposition:**

**R. Jean Humphrey 8820 Blanchard Furrh Rd, Shreveport, LA, 71107**

Humphrey stated that she received a professional opinion from a broker, and she was told that the applicant's property will affect her property value. She stated that the property still has three dwellings on the property, she then made a public records request for any information to do with the property.

**Rebuttal:**

**Sandi White 8800 Blanchard Furrh Rd, Shreveport, LA, 71107**

White stated that she is doing everything she can, and she would just like it to be deferred. NEUBERT asked the applicant to talk about disconnecting the water from the barn. White stated she received a quote from a plumber and if that is what it takes, she has a quote already. NEUBERT asked if the applicant was requesting a variance for the 800GPU septic system, and she stated yes. White stated that no one from the health unit said anything about the barn, but she is willing to disconnect the water to it. NEUBERT stated that she asked because it will more than likely be a stipulation to turn the water off per request from the health department. NEUBERT stated that she thinks it is best they hold off on deciding.

**A motion was made by MR. MARCHIVE, III seconded by MS. NEUBERT to defer and continue October 23, 2024**

**The motion was adopted by the following 4-0 vote: Ayes: Messrs. BROWN & MARCHIVE and Meses. HART & NEUBERT  
Nays: NONE. Abstain: Messrs. HUMPHREYS**

**CASE NO. 24-24-P SPECIAL USE PERMIT & SITE PLAN**

Applicant: KIMLEY HORN  
Owner: KIMLEY HORN  
Location: 4701 NORTHPORT BLVD (East Side of Northport Blvd approx. 530' south of N Market St.)  
Existing Zoning: C-3  
Request: Special Use Permit

**Representative &/or support:**

**John Derry 260 East Davis St, McKinney, TX, 75069**

Derry stated the tower has met all the zoning requirements, and the only thing that needs approval is the height. He stated the goal is to increase the coverage in the area and the coverage is significantly better at 150ft. He stated that while the coverage may not look to be much more from 150ft to 195ft, the in-building coverage will be better with the taller height. MARCHIVE asked if the monopine design was an option, the applicant stated yes, and it has increased maintenance in response to NEUBERT asking about the difference between monopine towers and normal towers.

**Opposition: NONE**

**A motion was made by MS. NEUBERT seconded by MR. HUMPHREY, SR. to approve the application with stipulations of 195-foot height with the monopine design.**

**The motion was adopted by the following 5-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. HART & NEUBERT Nays: NONE. Absent: NONE**

**CASE NO. 24-01-CTAP CODE TEXT AMENDMENT**

Applicant: Caddo Planning and Zoning Commission  
Request: Code Text Amendments to the Caddo Parish UDC regarding Short Term Rentals  
**RECOMMENDED FOR DENIAL ON MARCH 27, 2024**  
**REMANDED FROM PARISH COMMISSION**  
**DEFERRED AND CONTINUED ON JULY 24, 2024**  
**DEFERRED AND CONTINUED ON AUGUST 28, 2024**

**Representative &/or support: NONE**

Neubert stated that in July, she made a request to receive information about if the Zoning Administrator revoked a short-term rental permit, what would happen. BAILEY stated that short-term rentals are to be monitored on a platform and if one is revoked and is still operating, they will issue a potential violation for investigation. If they continue to operate on the platform via Airbnb or Vrbo, the MPC can contact the company and let them know that we as a municipality have revoked their license. Airbnb would then go through their own steps to take them off the site and the Airbnb company would contact Vrbo. BAILEY stated that Deckered technology is the third-party vendor that the MPC uses for licenses.

**Opposition: NONE**

**A motion was made by MR. MARCHIVE, III seconded by MS. HART to recommend for approval of the application.**

**The motion was adopted by the following 4-0 vote: Ayes: Messrs. HUMPHREYS & MARCHIVE and Meses. HART & NEUBERT Nays: NONE. Abstain: Messrs. BROWN**

### END OF PUBLIC HEARING

#### OLD BUSINESS

- Committee Chair Reports

#### NEW BUSINESS

- Research

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

- Director's Report

CLARKE informed the Board that the City of Shreveport has kicked off the Masterplan Update. He stated that he encourages the Parish of Caddo to follow in the cities steps and start the process to update the masterplan. NEUBERT asked what the update process is costing the city. Clarke stated he heard \$150,000-\$200,000. NEUBERT asked for insight on the process for selecting members of the committee. CLARKE stated that citizens submit applications, and the consulting firm selects the representatives. He stated the city has 13 community ambassadors and 24 members on the steering committee. HUMPHREY asked when it would be completed, CLARKE stated 2025.

- Public Comments

#### James Elrod 1341 Pine Island Rd, Shreveport, LA, 71107

Elrod stated there is a mobile home park being built and there is a building with an 8ft wood fence.

**A motion was made by MS. NEUBERT seconded by MR. BROWN to allow the speaker 3 more minutes.**

**The motion was adopted by the following 5-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Meses. HART & NEUBERT Nays: NONE. Absent: NONE**

Elrod stated a bed and breakfast was opened with no approval or permits, and they take up half of the parking. He stated that these developments are not what they had in mind for their area, as it is an elderly community. He stated that he and his neighbors spoke with an attorney and found out that the many new developments in the area did not receive prior approval before building. Elrod complained of loud partying at night and traffic issues. He stated that he spoke with their district commissioner and the commissioner stated they have not met the criteria for the area. He asked the Board to establish some parameters to abide by. NEUBERT stated that the code text amendment they recommended approval on deals with what he is speaking about. NEUBERT asked if his concern regarded 1332 and 1334 Pine Island where some of the businesses are located, she deferred to the zoning administrator. JORDAN stated that he went to the sites after the July hearing and took pictures, he informed the Board that what was on the site plan is what they have at the property, but there is an 8ft fence that block's view. JORDAN stated there were two metal buildings that had utilities and two sheds. NEUBERT informed Elrod that the code text amendment that addresses the short-

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term rentals will address the problems he has raised.

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:05 p.m.**

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**Jake Brown, Chair**

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**Lauren Marchive, III, Secretary**