



AGENDA

Board of Adjustments Meeting

2:00 PM - Thursday, January 29, 2026
Bossier City Courtroom, Bossier City Hall 620 Benton
Road, Bossier City, Louisiana

APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT THE MPC MEETING

Page

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL/ DECORUM SPEECH

E. INTRODUCTION

Welcome to the Board of Adjustments Meeting which falls under the Metropolitan Planning Commission for Bossier City and Bossier Parish. This board is appointed by the Bossier City Council and the Bossier Parish Police Jury. It serves voluntarily without compensation.

F. AGENDA

G. PUBLIC HEARING/ACTION

- 3 - 33 1. **P-BOA-000219-2025** – The application of David Allen, requesting a Special Exception Use to retain the use of an existing 30' x 36' modular home on a tract of land being 3.82 acres more or less, located at 215 Winfield Road, Bossier Parish, Louisiana. (Police Jury District 4)
[P-BOA-000219-2025, Special Exception Use to retain an existing "30 x 36" Modular Home, 215 Winfield, David Allen](#)
- 34 - 66 2. **P-BOA-000218-2025** – The application of Cinthia Jelinek, requesting a Special Exception Use to retain the use of an existing 24' x 60' manufactured home on a tract of land being 8.79 acres more or less,

located at 314 Rolling Meadow Lane, Bossier Parish, Louisiana.
(Located at the dead end of Rolling Meadow Lane) (Police Jury District
12)

[P-BOA-000218-2025, Special Exception Use to retain an existing “24 x
58” Manufactured Home, 314 Rolling Meadow Lane, Cinthia Jelinek](#)

H. APPROVE MINUTES

- 67 - 78 3. Approval of November 24, 2025 minutes.
[Board Of Adjustments - Nov 24 2025 - Minutes - Pdf](#)
[Board Of Adjustments - Nov 24 2025 - Minutes - Html](#)
- 79 4. Approve of October 27, 2025 Workshop Minutes.
[October 27, 2025 WSM](#)
- 80 5. Approve of November 24, 2025 Workshop Minutes.
[November 24, 2025 WSM](#)

I. OLD/NEW BUSINESS

- 81 6. Amend 2026 BOA Meeting Dates and Deadlines
[BOA 2026 Meeting Dates and Deadlines](#)

J. ADJOURN



P-BOA-000219-2025
MPC ACTIONS

METROPOLITAN PLANNING COMMISSION MEETING

January 29, 2026
2:00 P.M.

PRELIMINARY [] PUBLIC HEARING [X] CONDITIONAL USE []

FROM: Carolina Blunck, Senior Planner

APPLICANT: David A. Allen

ITEM: P-BOA-000219-2025 – The application of David Allen, requesting a Special Exception Use to retain the use of an existing 30' x 36' modular home on a tract of land being 3.82 acres more or less, located at 215 Winfield, Bossier Parish, Louisiana. (Police Jury District 4)

[X] RESIDENTIAL	[] COMMERCIAL
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APPLICATION CONTACT INFORMATION:

OWNER/APPLICANT:

David A. Allen
211 Winfield Rd
Haughton, LA 71037

I. APPLICATION SUBMITTAL DATE: December 9, 2025

II. PROJECT NAME:

SEU to Retain the Use of An
Existing 30' x 36' Modular Home]

III. LOCATION:

This project is located at 215 Winfield Road, Haughton, LA 71037. The site is situated approximately 700 feet east of the intersection of Bellevue Road and Winfield Road.

IV. **BACKGROUND INFORMATION:**

The applicant is requesting Special Exception Use approval to retain an existing 30' x 36' modular home, on a tract of land being 3.82 acres more or less, located at 215 Winfield Rd. The property contains two residential structures.

- 1st. Residence:
 1. 215 Winfield Road, the modular home was placed on the property in 2005 and has been continuously occupied since that time as a single-family residence.
- 2nd. Residence:
 - 211 Winfield Road, the site-built, brick-and-mortar residence was approved by the Board of Adjustment on November 29, 2021, and subsequently constructed between 2022 and 2023. This residence currently serves as the primary residence of the applicant and his wife.

At the time the second residence was approved, the applicant understood that one of the two dwellings would eventually need to be removed following the passing of his parents, who previously occupied the modular home. Due to changing family circumstances, the applicant is now requesting Special Exception Use approval to retain the modular home within the Residential Low-Density zoning district. The applicant has indicated an intent to subdivide the property in the future so that each residential structure would be located on a separate tract.

Within the unincorporated MPC jurisdiction, Section 5.6.1(C) requires Board of Adjustment approval for the placement or retention of a manufactured or modular home on a single parcel located within 300 feet of residential zoning classifications, through the Special Exception process.

Approval of the Special Exception would allow the applicant to retain the existing modular home for family-related residential purposes, including potential housing for an elderly, handicapped Vietnam-era veteran family member who may require accessible accommodations.

Existing Modular Homes Nearby:

- Properties immediately east and contiguous to the subject site, located at 219 and 235 Winfield Road, contain modular homes and are zoned R-LD (Residential Low-Density).
- Properties located farther east, at 235 and 289 Winfield Road, also contain modular homes and are zoned R-A (Residential Agriculture).

CHECKLIST – ORDINANCE 5.6.1
5.6.1 Single-Family Detached Dwellings.

	Compliance	Non-Compliance
Unincorporated MPC Jurisdiction – Special Exception Use		
Property is located within the unincorporated jurisdiction of the Bossier MPC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Structure is a manufactured or modular home (Article 18)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Located on a single parcel of land		
Parcel is within 300 feet of a R-LD, R-MD, or R-E zoning district <i>Distance measured in a straight line from nearest property line to nearest residentially zoned tract</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Design Compatibility Requirements		
Home is designed to blend in with neighboring residences <i>Composition roof provided, Minimum 3:12 roof pitch</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proportions comparable to surrounding residences		
If used as infill in an existing subdivision: <i>Home erected on a foundation system consistent with the majority of neighboring residences</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Construction & Safety Standards		
<i>Tie-down requirements met per Table 14.7.3, if applicable</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100% of undercarriage skirted, if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skirting color complements the home	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Previous Case BOA P-6-21:

- BOA Public, approved on November 29, 2021
 - The applicant is requesting to build a second residence under the elderly cottage housing unit ordinance. The applicant states that the parents are elderly and have numerous health issues and are now the primary caregiver.
 - The proposed second residence exceeds the 1,500 square foot maximum heated square footage as required by code.
 - Existing home: modular – 2,432 square feet
 - Proposed home: site built – 2,040 square feet
 - *Once the modular home is of no use it will be moved off the property, per applicant.*

V. PHYSICAL CONDITIONS:

The property contains two residential structures:

- a. A 30' x 36' modular home located at 215 Winfield, placed on the property around 2005.
- b. A site-built, brick-and-mortar residence located at 211 Winfield, constructed between 2022 and 2023.

VI. UNRESOLVED ISSUES:

Minor plat would be required if the application is approved.

VII. PLANNING ANALYSIS:

The Planning Staff feels that the following criteria must be met to approve this request.

1. LAND USE (MASTER PLAN – 2013)

Future Land Use Plan: Designates this area as Sensitive Development Area.

Thoroughfare Plan: This property can be accessed from Winfield Road, a major arterial.

2. ZONING:

The following zoning issues are relative to this request:

Zoning District: R-LD Residential Low Density

Base Zoning District Requirements:

- Min Lot Area: 6,000 square feet
- Maximum height: 2 stories or 35 ft., whichever is less
- Yard Requirements: 50' Front, 5' Side, 20' Rear

Adjacent Zoning:

	Zoning
North	R-LD Residential Low Density
South	Winfield Road
East	R-LD Residential Low Density
West	R-LD Residential Low Density, I-1 Light Industrial

3. AIR INSTALLATION COMPATIBLE USE ZONE:

AICUZ – Outside all Noise levels.

4. UTILITIES:

- Water supply by Consolidated Waterworks
- Sewer Private

VIII. ATTACHMENTS:

- Property Owner Certification
- Vicinity Map
- MPC Map
- Zoning Map
- District Map
- FLU Map
- FEMA Map
- 300' Buffer Map
- Letter of Intent
- Emails 12.15.25
- Photos 12.14.25
- Property Owners Within 300'



Property Owner Certification

Application Instructions and Submittal Documents

1. ALL owners of record must sign this certificate and upload it into the Energov system.
2. If a company (including an LLC), corporation, partnership, or other group is an owner of the property, the signee must indicate company/corporate position/title **AND** submit substantiating documentation.
3. Any person signing with Power of Attorney for others must print the names of those individuals **AND attach** a notarized copy of the Power of Attorney.

Application Type*

- | | | |
|---|--|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Master Development Plan | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Amended/Minor Plat | <input type="checkbox"/> Miscellaneous Request | <input type="checkbox"/> Small Cell Tower |
| <input checked="" type="checkbox"/> BOA – Variance, Special Exception Use, Appeal | <input type="checkbox"/> Off-Premise Sign Review | <input type="checkbox"/> Telecommunication Tower |
| <input type="checkbox"/> Conditional Use (land use, parking, landscaping, etc.) | <input type="checkbox"/> On-Premise Sign Review | <input type="checkbox"/> Temporary Use |
| | | <input type="checkbox"/> Zoning Amendment |

Project Information

Name of Project*: Allen's exception

Property Address*: 215 Winfield Rd, Haughton, LA 71037

(If property address is not assigned, please indicate assessment number(s).)

Tax Assessment Number*: 116806

Property Owner Contact Information

Check here if primary contact

CONFIDENTIAL

I David & Cheryl Allen will represent myself; or I hereby designate _____
(Property Owner) (Name of Project Representative)

to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request.

Acknowledgment*

1. I acknowledge that private deed restrictions or covenants may exist on the subject property. I recognize that neither the Bossier City – Parish Metropolitan Planning Commission (MPC) nor its staff may consider such deed restrictions or covenants, if any, when determining approval or denial of an application.
2. I understand that the application fee is nonrefundable.
3. Pending Application Expiration: The applicant understands that the application expiration timeframe begins when the applicant submits the application. Pending applications shall expire 180 days from the date of submittal.
4. I hereby certify that I am the owner of the property and further certify that the information regarding the property ownership provided as a part of this application is true and correct. (Attach additional pages if necessary)

Property Owner(s) Signature

Cheryl A. Allen
Property Owner(s) Signature

4 Dec 25
Date

12/4/25
Date

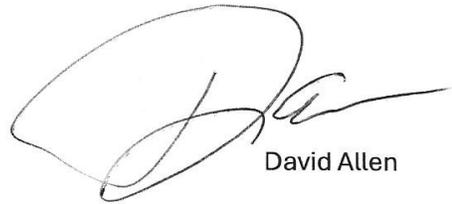
* Required information in order to process Application.

David Allen
211 Winfield Rd
Haughton, LA 71037
(318) 423-9848

We would like to keep and properly maintain the modular home that sits on our property, as well as our primary residence.

Our primary residence was built on my family property after my parents could not take care of the property or themselves. (So, we could be closer to help).

My parents have passed away.

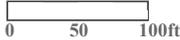
A handwritten signature in black ink, appearing to be 'DA', with a long horizontal stroke extending to the right.

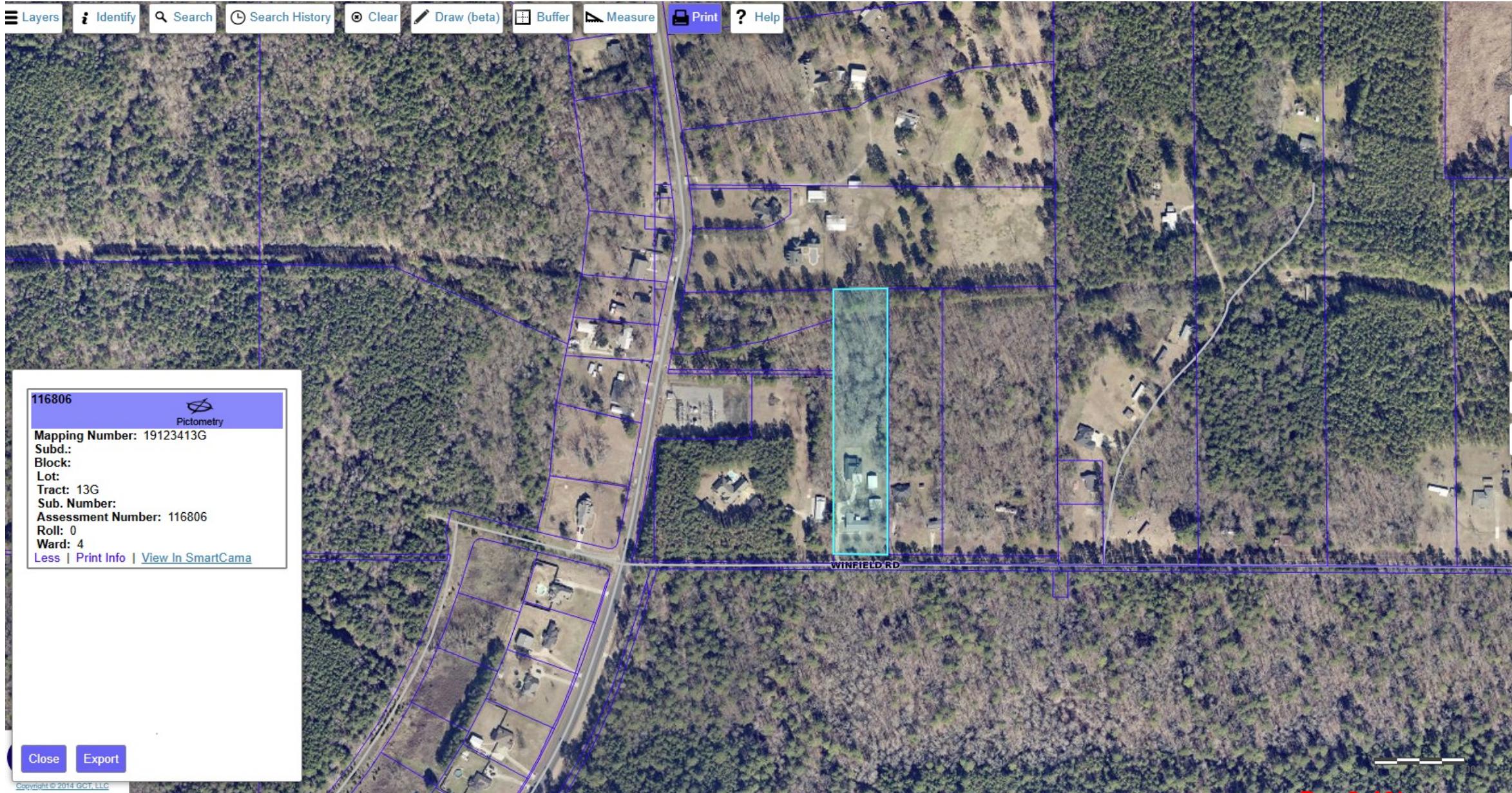
David Allen

Geoportal Map



DISCLAIMER: Every reasonable effort has been made to assure the accuracy of the parcel data presented. The Bossier Parish Assessor makes no warranties, express or implied, regarding the completeness, reliability or suitability of the site data and assumes no liability associated with the use or misuse of said data. The Assessor retains the right to make changes and update data on this site at anytime without notification. The parcel data on the base map is used to locate, identify and inventory parcels of land in the Parish of Bossier for assessment purposes only and is not to be used or interpreted as a legal survey or legal document. Additional data layers not originating in the Assessors Offices are also presented for informational purposes only. Before proceeding in any legal matter, all data should be verified by contacting the appropriate parish or municipal office.





116806

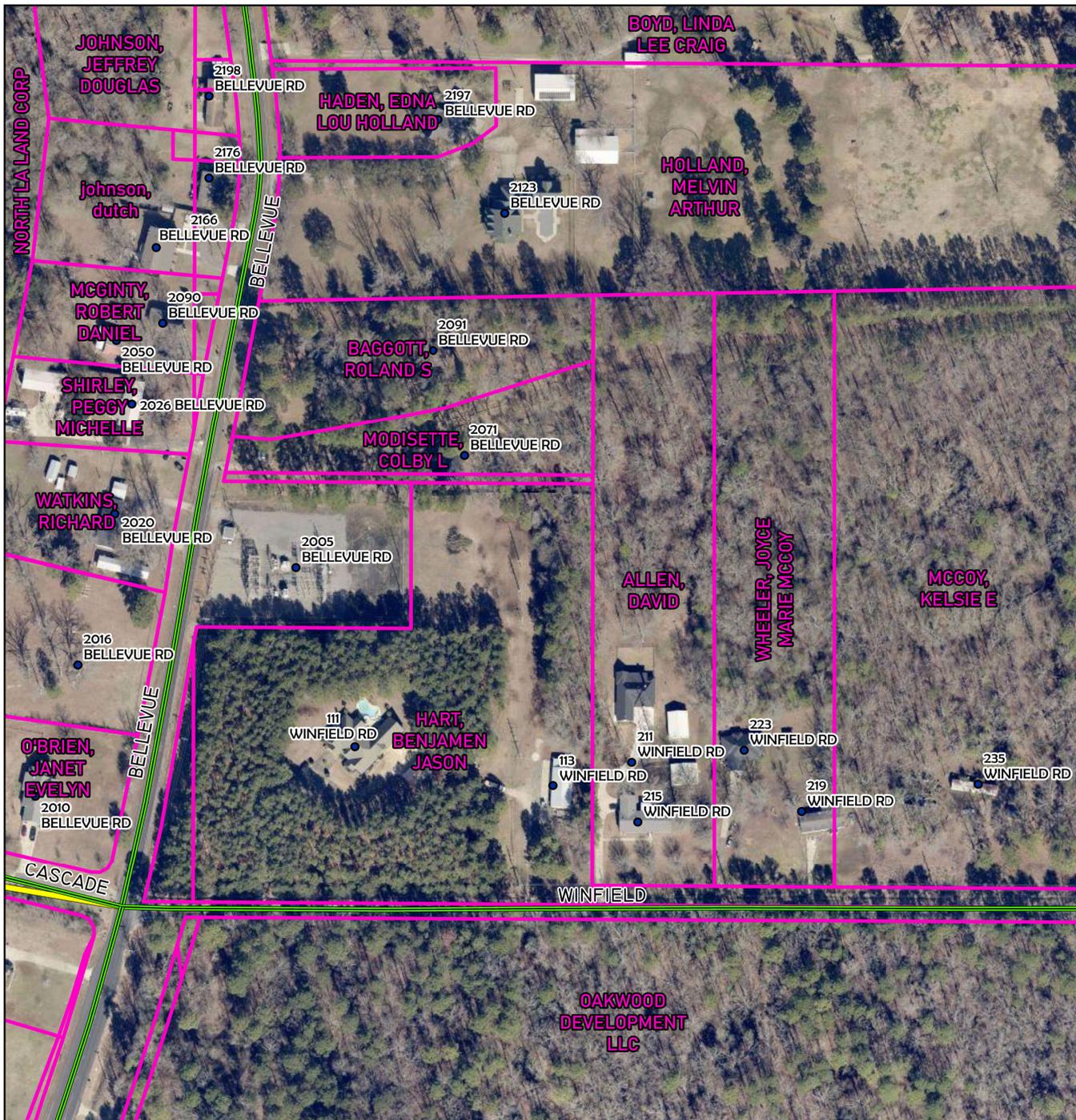


Mapping Number: 19123413G
Subd.:
Block:
Lot:
Tract: 13G
Sub. Number:
Assessment Number: 116806
Roll: 0
Ward: 4

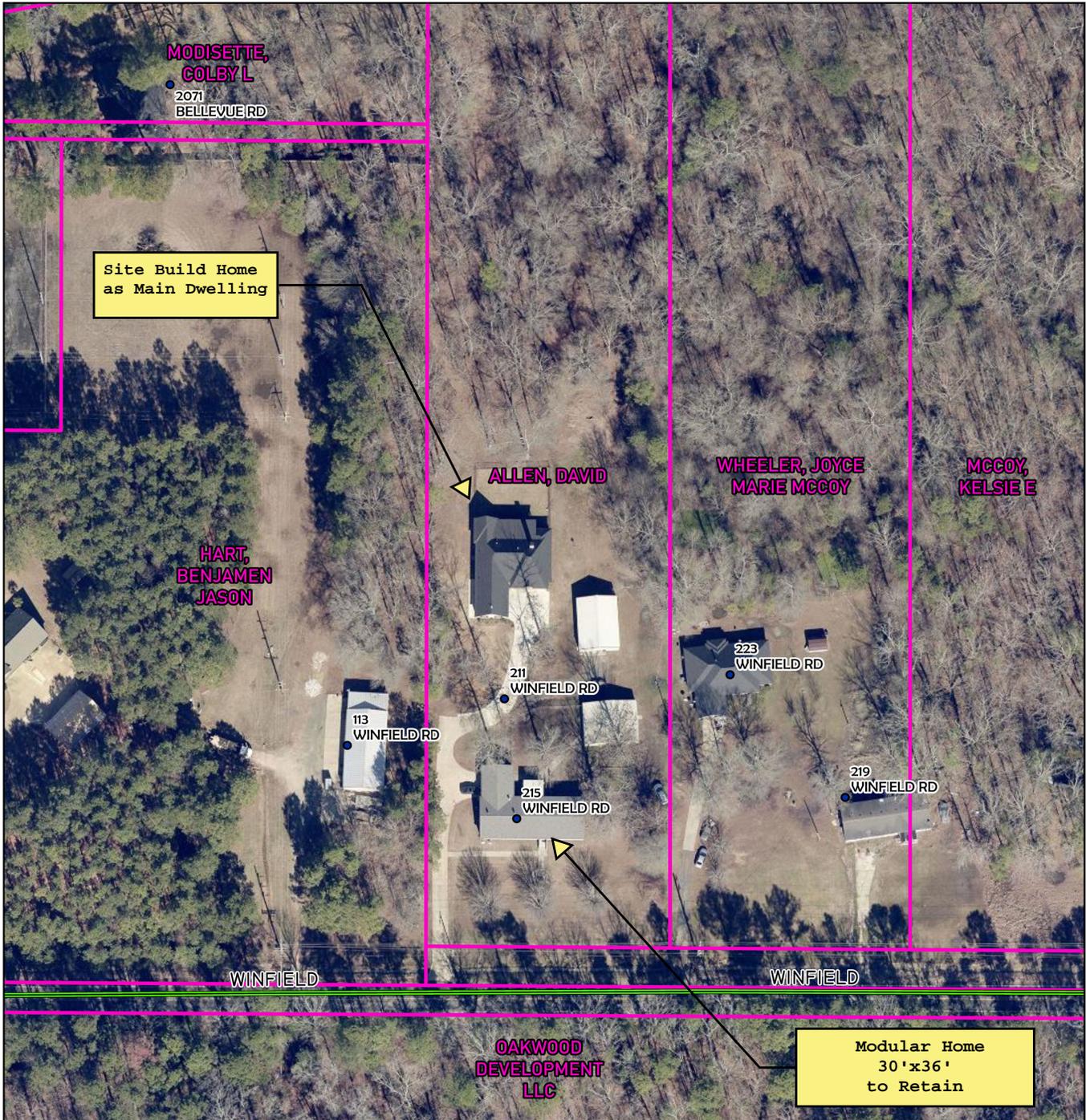
[Less](#) | [Print Info](#) | [View In SmartCama](#)

Close Export

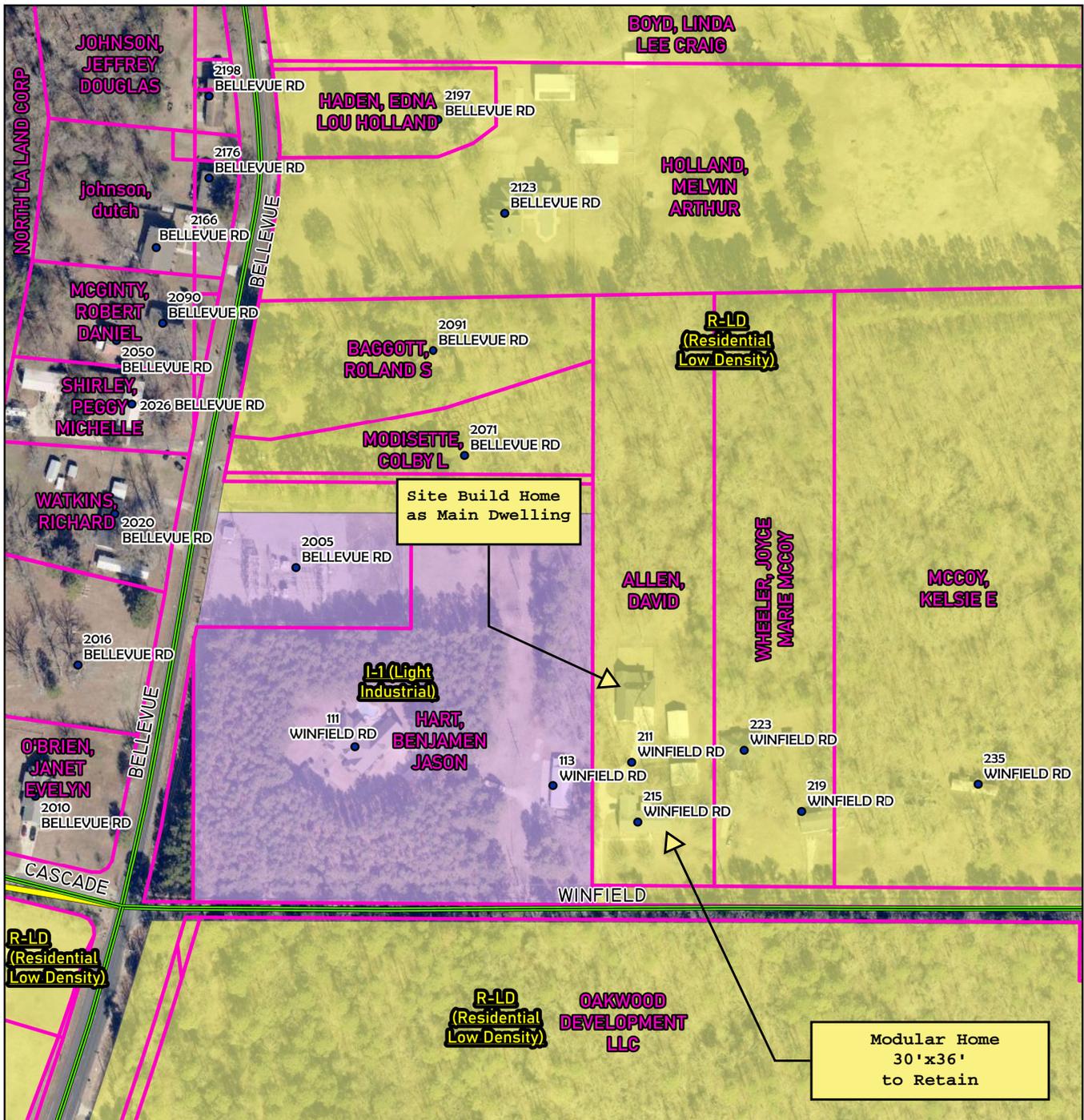
Copyright © 2014 GCT, LLC



Bus Stop Parish Addresses Parish Street East West Corridor Parcels	<p style="text-align: center;"> PARISH STREET EAST WEST CORRIDOR </p>	<p style="text-align: right;"> 0 100 200 Feet </p>
<p style="text-align: center;"> BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION <small>PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111</small> </p>	<p style="text-align: center;"> MAP - BOSSIER 215 Winfield Rd, Haughton, LA 71037 </p>	<p style="text-align: center;"> Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA </p> <p style="text-align: right;"> P-BOA-000 Page 10 of 31 1219-2025 Drawn by: Blunck Map Revised: 12.12.25 </p>

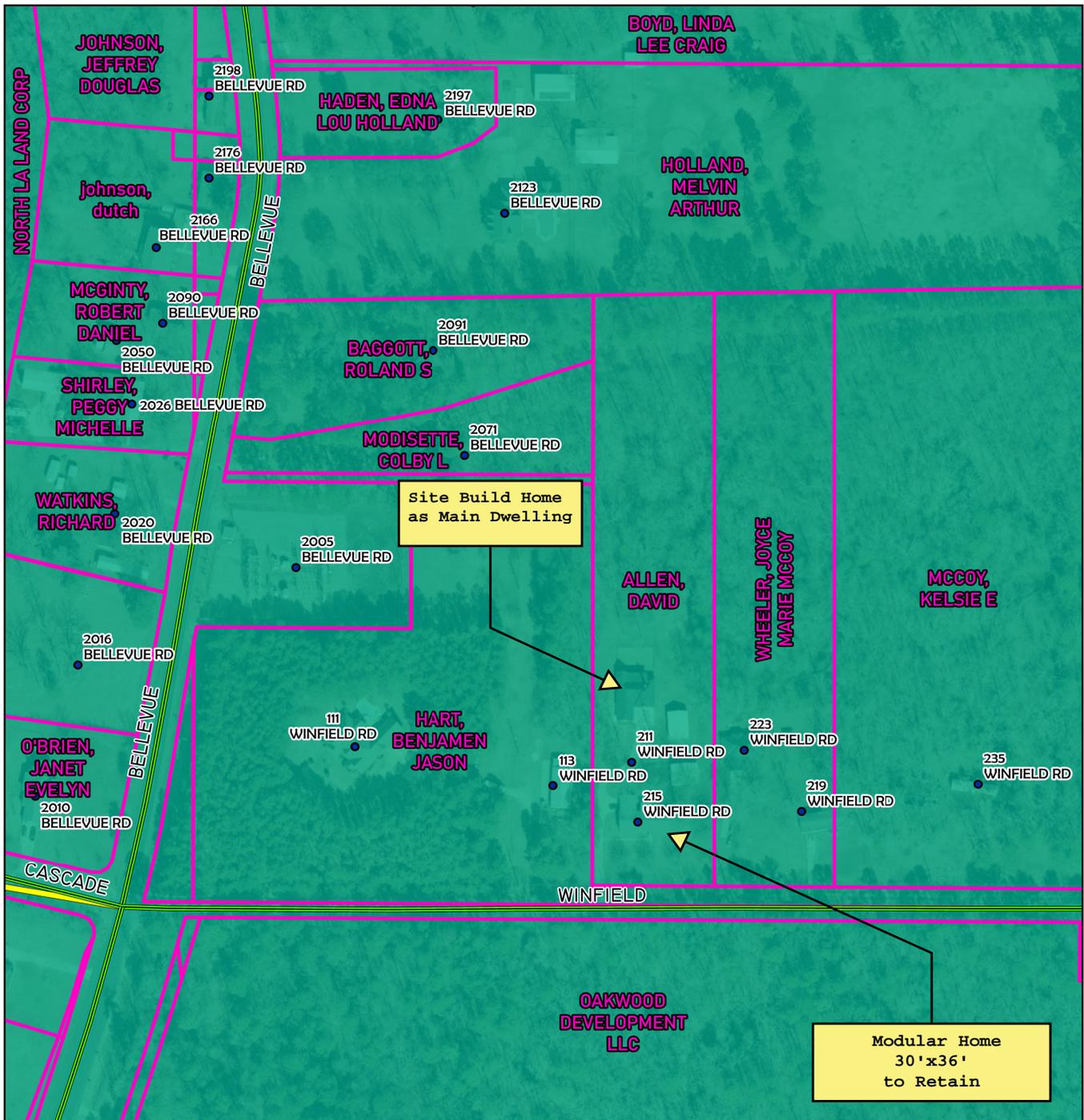


BUS STOP PARISH STREET PARISH ADDRESSES PARCELS	 		
 BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111	MAP - BOSSIER 215 Winfield Rd, Haughton, LA 71037	Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA Drawn by: Blunck Map Revised: 12.12.25	P-BOA-000 Page 11 of 31 1219-2025

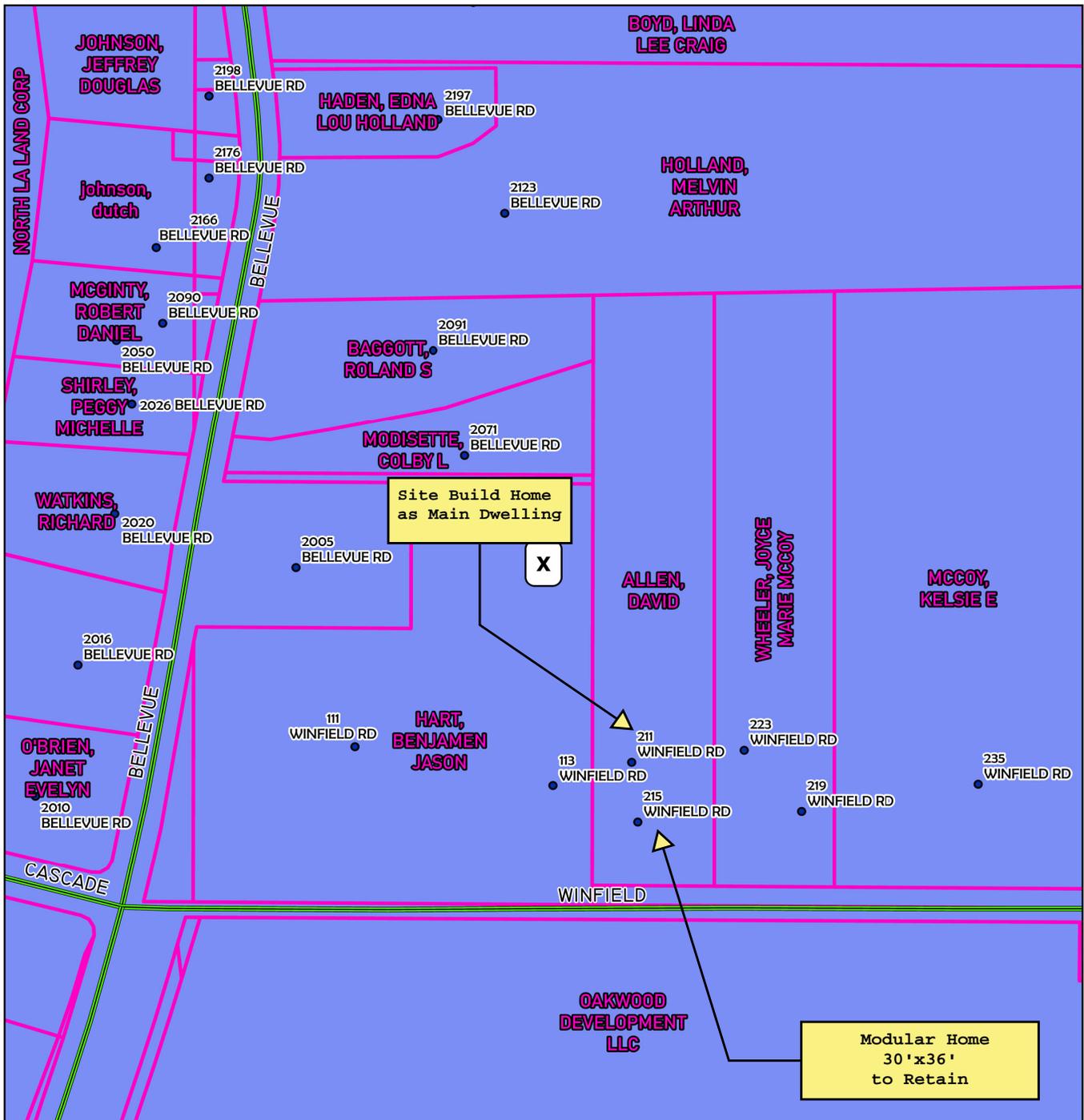


BUS STOP	PARCELS	R-LD (RESIDENTIAL LOW DENSITY)
PARISH ADDRESSES	EAST WEST CORRIDOR	
PARISH STREET	I-1 (LIGHT INDUSTRIAL)	

<p>BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111</p>	ZONING MAP - BOSSIER	Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA	P-BOA-000
	215 Winfield Rd, Haughton, LA 71037	Drawn by: Blunck Map Revised: 12.12.25	Page 12 of 31 2019-2025

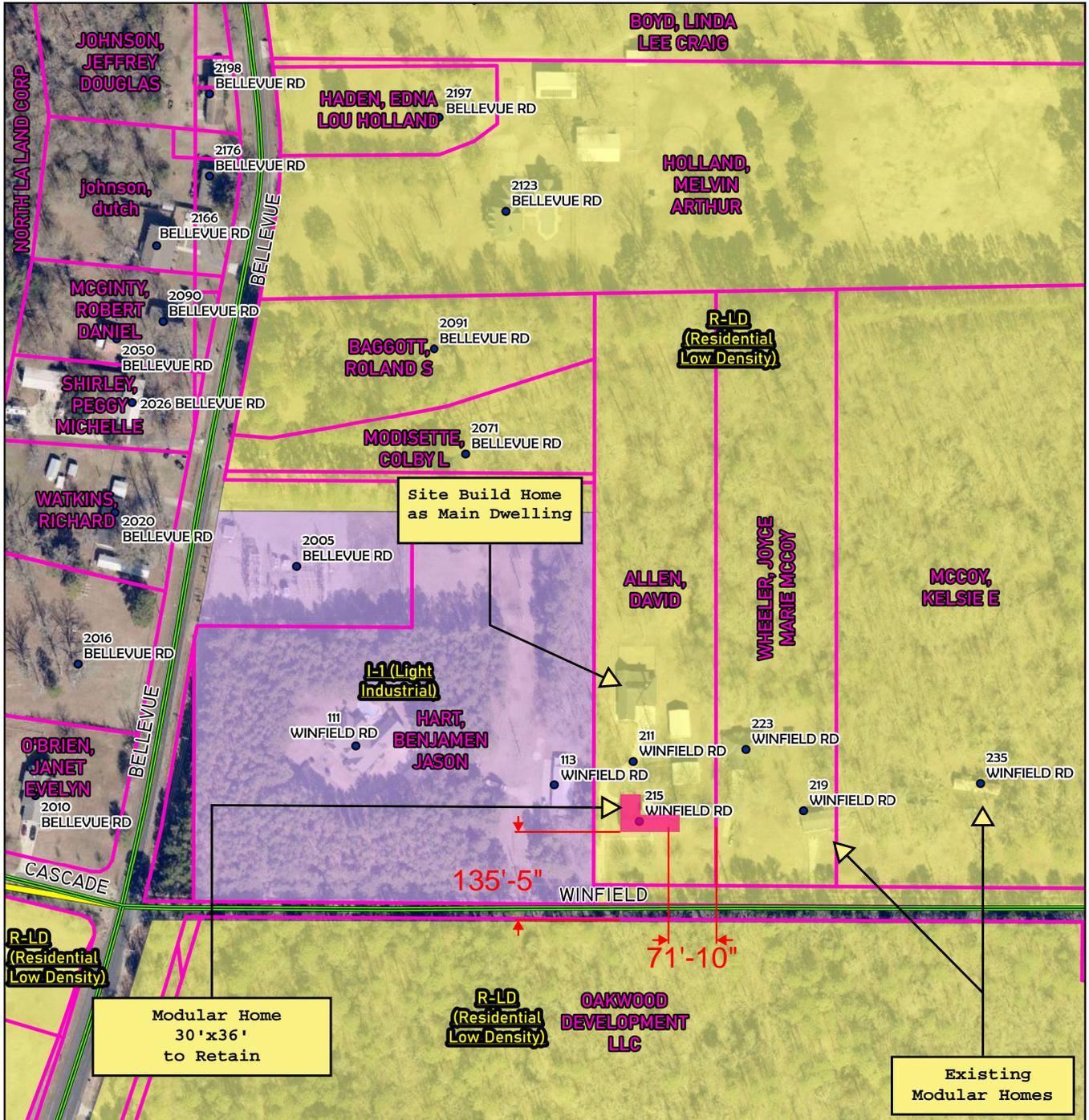


Bus Stop PARISH ADDRESSES PARISH STREET	PARCELS EAST WEST CORRIDOR	BOSSIER_PARISH_FLU SENSITIVE DEVELOPMENT AREA	0 100 200 Feet
 BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111	FLU MAP - BOSSIER 215 Winfield Rd, Haughton, LA 71037	Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA Drawn by: Blunck Map Revised: 12.12.25	P-BOA-000 Page 14 of 31 1219-2025



Bus Stop	PARISH STREET	X
PARISH ADDRESSES	PARCELS	EAST WEST CORRIDOR

 BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111	FEMA MAP - BOSSIER 215 Winfield Rd, Haughton, LA 71037	Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA	P-BOA-000 1219-2025
	Drawn by: Blunck	Map Revised: 12.12.25	Page 15 of 31



BUS STOP	PARCELS	R-LD (RESIDENTIAL LOW DENSITY)
PARISH ADDRESSES	EAST WEST CORRIDOR	
PARISH STREET	I-1 (LIGHT INDUSTRIAL)	

<p>BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 820 BENTON RD. BOSSIER CITY, LOUISIANA 71111</p>	<h3>300' BUFFER MAP</h3> <p>215 Winfield Rd, Haughton, LA 71037</p>	<p>Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA</p>	<p>P-BOA-000 1219-2025</p>
		<p>Drawn by: Blunck</p>	<p>Map Revised: 12.12.25</p>

Blunck, Carolina

From: TED BURNS <dvdlln48@gmail.com>
Sent: Monday, December 15, 2025 10:47 AM
To: Blunck, Carolina
Subject: Re: [EXT] P-BOA-000219-2025 (211 Winfield Bossier City, LA)

That is not 100% correct,

215 is the modular home, it's been on this property since 2005ish, (my parents house).

211 is a brick and mortar home built between 2022-2023, (my wife and my house).

My understanding was, one of the two houses would have to be removed when my parents passed away. If we don't get the exception, we would have to remove the house at 215..

David Allen
(318) 423-9848

On Mon, Dec 15, 2025 at 10:36 AM Blunck, Carolina <blunckc@bossiercity.org> wrote:

Good Morning Mr. Allen,

I have received all the information, thank you. I just want to confirm that 211 Winfield is the second home built, that it is a manufactured home, and that this is the residence for which the special exception is being requested. Is that correct?

Thank you,

Carolina Zet Blunck

Senior Development Planner
Bossier City-Parish & Benton

Metropolitan Planning Commission

Municipal Complex

620 Benton Rd. (2nd Floor)

Bossier City, LA 71111

Office: 318-698-7341 Ext.:7341

Email: blunck@bossiercity.org

City Website: www.bossiercity.org

From: TED BURNS <dvdlln48@gmail.com>
Sent: Sunday, December 14, 2025 12:55 PM
To: Blunck, Carolina <blunck@bossiercity.org>
Subject: Re: [EXT] P-BOA-000219-2025 (211 Winfield Bossier City, LA)

Ms Blunck,

I'm sending you 14 pictures of the house.

There are two houses on this property, the original House /Property was and is 215 Winfield Rd.

The second house that was built is 211 Winfield Rd.

The house at 215 Winfield is a modular home that my parents lived in, they donated all of the property, including their house to me and my wife years ago.

We wish to keep the original house at 215, (my parents have passed away).

We are doing the

Hezyh

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On Fri, Dec 12, 2025 at 5:15 PM Blunck, Carolina <blunck@bossiercity.org> wrote:

Good Afternoon Mr. Allen,

This is Carolina with the Bossier MPC. I will be processing your case; however, I will need the following documents and information from you:

- Please confirm the address of the home to remain.
- Please provide photos of the home.
- The 300' property owner list provided is not accurate. For the correct list of property owners within a 300-foot radius, please contact Priscilla Marshall at the Bossier Parish Assessor's Office:
 - Main: 318-965-2213
 - Office: 318-965-3246
 - Email: pmarshall@bossierparish.org
 - Cost for the updated list: \$7.00

Please send the requested information no later than Monday, December 15, 2025.

Thank you,

Carolina Zet Blunck

Senior Development Planner
Bossier City-Parish & Benton

Metropolitan Planning Commission

Municipal Complex

620 Benton Rd. (2nd Floor)

Bossier City, LA 71111

Office: 318-698-7341 Ext.:7341

Email: blunckc@bossiercity.org

City Website: www.bossiercity.org

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South Side
Front of Modular Home



West Side
Left Side Modular Home



North Side
Rear Side of Modular Home



East Side
Right Side of Modular Home

Ben & Leah Hart, 111 Winfield Rd, Haughton LA 71037

Joyce Wheeler, Winfield Rd, Haughton LA 71037

VOID



P-BOA-000219-2025
MPC ACTIONS

METROPOLITAN PLANNING COMMISSION MEETING

**December 29, 2025
2:00 P.M.**

PRELIMINARY [] PUBLIC HEARING [X] CONDITIONAL USE []

FROM: Carolina Blunck, Senior Planner

THROUGH: Carlotta Askew-Brown, Executive Director MPC

PRESENTER:

APPLICANT: David A. Allen

ITEM: P-BOA-000219-2025 – The application of David Allen, requesting a Special Exception Use to retain the use of an existing 30' x 36' modular home on a tract of land being 3.82 acres more or less, located at 215 Winfield, Bossier Parish, Louisiana. (Police Jury District 4)

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Home is designed to blend in with neighboring residences <i>Composition roof provided, Minimum 3:12 roof pitch</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proportions comparable to surrounding residences		
If used as infill in an existing subdivision: <i>Home erected on a foundation system consistent with the majority of neighboring residences</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Construction & Safety Standards		
<i>Tie-down requirements met per Table 14.7.3, if applicable</i> 100% of undercarriage skirted, if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skirting color complements the home	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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- Min Lot Area: 6,000 square feet
- Maximum height: 2 stories or 35 ft., whichever is less
- Yard Requirements: 50' Front, 5' Side, 20' Rear

Adjacent Zoning:

	Zoning
North	R-LD Residential Low Density
South	Winfield Road
East	R-LD Residential Low Density
West	R-LD Residential Low Density, I-1 Light Industrial

3. AIR INSTALLATION COMPATIBLE USE ZONE:

AICUZ – Outside all Noise levels.

4. UTILITIES:

- Water supply by Consolidated Waterworks
- Sewer Private

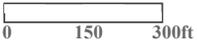
VIII. ATTACHMENTS:

- Property Owner Certification
- Vicinity Map
- MPC Map
- Zoning Map
- District Map
- FLU Map
- FEMA Map
- 300' Buffer Map
- Letter of Intent
- Emails 12.15.25
- Photos 12.14.25
- Property Owners Within 300'

Geoportal Map



DISCLAIMER: Every reasonable effort has been made to assure the accuracy of the parcel data presented. The Bossier Parish Assessor makes no warranties, express or implied, regarding the completeness, reliability or suitability of the site data and assumes no liability associated with the use or misuse of said data. The Assessor retains the right to make changes and update data on this site at anytime without notification. The parcel data on the base map is used to locate, identify and inventory parcels of land in the Parish of Bossier for assessment purposes only and is not to be used or interpreted as a legal survey or legal document. Additional data layers not originating in the Assessors Offices are also presented for informational purposes only. Before proceeding in any legal matter, all data should be verified by contacting the appropriate parish or municipal office.



Mapping		Assessment			Assessment Name	Physical Address	Mailing Address
Number	Tract	Number	Roll	Ward			
19123413D	13D	115571	0	4	HOLLAND, MELVIN ARTHUR	2123 Bellevue Rd, Haughton, LA 71037	2123 Bellevue Rd, Haughton, LA 71037
19123413G	13G	116806	0	4	ALLEN, DAVID	215 Winfield Rd, Haughton, LA 71037	211 Winfield Rd, Haughton, LA 71037
19123413E	13E	121902	0	4	WHEELER, JOYCE MARIE MCCOY	223 Winfield Rd, Haughton, LA 71037	223 Winfield Rd, Haughton, LA 71037
19123413D2	13D2	162979	0	4	HADEN PROPERTIES LLC	2197 Bellevue Rd, Haughton, LA 71037	3205 Mossy Rock Point, LA 71037
19123413A	13A	114515	7	4	BOSSIER PARISH, PARISH OF		PO Box 70, Benton, LA 71006
19123413H	13H	111189	0	4	BAGGOTT, ROLAND S	2091Bellevue Rd, Haughton, LA 71037	2091Bellevue Rd, Haughton, LA 71037
1812031B	1B	118809	0	4	OAKWOOD DEVELOPMENT LLC		568 Pine Cove Rd, Elm Grove, LA 71051
19123413F	13F	118250	0	4	MCCOY, KELSIE E	235 Winfield Rd, Haughton, LA 71037	235 Winfield Rd, Haughton, LA 71037
19123413C2	13C2	149502	0	4	HART, BENJAMEN JASON	111 Winfield Rd, Haughton, LA 71037	111 Winfield Rd, Haughton, LA 71037
19123413H2	13H2	166691	0	4	KINNEY, SARAH	2071 Bellevue Rd, Haughton, LA 71037	2071 Bellevue Rd, Haughton, LA 71037

Taken from the Bossier Parish Assessor's web sie, 14 Dec 2025



P-BOA-000218-2025
MPC ACTIONS

METROPOLITAN PLANNING COMMISSION MEETING

January 29, 2026
2:00 P.M.

PRELIMINARY [] PUBLIC HEARING [X] CONDITIONAL USE []

FROM: Carolina Blunck, Senior Planner

APPLICANT: Cinthia Jelinek

ITEM: P-BOA-000218-2025 – The application of Cinthia Jelinek, requesting a Special Exception Use to retain the use of an existing 24' x 60' manufactured home on a tract of land being 8.79 acres more or less, located at 314 Rolling Meadow Lane, Bossier Parish, Louisiana. (Located at the dead end of Rolling Meadow Lane) (Police Jury District 12)

[X] RESIDENTIAL	[] COMMERCIAL
------------------------	-----------------------

APPLICATION CONTACT INFORMATION:

OWNER/APPLICANT:

Cinthia Jelinek
310 Rolling Meadow Lane
Bossier City, LA 71112

I. APPLICATION SUBMITTAL DATE: December 12, 2025

II. PROJECT NAME:

SEU to Retain the Use of An
Existing 24' x 60' Manufactured Home

III. LOCATION:

Generally located at Assessment No.178384. Physical address being 314 Rolling Meadow Ln, Bossier Parish, LA. Located at the dead end of Rolling Meadow Lane.

IV. **BACKGROUND INFORMATION:**

The applicant is requesting Special Exception Use approval to retain an existing 24' x 60' Manufactured Home, on a tract of land being 8.79 acres more or less, located at 314 Rolling Meadow Lane. The property contains three residential structures.

- 1st. Residence:
 - 218 Rolling Meadow Lane, it is a site-built home residence.
- 2nd. Residence:
 - 310 Rolling Meadow Lane, it's a site-built, brick-and-mortar residence.
- 3rd. Residence:
 - 314 Rolling Meadow Lane, it's a 24' x 60' manufactured home residence. Approved under Caregiver Ordinance on September 27, 2021 and renewed on September 25, 2023.

According to the applicant, the manufactured home was originally placed on the property in 2021 under a caregiver permit, with the intent of providing housing in support of elderly family members residing on the property. Since the issuance of the caregiver permit, the family members requiring care have passed away, and ownership of the property has transferred to the applicant through inheritance.

The applicant and her family have resided on the subject property for an extended period and state that the manufactured home was always intended to be temporary in nature. The applicant has expressed a clear intent to remove the manufactured home in the future and construct a site-built residence once circumstances and timing allow.

In addition, the applicant has applied to subdivide the property into three separate tracts, with the intent that each existing or future residence will be located on its own individual lot. The current request for Special Exception Use approval is intended to allow the manufactured home to remain temporarily while the applicant proceeds through the subdivision and long-term development process.

Section 5.6.1.D allows a single manufactured or modular home to be permitted on the same tract of land as a primary residence as a Special Exception, subject to compliance with the procedural requirements.

Existing Modular Homes Nearby:

- None

CHECKLIST – ORDINANCE 5.6.1
5.6.1 Single-Family Detached Dwellings.

	Compliance	Non-Compliance
Unincorporated MPC Jurisdiction – Special Exception Use		
Property is located within the unincorporated jurisdiction of the Bossier MPC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Structure is a manufactured or modular home (Article 18)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Located on a single parcel of land		
Parcel is within 300 feet of a R-LD, R-MD, or R-E zoning district <i>Distance measured in a straight line from nearest property line to nearest residentially zoned tract</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Design Compatibility Requirements		
Home is designed to blend in with neighboring residences <i>Composition roof provided, Minimum 3:12 roof pitch</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proportions comparable to surrounding residences		
If used as infill in an existing subdivision: <i>Home erected on a foundation system consistent with the majority of neighboring residences</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Construction & Safety Standards		
<i>Tie-down requirements met per Table 14.7.3, if applicable</i> 100% of undercarriage skirted, if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skirting color complements the home	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Previous Case:

- ❖ BOA P-4-21, BOA Public, SEU for a proposed 24' x 60' manufactured home for a caregiver
 - Approved on November 29, 2021
- ❖ P-BOA-000175-2023, BOA Public, SEU (Caretaker Renewal) for 24' x 60' Manufactured Home
 - Approved on September 25, 2023

V. PHYSICAL CONDITIONS:

The property contains three residential structures:

- 218 Rolling Meadow Lane, it is a site-built home residence.
- 310 Rolling Meadow Lane, it's a site-built, brick-and-mortar residence.
- 314 Rolling Meadow Lane, it's a 24' x 60' manufactured home residence.

VI. UNRESOLVED ISSUES:

A plat will be required if the application is approved. The applicant has already submitted a Preliminary Plat (P-PLAT-000187-2025) for Hidden Hollows Estates, which is currently on hold.

VII. PLANNING ANALYSIS:

The Planning Staff feels that the following criteria must be met to approve this request.

1. LAND USE (MASTER PLAN – 2013)

Future Land Use Plan: Designates this area as Low-Density Residential Area.

Thoroughfare Plan: This property can be accessed from Rolling Meadow Lane, a local neighborhood street.

2. ZONING:

The following zoning issues are relative to this request:

Zoning District: R-LD Residential Low Density

Base Zoning District Requirements:

- Min Lot Area: 6,000 square feet
- Maximum height: 2 stories or 35 ft., whichever is less
- Yard Requirements: 25' Front, 5' Side, 20' Rear

Adjacent Zoning:

	Zoning
North	R-A Residential Agriculture
South	R-LD Residential Low Density
East	R-LD Residential Low Density
West	R-LD Residential Low Density

3. AIR INSTALLATION COMPATIBLE USE ZONE:

AICUZ – AICUZ – The proposed property is located within the 65 decibel noise level per the Air Installation Compatible Use (AICUZ). Study for Barksdale Air Force Base.

11. (a) Although local conditions might require residential use, it is discouraged in DNL of 65–69 dBA noise zone and strongly discouraged in DNL of 70–74 dBA noise zone. The absence of viable alternative development options should be determined and an evaluation should be conducted prior to approvals indicating a

demonstrated community need for residential use would not be met if development were prohibited in these zones.

(b) Where the community determines the residential uses must be allowed, measures to achieve outdoor to indoor NLR for the DNL of 65–69 dBA noise zone and the DNL of 70–74 dBA noise zone should be incorporated into building codes and considered in individual approvals.

(c) NLR criteria will not eliminate outdoor noise problems. However, building location and site planning, and design and use of berms and barriers can help mitigate outdoor exposure, particularly from near ground level sources. Measures that reduce outdoor noise should be used whenever practical in preference to measures that only protect interior spaces.

4. UTILITIES:

- Water supply by Sligo Water
- Sewer Private

VIII. ATTACHMENTS:

- Property Owner Certification
- Vicinity map
- Map
- Overlay Map
- Zoning Map
- District Map
- FLU Map
- AICUZ Map
- FEMA Map
- Proposed Preliminary Plat
- Letter of Intent
- Property Owners within 300'



Property Owner Certification

Application Instructions and Submittal Documents

1. **ALL** owners of record must sign this certificate and upload it into the Energov system.
2. If a company (including an LLC), corporation, partnership, or other group is an owner of the property, the signee must indicate company/corporate position/title **AND** submit substantiating documentation.
3. Any person signing with Power of Attorney for others must print the names of those individuals **AND attach** a notarized copy of the Power of Attorney.

Application Type*

- | | | |
|---|--|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Master Development Plan | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Amended/Minor Plat | <input type="checkbox"/> Miscellaneous Request | <input type="checkbox"/> Small Cell Tower |
| <input type="checkbox"/> BOA – Variance, Special Exception Use, Appeal | <input type="checkbox"/> Off-Premise Sign Review | <input type="checkbox"/> Telecommunication Tower |
| <input type="checkbox"/> Conditional Use (land use, parking, landscaping, etc.) | <input type="checkbox"/> On-Premise Sign Review | <input type="checkbox"/> Temporary Use |
| | | <input type="checkbox"/> Zoning Amendment |

Project Information

Name of Project*: Jelinek Home

Property Address*: 314 Rolling Meadow Lane Bossier City, LA 71112

(If property address is not assigned, please indicate assessment number(s).)

Tax Assessment Number*: 26438

Property Owner Contact Information

CONFIDENTIAL

Authorized Representative*

I Cynthia Jelinek will represent myself; or I hereby designate _____
(Property Owner) (Name of Project Representative)

to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request.

Acknowledgment*

1. I acknowledge that private deed restrictions or covenants may exist on the subject property. I recognize that neither the Bossier City – Parish Metropolitan Planning Commission (MPC) nor its staff may consider such deed restrictions or covenants, if any, when determining approval or denial of an application.
2. I understand that the application fee is nonrefundable.
3. Pending Application Expiration: The applicant understands that the application expiration timeframe begins when the applicant submits the application. Pending applications shall expire 180 days from the date of submittal.
4. I hereby certify that I am the owner of the property and further certify that the information regarding the property ownership provided as a part of this application is true and correct. (Attach additional pages if necessary)

C. Jelinek
Property Owner(s) Signature

12/05/2025

Date

Property Owner(s) Signature

Date

Page 6 of 33

* Required information in order to process Application.

December 3, 2025

Metropolitan Planning Commission
620 Benton Road
Bossier City, LA 71111

RE: Letter of Explanation

To Whom It May Concern,

I am writing to you today to request the approval of leaving my families double wide on our current property.

The double wide was originally purchased in 2021. My husband and I obtained a caregiver permit with the intention of putting the home on my late grandmother and aunt's property temporarily. Since the original permit was obtained both women have passed, and I have inherited the property.

My family of origin and I have lived on this property for 26 years. The death of my grandmother and aunt was significant to us. My parents moved into the property's primary residence and my husband, and I elected to stay in our double wide with the understanding that upon the expiration of the caregiver permit, we would take the necessary steps to ensure that they double wide remain, and the property abides by all parish and city ordinances.

Our plans for the double wide were always for it to be a temporary home. We have goals to sell our double wide and build our forever home on our property. This goal, like most long-term goals, takes time and planning for its fulfillment. While the last few years have brought many struggles to our family, such as estate and legal hurdles during bereavement of our family members while attempt to start our own family we plan to stay in good standing with the parish and the metropolitan planning commission.

If there are any additional questions or concerns, please contact me at 318.562.0277. I look forward to answering any questions that may arise.

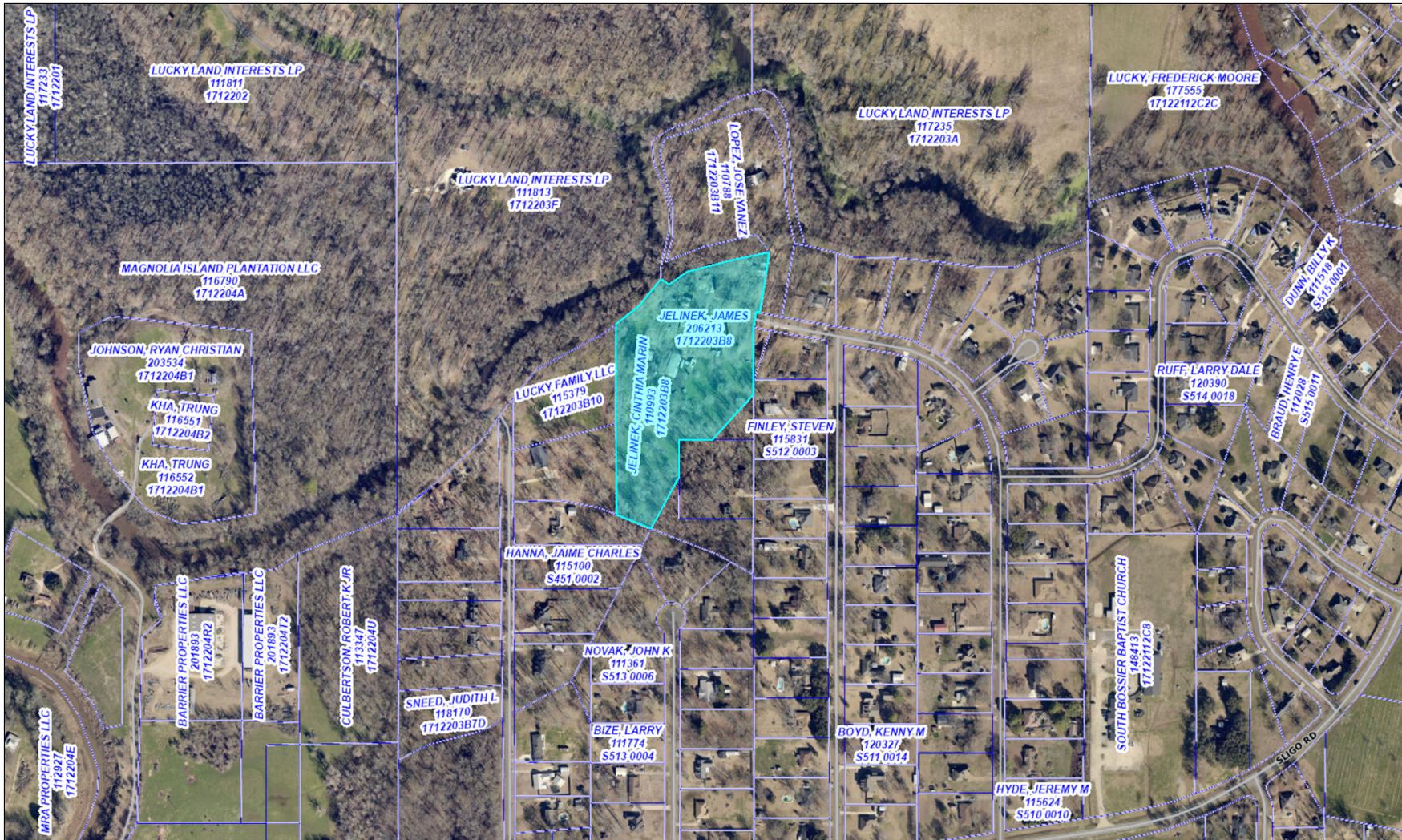
Thank you,

Cinthia Marin Jelinek

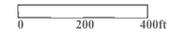
Cinthia Marin Jelinek

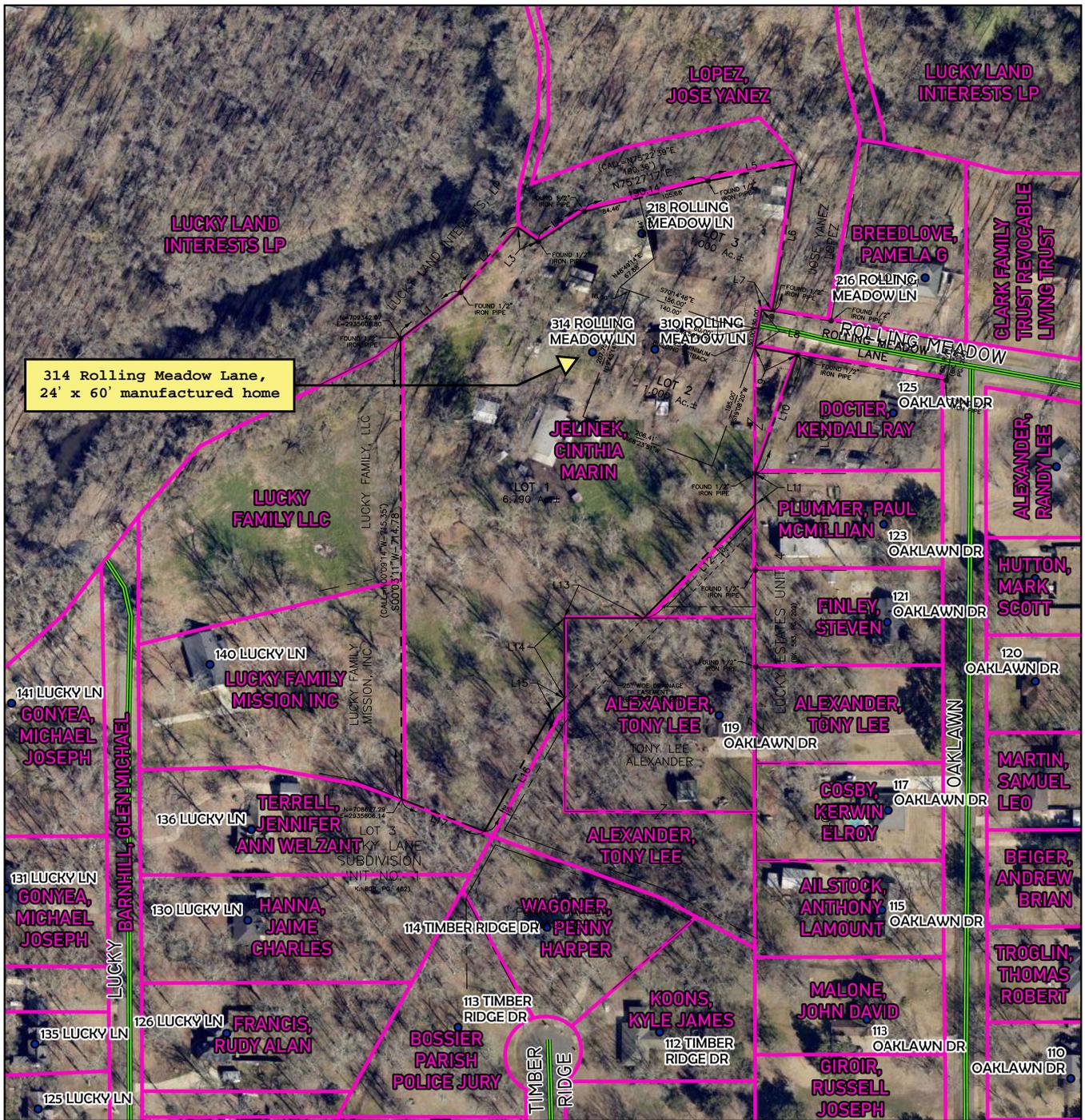


Geoportal Map



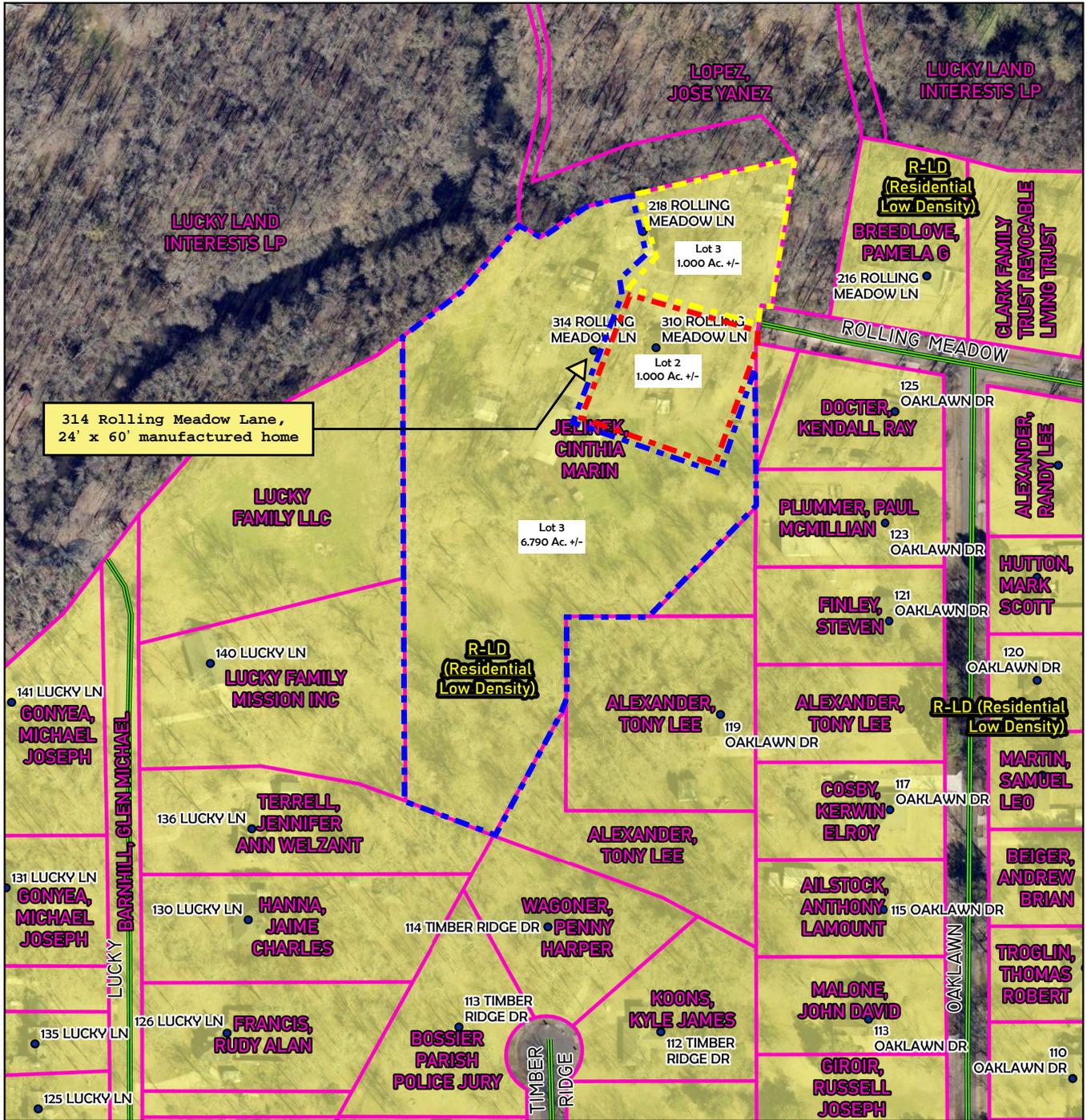
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314 Rolling Meadow Lane,
24' x 60' manufactured home

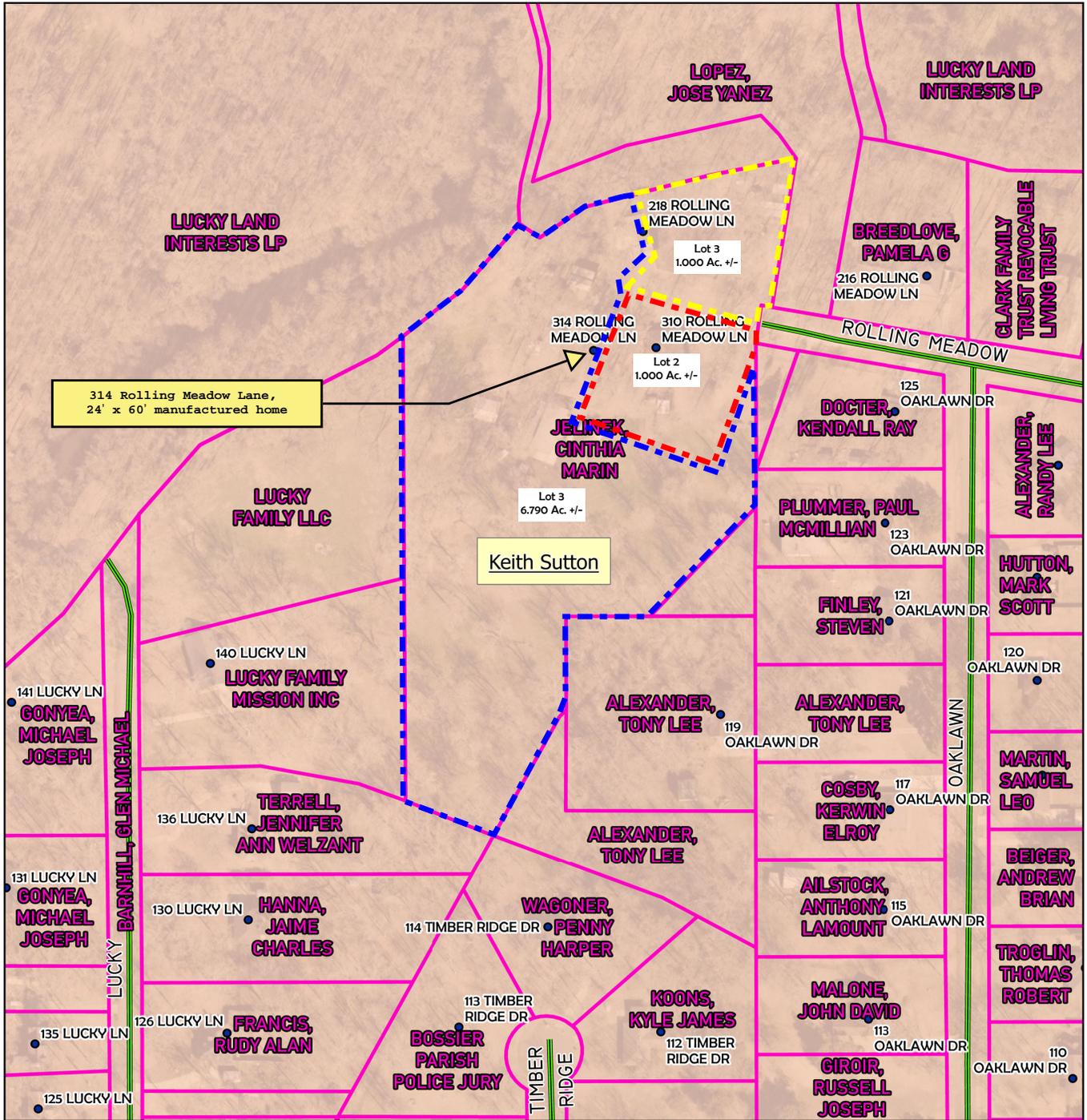
Bus Stop	PARISH STREET	
PARISH ADDRESSES	PARCELS	
BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111	MAP - BOSSIER Assessment No. 110993 Bossier City, LA 71111	
	Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA Page 11 of 11 Drawn by: Blunck Map Revised: 11.25.25	
		P-BOA-000 218-2025



314 Rolling Meadow Lane,
24' x 60' manufactured home

	Bus Stop		PARCELS
	PARISH ADDRESSES		R-LD (RESIDENTIAL LOW DENSITY)
	PARISH STREET		

 BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111	ZONING MAP - BOSSIER Assessment No. 110993 Bossier City, LA 71111	Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA	P-BOA-000 218-2025
		Drawn by: Blunck	Map Revised: 11.25.25

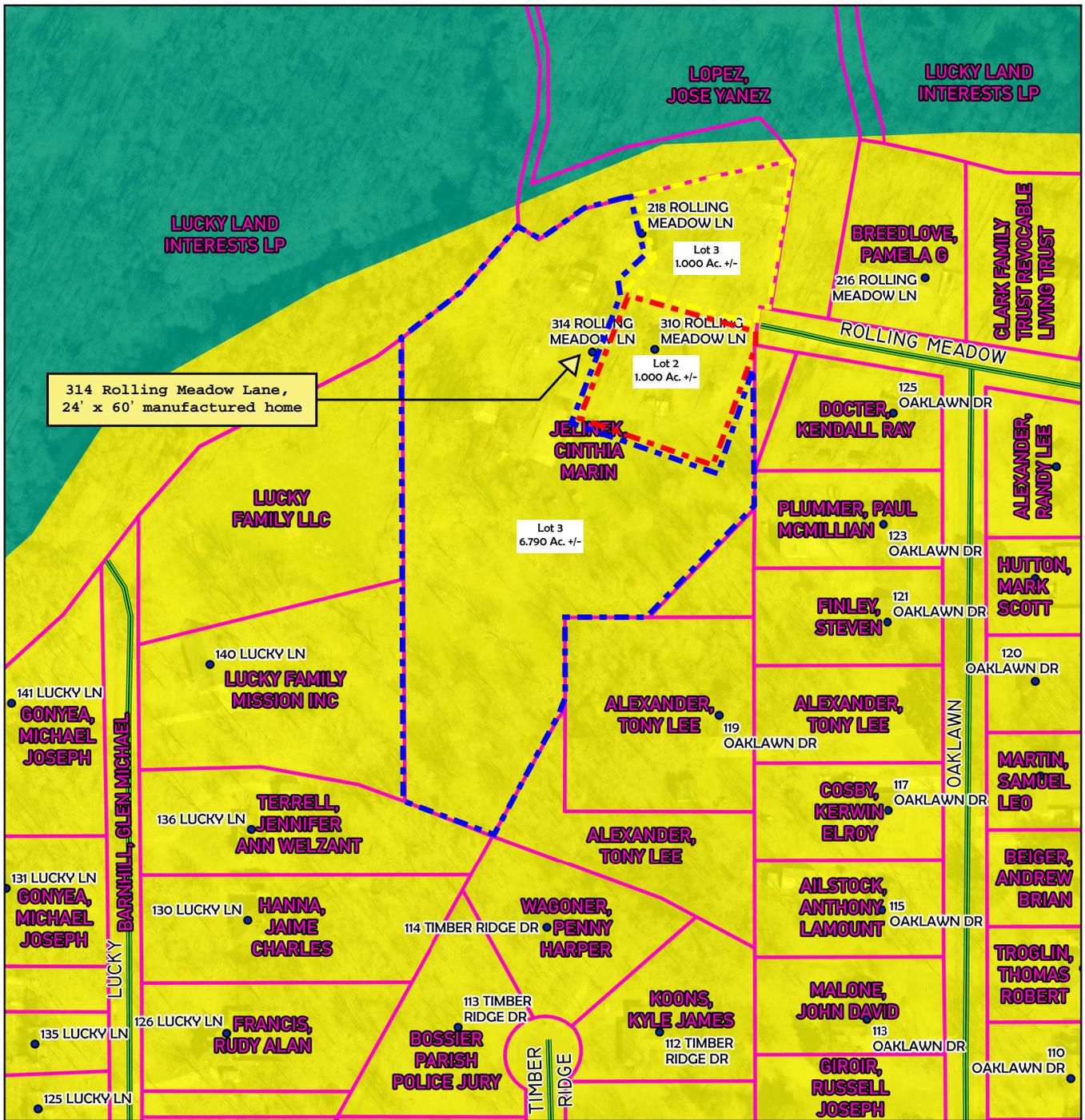


314 Rolling Meadow Lane,
24' x 60' manufactured home

Keith Sutton

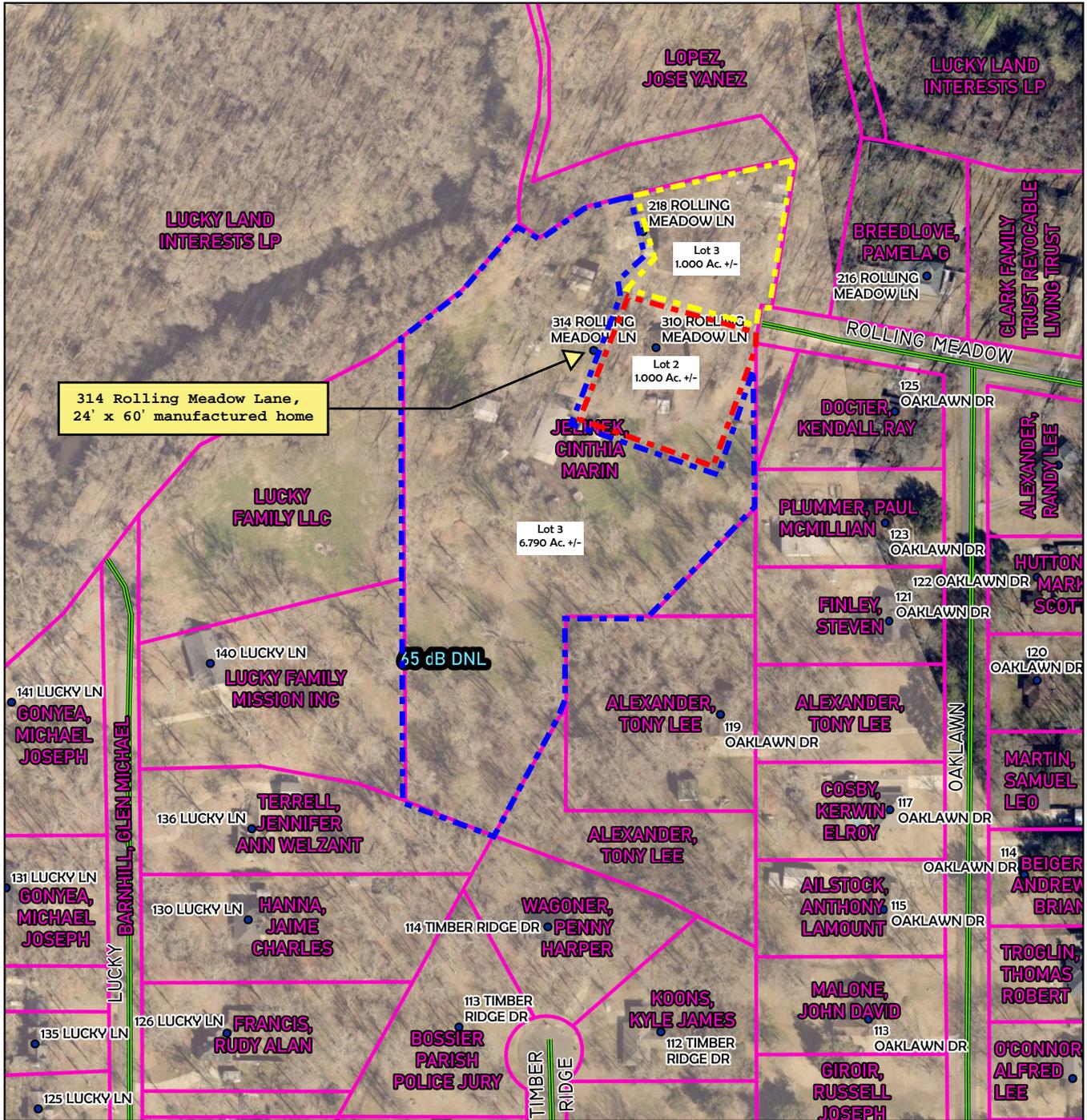
	Bus Stop		PARCELS
	PARISH ADDRESSES		BPPJ DISTRICT 12 - MR. KEITH SUTTON
	PARISH STREET		

 BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111	DISTRICT MAP - BOSSIER Assessment No. 110993 Bossier City, LA 71111	Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA Drawn by: Blunck Map Revised: 11.25.25	P-BOA-000 218-2025 Page 13 of
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BUS STOP	PARCELS	SENSITIVE DEVELOPMENT AREA
PARISH ADDRESSES BOSSIER_PARISH_FLU	LOW DENSITY RESIDENTIAL	
PARISH STREET		

<p>BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111</p>	<p>FLU MAP - BOSSIER</p> <p>Assessment No. 110993</p> <p>Bossier City, LA 71111</p>	<p>Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA</p>	<p>P-BOA-000</p> <p>218-2025</p>
		<p>Drawn by: Blunck</p>	<p>Map Revised: 11.25.25</p>



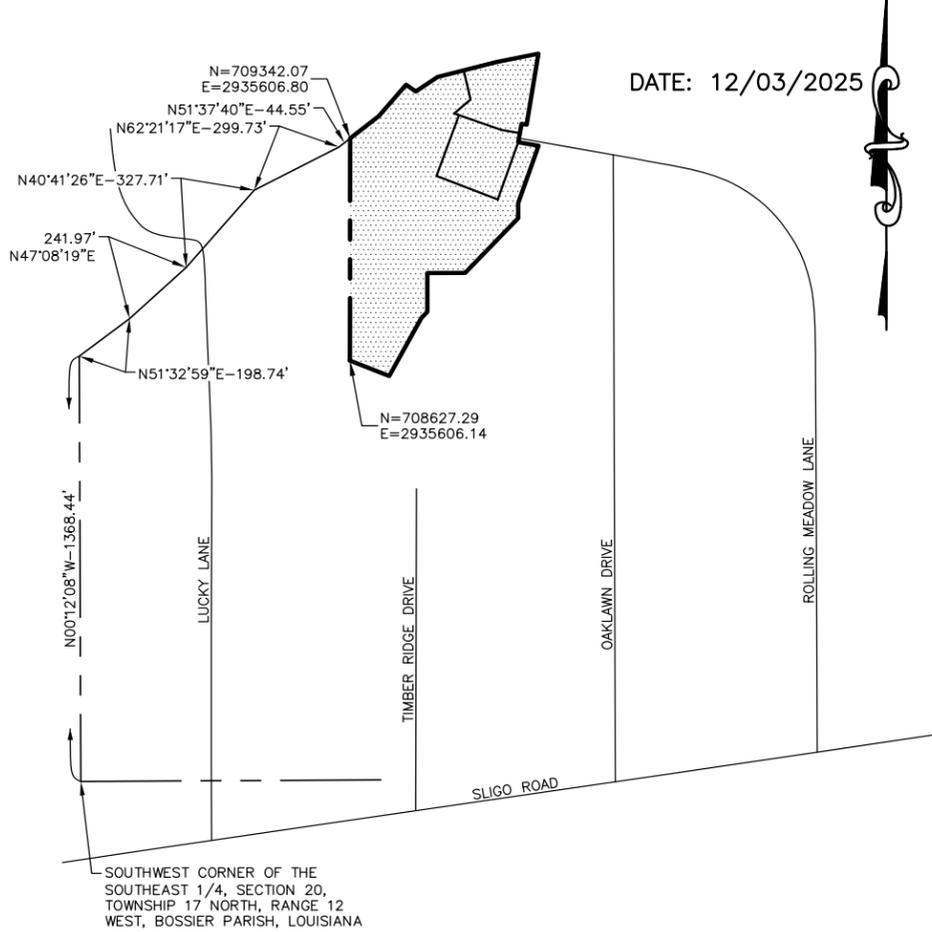
BUS STOP	PARISH STREET	65 dB DNL
PARISH ADDRESSES	PARCELS	70 dB DNL

BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111	AICUZ MAP - BOSSIER Assessment No. 110993 Bossier City, LA 71111		Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA	P-BOA-000 218-2025
	Drawn by: Blunck	Map Revised: 11.25.25	Page 15 of 81	

Lot 3
1.000 Ac. +/-

HIDDEN HOLLOW ESTATES

A SUBDIVISION LOCATED IN SECTION 20, TOWNSHIP 17 NORTH, RANGE 12 WEST OF THE LOUISIANA PRIME MERIDIAN, NORTHWESTERN LAND DISTRICT, INCLUDING A PORTION OF LOT 5, LUCKY ESTATES UNIT 4, AS RECORDED IN CONVEYANCE BOOK 583, PAGE 202, OF THE RECORDS OF BOSSIER PARISH, LOUISIANA, CONTAINING 8.790 ACRES, MORE OR LESS.



LINE TABLE

L1 N51°27'23"E-116.79' (CALL=N51°37'40"E-115.36')	L11 S00°01'41"E-48.72'
L2 N40°15'06"E-132.09' (CALL=N40°05'00"E-132.09')	L12 S43°23'50"W-242.74' (CALL=S43°16'36"W-242.716')
L3 S54°09'58"E-37.37' (CALL=S54°35'14"E)	L13 S89°58'19"W=118.14' (CALL=S89°50'46"W-118.138')
L4 N55°35'11"E-83.14' (CALL=N55°19'23"E-83.19')	L14 S00°01'41"E-124.79' (CALL=S00°09'14"E-124.794')
L5 N78°29'03"E-134.85' (CALL=N78°33'15"E-134.75')	L15 S43°23'19"W-27.24' (CALL=S43°16'36"W)
L6 S09°13'44"W-231.67' (CALL=S09°00'45"W-231.67')	L16 S28°24'10"W-212.19' (CALL=S28°17'27"W-212.187')
L7 N79°59'01"W-16.25' (CALL=N80°09'14"W)	L17 N68°06'50"W-132.84' (CALL=N68°13'33"W)
L8 S10°00'59"W-60.00' (CALL=S09°50'46"W)	
L9 S79°59'01"E-64.98' (CALL=S80°09'14"E-64.83')	
L10 S19°08'20"W-194.87' (CALL=S18°58'14"W-194.88')	

VICINITY MAP

NOT TO SCALE

RECORDED OWNER:

CINTHIA MARIN JELINEK _____ DATE
APPROVED:

METROPOLITAN PLANNING COMMISSION _____ DATE

BOSSIER PARISH POLICE JURY _____ DATE

NOTES:

This Plat is in compliance with the current Louisiana Standards of Practice for Boundary Surveys, as stipulated by the Rules of the Louisiana Professional Engineering and Land Surveying Board in Chapter 29 of Title 46, Part LXI, for a Classification "C" Survey.

The Undersigned Surveyor and Coyle Engineering Co., Inc. do not guarantee title, ownership or that all servitudes of record or of use affecting this property are shown hereon. The surveyor was not provided any information by the client regarding servitudes, easements or rights of way for this property. The surveyor and Coyle Engineering Co., Inc. have not made a comprehensive title search or public record search in compiling the data for this map.

Bearings and Coordinates based on Louisiana Coordinate System of 1983, North Zone, using Bossier Parish Monument No. 19.

Coyle Engineering Co., Inc. is not responsible for any wetlands delineation or determination, environmental site assessment or subsurface conditions for this surveyed tract.

Set 1/2" iron rod at all property corners unless shown otherwise.

The surveyed property is located in Zone "AE" as per Flood Insurance Rate Map Number 22015C0503E, map dated March 19, 2013. In accordance with Bossier Parish Ordinance 4600, Article 5 of 2016, all new residential and commercial construction shall have the lowest floor (including basements) elevated to one foot or more above the base flood elevation or one foot above the adjacent roadway crown elevation, whichever elevation is higher.

Adjoining ownership information obtained from Bossier Parish Tax Assessor records.

It shall be unlawful for lots to be sold in this subdivision until all streets and drainage shown on this plat are completed by the owner or developer. It shall also be unlawful to sell any lots in this subdivision until all sidewalks, streetlights, central sewer systems and water systems are completed by the owner or developer if required by the subdivision regulations of the Bossier Parish Police Jury.

P:\225102\225102-PAGE 01 SUBPLAT.DWG

PRELIMINARY

NOT FOR RECORDATION, CONVEYANCE OR SALES FOR REVIEW ONLY

CHARLES G. COYLE, III, P.L.S.
LA REGISTRATION NO. 4884
COYLE ENGINEERING CO., INC.
(318) 746-8987

I HEREBY CERTIFY THIS SUBDIVISION CONFORMS TO ALL REGULATIONS AND REQUIREMENTS OF THE BOSSIER PARISH POLICE JURY AND LOUISIANA REVISED STATUTE 33:5051.

CHARLES G. COYLE, III, P.L.S. _____ DATE
REGISTRATION NO. 4884
COYLE ENGINEERING CO., INC.
P.O. BOX 6177
BOSSIER CITY, LOUISIANA 71171-6177
PHONE: (318)746-8987

Page 17 of 33 SHEET 1 OF 2

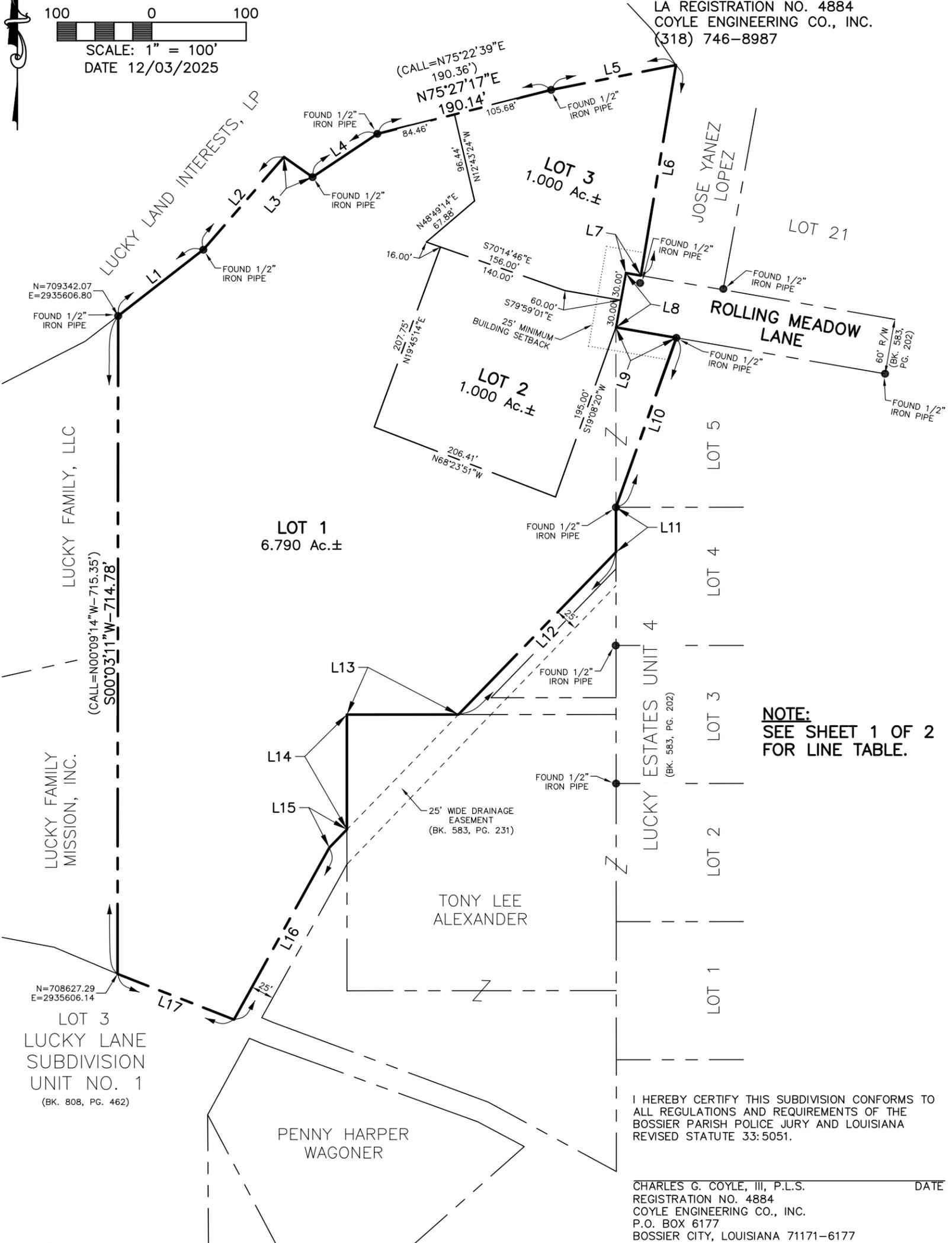
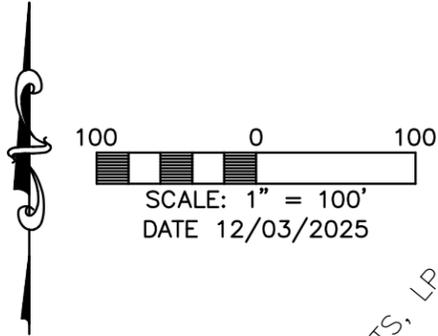
HIDDEN HOLLOW ESTATES

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PRELIMINARY

NOT FOR RECORDATION, CONVEYANCE OR SALES FOR REVIEW ONLY

CHARLES G. COYLE, III, P.L.S.
 LA REGISTRATION NO. 4884
 COYLE ENGINEERING CO., INC.
 (318) 746-8987





Front
East

314 Rolling Meadow Lane,
24' x 60' manufactured home

Page 19 of 33



Rear
West

314 Rolling Meadow Lane,
24' x 60' manufactured home



Side
South

314 Rolling Meadow Lane,
24' x 60' manufactured home

Page 21 of 33



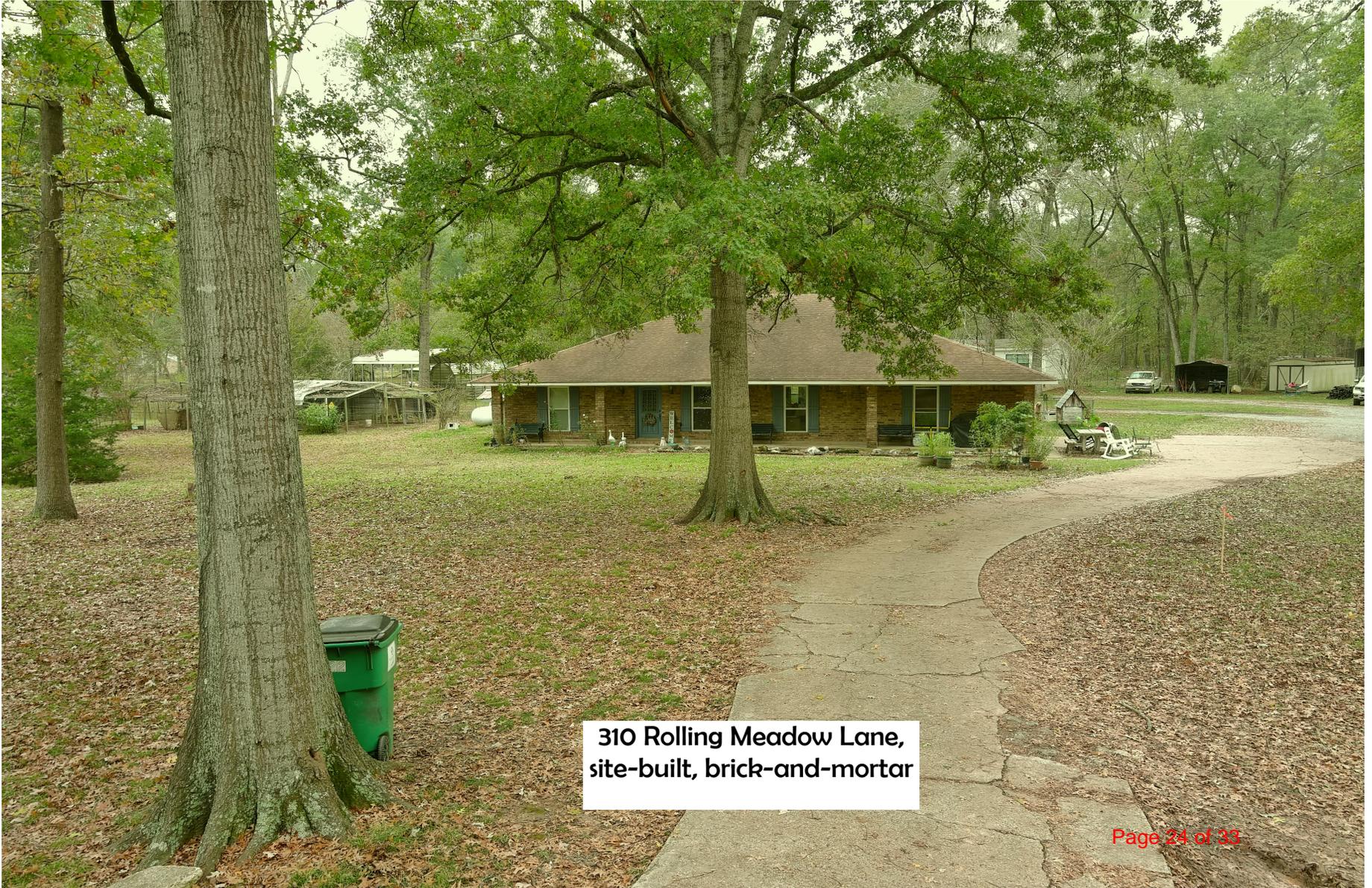
Side
North

314 Rolling Meadow Lane,
24' x 60' manufactured home

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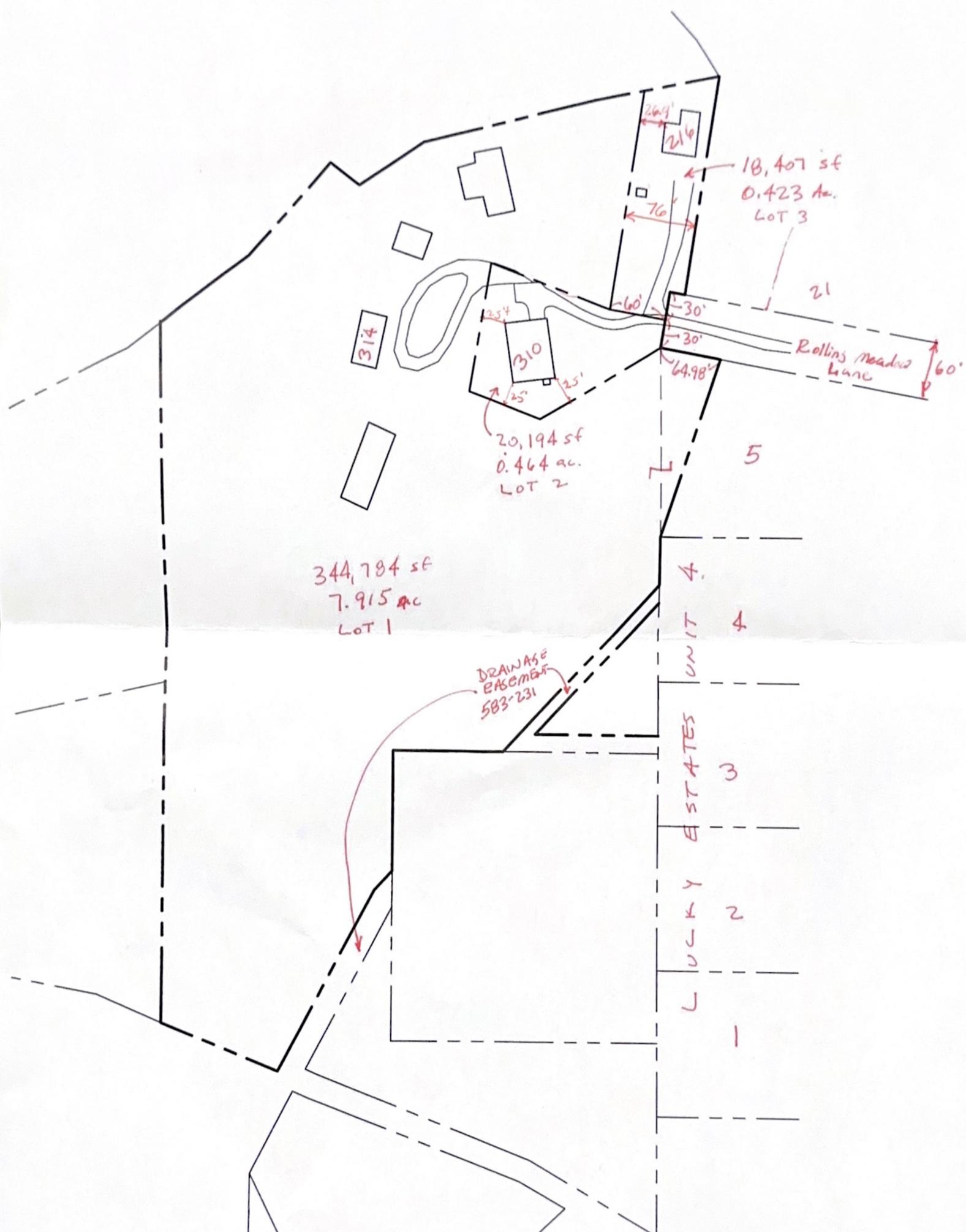


218 Rolling Meadow Lane
site-built home



**310 Rolling Meadow Lane,
site-built, brick-and-mortar**

1" = 100'



PROPOSED SUBDIVISION
CURRENT ZONING: R-LD
All proposed lot lines at least
25' from residences.

Property Owner	Address
Rudy & Janine Francis	126 Lucky Lane Bossier City, LA 71112
Jaime & Ella Hanna	130 Lucky Lane Bossier City, LA 71112
Jennifer Terrell	136 Lucky Lane Bossier City, LA 71112
Lucky Land Interest LP	151 Lucky Lane Bossier City, LA 71112
Lucky Family Mission Inc	151 Lucky Lane Bossier City, LA 71112
Lucky Family LLC	151 Lucky Lane Bossier City, LA 71112
Kyle & Stacie Koons	112 Timber Ridge Drive Bossier City, LA 71112
Penny & Bryan Wagoner	114 Timber Ridge Drive Bossier City, LA 71112
Clark Family Trust Revocable Living Trust	214 Rolling Meadow Lane Bossier City, LA 71112
Pamela Breedlove	216 Rolling Meadow Lane Bossier City, LA 71112
Jose Yanez Lopez	306 Rolling Meadow Lane Bossier City, LA 71112
Cynthia Marin Jelinek	310 Rolling Meadow Lane Bossier City, LA 71112
James Jelinek	314 Rolling Meadow Lane Bossier City, LA 71112
Kerwin & Valerie Cosby	117 Oaklawn Drive Bossier City, LA 71112
Tony & Tere' Alexander	119 Oaklawn Drive Bossier City, LA 71112
Steven & Elizabeth Finley	121 Oaklawn Drive Bossier City, LA 71112
Paul & Janet Plummer	123 Oaklawn Drive Bossier City, LA 71112
Kendall & Karrie Doctor	125 Oaklawn Drive Bossier City, LA 71112



P-BOA-000219-2025
MPC ACTIONS

METROPOLITAN PLANNING COMMISSION MEETING

December 29, 2025
2:00 P.M.

PRELIMINARY [] PUBLIC HEARING [X] CONDITIONAL USE []

FROM: Carolina Blunck, Senior Planner

THROUGH: Carlotta Askew-Brown, Executive Director MPC

APPLICANT: Cinthia Jelinek

ITEM: P-BOA-000218-2025 – The application of Cinthia Jelinek, requesting a Special Exception Use to retain the use of an existing 24' x 60' manufactured home on a tract of land being 8.79 acres more or less, located at 314 Rolling Meadow Lane, Bossier Parish, Louisiana. (Located at the dead end of Rolling Meadow Lane) (Police Jury District 12)

RESIDENTIAL

COMMERCIAL

APPLICATION CONTACT INFORMATION:

OWNER/APPLICANT:

Cinthia Jelinek
310 Rolling Meadow Lane
Bossier City, LA 71112

I. APPLICATION SUBMITTAL DATE: December 12, 2025

II. PROJECT NAME:

SEU to Retain the Use of An
Existing 24' x 60' Manufactured Home

III. LOCATION:

Generally located at Assessment No.178384. Physical address being 314 Rolling Meadow Ln, Bossier Parish, LA. Located at the dead end of Rolling Meadow Lane

IV. BACKGROUND INFORMATION:

The applicant is requesting Special Exception Use approval to retain an existing 24' x 60' Manufactured Home, on a tract of land being 8.79 acres more or less, located at 314 Rolling Meadow Lane. The property contains three residential structures.

- 1st. Residence:
 - 218 Rolling Meadow Lane, it is a site-built home residence.
- 2nd. Residence:
 - 310 Rolling Meadow Lane, it's a site-built, brick-and-mortar residence.
- 3rd. Residence:
 - 314 Rolling Meadow Lane, it's a 24' x 60' manufactured home residence. Approved under Caregiver Ordinance on September 27, 2021 and renewed on September 25, 2023.

According to the applicant, the manufactured home was originally placed on the property in 2021 under a caregiver permit, with the intent of providing housing in support of elderly family members residing on the property. Since the issuance of the caregiver permit, the family members requiring care have passed away, and ownership of the property has transferred to the applicant through inheritance.

The applicant and her family have resided on the subject property for an extended period and state that the manufactured home was always intended to be temporary in nature. The applicant has expressed a clear intent to remove the manufactured home in the future and construct a site-built residence once circumstances and timing allow.

In addition, the applicant has applied to subdivide the property into three separate tracts, with the intent that each existing or future residence will be located on its own individual lot. The current request for Special Exception Use approval is intended to allow the manufactured home to remain temporarily while the applicant proceeds through the subdivision and long-term development process.

Section 5.6.1.D allows a single manufactured or modular home to be permitted on the same tract of land as a primary residence as a Special Exception, subject to compliance with the procedural requirements.

Existing Modular Homes Nearby:

- None

CHECKLIST – ORDINANCE 5.6.1
5.6.1 Single-Family Detached Dwellings.

	Compliance	Non-Compliance
Unincorporated MPC Jurisdiction – Special Exception Use		
Property is located within the unincorporated jurisdiction of the Bossier MPC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Structure is a manufactured or modular home (Article 18)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Located on a single parcel of land		
Parcel is within 300 feet of a R-LD, R-MD, or R-E zoning district <i>Distance measured in a straight line from nearest property line to nearest residentially zoned tract</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Design Compatibility Requirements		
Home is designed to blend in with neighboring residences <i>Composition roof provided, Minimum 3:12 roof pitch</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proportions comparable to surrounding residences		
If used as infill in an existing subdivision: <i>Home erected on a foundation system consistent with the majority of neighboring residences</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Construction & Safety Standards		
<i>Tie-down requirements met per Table 14.7.3, if applicable</i> 100% of undercarriage skirted, if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skirting color complements the home	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Previous Case:

- ❖ BOA P-4-21, BOA Public, SEU for a proposed 24' x 60' manufactured home for a caregiver
 - Approved on November 29, 2021
- ❖ P-BOA-000175-2023, BOA Public, SEU (Caretaker Renewal) for 24' x 60' Manufactured Home
 - Approved on September 25, 2023

V. PHYSICAL CONDITIONS:

The property contains three residential structures:

- 218 Rolling Meadow Lane, it is a site-built home residence.
- 310 Rolling Meadow Lane, it's a site-built, brick-and-mortar residence.
- 314 Rolling Meadow Lane, it's a 24' x 60' manufactured home residence.

VI. UNRESOLVED ISSUES:

A plat will be required if the application is approved. The applicant has already submitted a Preliminary Plat (P-PLAT-000187-2025) for Hidden Hollows Estates, which is currently on hold.

VII. PLANNING ANALYSIS:

The Planning Staff feels that the following criteria must be met to approve this request.

1. LAND USE (MASTER PLAN – 2013)

Future Land Use Plan: Designates this area as Low-Density Residential Area.

Thoroughfare Plan: This property can be accessed from Rolling Meadow Lane, a local neighborhood street.

2. ZONING:

The following zoning issues are relative to this request:

Zoning District: R-LD Residential Low Density

Base Zoning District Requirements:

- Min Lot Area: 6,000 square feet
- Maximum height: 2 stories or 35 ft., whichever is less
- Yard Requirements: 25' Front, 5' Side, 20' Rear

Adjacent Zoning:

	Zoning
North	R-A Residential Agriculture
South	R-LD Residential Low Density
East	R-LD Residential Low Density
West	R-LD Residential Low Density

3. AIR INSTALLATION COMPATIBLE USE ZONE:

AICUZ – AICUZ – The proposed property is located within the 65 decibel noise level per the Air Installation Compatible Use (AICUZ). Study for Barksdale Air Force Base.

11. (a) Although local conditions might require residential use, it is discouraged in DNL of 65–69 dBA noise zone and strongly discouraged in DNL of 70–74 dBA noise zone. The absence of viable alternative

development options should be determined and an evaluation should be conducted prior to approvals indicating a demonstrated community need for residential use would not be met if development were prohibited in these zones.

(b) Where the community determines the residential uses must be allowed, measures to achieve outdoor to indoor NLR for the DNL of 65–69 dBA noise zone and the DNL of 70–74 dBA noise zone should be incorporated into building codes and considered in individual approvals.

(c) NLR criteria will not eliminate outdoor noise problems. However, building location and site planning, and design and use of berms and barriers can help mitigate outdoor exposure, particularly from near ground level sources. Measures that reduce outdoor noise should be used whenever practical in preference to measures that only protect interior spaces.

4. UTILITIES:

- Water supply by Sligo Water
- Sewer Private

VIII. ATTACHMENTS:

- Property Owner Certification
- Vicinity map
- Map
- Overlay Map
- Zoning Map
- District Map
- FLU Map
- AICUZ Map
- FEMA Map
- Proposed Preliminary Plat
- Letter of Intent
- Property Owners within 300'

PROPERTY OWNERS WITHIN 300-FT. – HIDDEN HOLLOW ESTATES

Pamela G Breedlove
216 Rolling Meadow Lane
Bossier City LA 71112

Clark Family Trust Revocable
Living Trust
214 Rolling Meadow Lane
Bossier City LA 71112

Terry Pipes
P.O. BOX 38210
SHREVEPORT LA 71133

Steven Finley
121 Oaklawn Drive
Bossier City LA 71112

Kendall Ray Docter
125 Oaklawn Drive
Bossier City LA 71112

Kerwin Elroy Cosby
117 Oaklawn Drive
Bossier City LA 71112

Tony Lee Alexander
119 Oaklawn Drive
Bossier City LA 71112

Jennifer Ann Welzant Terrell
136 Lucky Lane
Bossier City LA 71112

Jaime Charles Hanna
130 Lucky Lane
Bossier City LA 71112

Rudy Alan Francis
126 Lucky Lane
Bossier City LA 71112

Lucky Land Interests LP
151 Lucky Lane
Bossier City LA 71112

Bossier Parish Police Jury
PO Box 70
Benton LA 71006

PROPERTY OWNERS WITHIN 300-FT. – HIDDEN HOLLOW ESTATES

Penny Harper Wagoner
114 Timber Ridge Drive
Bossier City LA 71112

Kyle James Koons
112 Timber Ridge Drive
Bossier City LA 71112

Jose Yanez Lopez
306 Rolling Meadow Lane
Bossier City LA 71112

Lucky Family Mission Inc
151 Lucky Lane
Bossier City LA 71112

Lucky Family LLC
151 Lucky Lane
Bossier City LA 71112



MINUTES

Board of Adjustments Meeting

2:00 PM - Monday, November 24, 2025

City Council Chambers, Bossier City Hall
620 Benton Road, Bossier City, Louisiana

MEMBERS PRESENT:

Charles Davis
Tim Wheelahan
Michael Vercher
Suzette Hadden
Meagan Davis

OTHERS PRESENT:

Carlotta Askew-Brown, Executive Director
Carolina Blunck, MPC Senior Planner
Katie Banks, Office Manager
Madison Laird, Assistant Office Manager
Michael Corbin
Mark Snow
Steven Kyle Wunnenberg

MEMBERS ABSENT:

Kary Landry

A. CALL TO ORDER

Tim Wheelahan, Chairman, called the meeting to order at 2:00pm.

B. INVOCATION

Tim Wheelahan gave the invocation.

C. PLEDGE OF ALLEGIANCE

Suzette Hadden led the pledge of allegiance.

D. ROLL CALL/ DECORUM SPEECH

Madison Laird called roll and stated a quorum was present.

E. INTRODUCTION

F. AGENDA

1. Motion for Agenda.

Hadden made a motion to approve agenda as written. Vercher seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

G. PUBLIC HEARING/ACTION

1. **C-BOA-000141-2025** – The application of Dennis Dean, on behalf of AEP SWEPCO, requesting a Special Exception Use for an Electrical Substation expansion, located at 4220 Benton Road, Bossier City, Louisiana. (Southeast corner of Benton Road and Benoist Circle) (City Council District 5) (Police Jury District 6)

Wheelahan: Can we have the applicant come forward and state their name and explain to us what you're trying to do?

Michael Corbin: Good afternoon board members, I'm Michael Corbin, External Affairs Manager for SWEPCO in Louisiana. We are here today hoping to get your support for this project to move forward. As you may know, there's an existing electrical substation at the corner of Brownlee Road and Benoist Circle; there's some additional acreage there that we own. What we propose to do is to build a larger, more robust substation behind the existing substation and then remove the original substation. This is part of a project to increase reliability for our customers in North Bossier, and also to be able to provide additional electrical service for this fast-growing part of Bossier Parish; happy to answer any questions you may have.

Wheelahan: We have any questions from the board? I understand that rear section, the section away from Benton Road, is going to be where you are building it correct? You're taking the existing part down, is that correct?

Michael Corbin: Yes.

Wheelahan: Saving that land for possible usage with the grid for the substation itself?

Michael Corbin: If we needed to expand the substation at some point, we could do that. At this point, we believe we're building adequate size for the new pad, and this would likely just remain green space for some time. It'll also have a drive from an exit off of Highway 3 to enter the substation.

M Davis: As far as the sound barriers go, is it necessary just for the initial install, or is it going to remain there?

Michael Corbin: As construction goes along in progress, we will install a 10-foot wall around the substation. It's not really for sound, because on any given day, there's not really any sound that comes from a substation. If you hear sound, something's terribly wrong. It's just for esthetics, for years we used chain link, and now in more residential settings, we put up what we refer to as a decorative wall.

Hadden: This will encompass the entire facility?

Michael Corbin: It will encompass the front and two sides, I believe.

Mark Snow: It'll be...

Wheelahan: Come forth and state your name also.

Mark Snow: My name is Mark Snow, with Aillet, Fenner, Jolly and McClelland, Inc., one of the engineers I'm representing is Mr. Dean, it'll encompass three sides. The two sides I believe that's Western and East, then the side away from the wall, and then it'll have it in the front, that will maintain the existing, not

decorative, but existing fence with slats.

Hadden: The wall that's going to face Highway 3 will maintain the slats?

Mark Snow: At this point, yes. It'll be better than it is now, because you won't have the structures out there; it'll just be the decorative slat wall.

Hadden: I know you said trees and things don't agree with electricity, obviously, what will you do for any landscaping around the sides that actually face the residential areas?

Mark Snow: Those sides are going to be tough. On two sides we're going to be raising the walls up two feet to accommodate to be above the 100-year flood, plus two feet. We're putting up a nice concrete retaining wall there, then we'll have our decorative fence on top of that. As far as AEP property, we'll be right at that, to put any landscaping, it would actually have to be on the road right of way; we don't own that. That's not some place we can take our wall, our barrier would be the decorative wall.

Wheelahan: No shrubberies?

Mark Snow: At this time, we could talk to AEP, but remember that would be putting shrubs on someone else's property. Now in the front, as Corbin said, we have an existing substation. It'll be used until eventually, there could be regrading that and turning it into a green space; possibly could do something in the front at that time.

M Davis: As far as the construction goes, it's residential around the substation, correct? Will there be any interference with the residential properties or any disturbance there?

Michael Corbin: We're going to do everything that we can to minimize that. We'll work within the allowed hours for construction. We will use the Benton Road entrance as much as possible, just because of the tightness in the vehicles that will be going in there. There will be some traffic on the residential street, and we've already talked to the City about documenting the condition of that street before we start work, and then determining if we need to do any repairs after that's finished.

Mark Snow: You've talked about trees, there are some trees that are located around this. There are ditching systems, especially in the back. As much of that can be maintained to keep the green in a buffer zone will be left in place, that keeps the erosion down in the streams. It also provides a good buffer and would hide some portion of the substation from the adjacent neighbors, where that can be kept definitely will be keeping that. As I said, we won't be planting any shrubs or trees on someone else's property; unless SWEPCO decides later.

Hadden: An entrance in and out of the new facility is going to be off of Highway 3?

Michael Corbin: Yes, off of Highway 3. Our plan is to bring trucks in off of Highway 3 if they have to go into the station for maintenance, and then, depending on the size of the truck, they may can turn around in the facility, exit back to Highway 3. If they're a larger vehicle, they may have to enter and exit out on the residential street, but it will not be heavy traffic. Once a substation is put into operation, other than routine maintenance, there's not a lot of traffic in or out of there, unless a piece of equipment malfunctions or we have a major storm.

Vercher: How long is the old substation been in operation? Do you know?

Michael Corbin: I don't know for sure, but I cannot remember a time that it wasn't there; I'm not going to say how many years that is.

Vercher: I live across Brownlee Road from there, and I bought it in 1977 so it was there previously; it's been there 50 years plus.

Michael Corbin: I would guess that it was put there originally in the 50s.

Vercher: Is this the ideal place for a substation, where it is now? Or would it be beneficial or optional to move it to a more open area north? All the construction of development, we all know is North of Bossier.

Michael Corbin: That's a great question, and we just completed in the past 24 months a Cardnell substation, off of Swan Lake Road. We have some other sites that we're looking at possible further to the north, but because of the transmission system that's already in place and the infrastructure that's already there for the existing substation, it's ideal that we have the extra acreage there and we're able to go ahead and enlarge that and modernize it.

Wheelahon: Any further questions from the board? Any questions from the from the audience? Come forward and please write down your name and address.

Steven Kyle Wunnenberg: Steven Kyle Wunnenberg, 202 Walnut Lane, I totally understand we need to expand Bossier is growing, and I have no problem with it expanding. My property is south west, I'm kind of catty corner, and my backyard face is kind of that way. The only thing I'm concerned about is just light pollution, and I'm sure the 10-foot walls will help a lot. I was just reading through the guidelines, I believe, the MPC commission, just making sure that they're the 90 degrees. I was reading the diagram on there, to where they're shining down; I know it needs to be lit. There's the current one right now, and again it's old I understand, and it wasn't a problem until the lot beside me was clear cut. I had some pictures to show, but it just beams right across into the yard; it's pretty bright. I can't even get in my shop and see with that light. Just to make sure that things are kind of angled down, and I plan on putting my own shrubs up. When I bought the property, there is no fence between me and Benton Road. Now that property has been kind of developed in clear cut, just there's one light on the far west side of the current substation.

It's pretty bright all the way across up to 200 feet. I'm about 150 feet, I believe, I measured on Google Earth from the corner of the current one, and I understand it needs to be there. Just kind of concerned about some of the light bleeding into backyards around the area, just bringing that up.

Wheelahan: This is the perfect place to do it, and it's a good time to address that. If you could step forward and answer it.

Michael Corbin: We are very sensitive to lighting, especially in residential areas. Fortunately, over the last 50 years, since the original station was built, lighting has much improved. We need a certain amount of lighting to be in the station on a daily basis for the safety of people who are entering it. Our folks who are entering it, and remote monitoring that we do, what we did at Cardinal was have minimal lighting on 24/7 or nighttime. Then additional lights, if crews come in they can turn on, but they all will be led based down light, not flood light like what we see in some of the old facilities.

Wheelahan: Thank you so much.

Askew-Brown: Mr. Corbin, really quick, was there any additional discussion on the color or the different palette that's available for the screening wall?

Michael Corbin: What we have used is a dark gray, sometimes it even looks like a light brownish gray, kind of a taupe color. I suppose that seems to be neutral enough, and what the manufacturer offers; Mark has a picture of what it looks like.

Mark Snow: This is a picture of the Cardnell Facility that was done before. Can you all see that?

Wheelahan: Yes sir, thank you.

Michael Corbin: When we start offering options, it's a never-ending decision, because everybody's got their story. This is what we like to use as our standard.

Wheelahan: Any additional comments or questions?

C. Davis made a motion to approve C-BOA-000141-2025. Hadden seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

H. APPROVE MINUTES

Hadden made a motion to approve the minutes from October 27, 2025. C. Davis seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

I. OLD/NEW BUSINESS

1. Amended calendar for the BOA 2026 deadlines and meeting dates.

M. Davis made a motion to approve amended BOA calendar. Vercher seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

2. Appoint 2026 Chairman.

C. Davis made a motion to appoint Tim Wheelahan as 2026 Chairman. Hadden seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

3. Appoint 2026 Vice Chairman.

Wheelahan made a motion to appoint as Kary Landry as 2026 Vice Chairman. Hadden seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

J. ADJOURN

Tim Wheelahan, Chairperson



MINUTES

Board of Adjustments Meeting

2:00 PM - Monday, November 24, 2025

City Council Chambers, Bossier City Hall
620 Benton Road, Bossier City, Louisiana

MEMBERS PRESENT:

Charles Davis
Tim Wheelahan
Michael Vercher
Suzette Hadden
Meagan Davis

OTHERS PRESENT:

Carlotta Askew-Brown, Executive Director
Carolina Blunck, MPC Senior Planner
Katie Banks, Office Manager
Madison Laird, Assistant Office Manager
Michael Corbin
Mark Snow
Steven Kyle Wunnenberg

MEMBERS ABSENT:

Kary Landry

A. CALL TO ORDER

Tim Wheelahan, Chairman, called the meeting to order at 2:00pm.

B. INVOCATION

Tim Wheelahan gave the invocation.

C. PLEDGE OF ALLEGIANCE

Suzette Hadden led the pledge of allegiance.

D. ROLL CALL/ DECORUM SPEECH

Madison Laird called roll and stated a quorum was present.

E. INTRODUCTION

F. AGENDA

1. Motion for Agenda.

Hadden made a motion to approve agenda as written. Vercher seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

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G. PUBLIC HEARING/ACTION

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Michael Corbin: That's a great question, and we just completed in the past 24 months a Cardnell substation, off of Swan Lake Road. We have some other sites that we're looking at possible further to the north, but because of the transmission system that's already in place and the infrastructure that's already there for the existing substation, it's ideal that we have the extra acreage there and we're able to go ahead and enlarge that and modernize it.

Wheelahon: Any further questions from the board? Any questions from the from the audience? Come forward and please write down your name and address.

Steven Kyle Wunnenberg: Steven Kyle Wunnenberg, 202 Walnut Lane, I totally understand we need to expand Bossier is growing, and I have no problem with it expanding. My property is south west, I'm kind of catty corner, and my backyard face is kind of that way. The only thing I'm concerned about is just light pollution, and I'm sure the 10-foot walls will help a lot. I was just reading through the guidelines, I believe, the MPC commission, just making sure that they're the 90 degrees. I was reading the diagram on there, to where they're shining down; I know it needs to be lit. There's the current one right now, and again it's old I understand, and it wasn't a problem until the lot beside me was clear cut. I had some pictures to show, but it just beams right across into the yard; it's pretty bright. I can't even get in my shop and see with that light. Just to make sure that things are kind of angled down, and I plan on putting my own shrubs up. When I bought the property, there is no fence between me and Benton Road. Now that property has been kind of developed in clear cut, just there's one light on the far west side of the current substation.

It's pretty bright all the way across up to 200 feet. I'm about 150 feet, I believe, I measured on Google Earth from the corner of the current one, and I understand it needs to be there. Just kind of concerned about some of the light bleeding into backyards around the area, just bringing that up.

Wheelahan: This is the perfect place to do it, and it's a good time to address that. If you could step forward and answer it.

Michael Corbin: We are very sensitive to lighting, especially in residential areas. Fortunately, over the last 50 years, since the original station was built, lighting has much improved. We need a certain amount of lighting to be in the station on a daily basis for the safety of people who are entering it. Our folks who are entering it, and remote monitoring that we do, what we did at Cardinal was have minimal lighting on 24/7 or nighttime. Then additional lights, if crews come in they can turn on, but they all will be led based down light, not flood light like what we see in some of the old facilities.

Wheelahan: Thank you so much.

Askew-Brown: Mr. Corbin, really quick, was there any additional discussion on the color or the different palette that's available for the screening wall?

Michael Corbin: What we have used is a dark gray, sometimes it even looks like a light brownish gray, kind of a taupe color. I suppose that seems to be neutral enough, and what the manufacturer offers; Mark has a picture of what it looks like.

Mark Snow: This is a picture of the Cardnell Facility that was done before. Can you all see that?

Wheelahan: Yes sir, thank you.

Michael Corbin: When we start offering options, it's a never-ending decision, because everybody's got their story. This is what we like to use as our standard.

Wheelahan: Any additional comments or questions?

C. Davis made a motion to approve C-BOA-000141-2025. Hadden seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

H. APPROVE MINUTES

Hadden made a motion to approve the minutes from October 27, 2025. C. Davis seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

I. OLD/NEW BUSINESS

1. Amended calendar for the BOA 2026 deadlines and meeting dates.

M. Davis made a motion to approve amended BOA calendar. Vercher seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

2. Appoint 2026 Chairman.

C. Davis made a motion to appoint Tim Wheelahan as 2026 Chairman. Hadden seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

3. Appoint 2026 Vice Chairman.

Wheelahan made a motion to appoint as Kary Landry as 2026 Vice Chairman. Hadden seconded the motion. Motion carried unanimously.

Yay: C. Davis, Wheelahan, Vercher, Hadden, and M. Davis

Nay: None

J. ADJOURN

Tim Wheelahan, Chairperson

The meeting on October 23 discussed the application by Carolina to reduce compatibility buffers for a proposed Worship Center at 535 Monica Street. The church seeks to waive buffers on the east and south sides due to tree planting and parking needs. The board considered a special exception for a carport cover at 510 Rugby Place, ensuring it meets setback and parking space limits. Additionally, the board reviewed a variance request to subdivide a property, noting it falls short of the required 100-foot frontage. The board emphasized the need for proper zoning and buffer compliance to maintain community standards.

The meeting discussed Dennis Dean's special exception for an electrical substation expansion at 4220 Ben Road. The project aims to improve grid reliability, with construction starting late 2025 or early 2026. The applicant proposed a 10-foot-tall screening wall and shrubbery instead of trees due to power lines. The fence height will be reviewed by the MPC board. DOT requires a reevaluation permit for the driveway due to width issues. The meeting also covered the need for irrigation for the shrubs and the shift of BOA meetings to Thursdays in the first half of 2026 due to chambers renovations.

2026 BOA APPLICATION DEADLINES AND MEETING DATES

All meetings held at 620 Benton Road, City Council Chambers; 2:00pm

JANUARY

Deadline: 11:59 PM Friday, January 2

Meeting: 2PM, Thursday, January 29

FEBRUARY

Deadline: 11:59 PM, Friday, January 30

Meeting: 2 PM, Thursday, February 26

MARCH

Deadline: 11:59 PM, Friday, February 27

Meeting: 2 PM, Thursday, March 26

APRIL

Deadline: 11:59 PM, Friday, April 3

Meeting: 2 PM, Thursday, April 30

MAY

Deadline: 11:59 PM, Friday, May 1

Meeting: 2 PM, Thursday, May 28

JUNE

Deadline: 11:59 PM, Friday, May 29

Meeting: 2 PM, Thursday, June 25

JULY

Deadline: 11:59 PM Friday, July 3

Meeting: 2PM, Thursday, July 30

AUGUST

Deadline: 11:59 PM, Friday, August 7

Meeting: 2PM, Monday, August 31

SEPTEMBER

Deadline: 11:59 PM, Friday, September 4

Meeting: 2 PM, Monday, September 28

OCTOBER

Deadline: 11:59 PM, Friday, October 2

Meeting: 2 PM, Monday, October 26

NOVEMBER

Deadline: 11:59 PM, Friday, November 6

Meeting: 2 PM, Monday, November 30

DECEMBER

Deadline: 11:59 PM, Friday, December 4

Meeting: 2 PM, Monday, December 28

JANUARY 2027

Deadline: 11:59 PM, Friday, January 1

Meeting: 2 PM, Monday January 25

January - July

City Court Room

August - January 2027

City Counsel Chambers