



RECOMMENDED AMENDMENTS – UNIFIED DEVELOPMENT CODE – JULY 11, 2018

The Unified Development Code (UDC) serves as the official land use and development regulatory ordinance for both the City of Shreveport and Caddo Parish. Periodically, revisions are required to reflect the changing nature of business in our community. These changes address innovations made for unforeseen industry shifts.

These proposed twenty (20) amendments address concerns presented to the MPC staff during a series of Town Hall Meetings hosted by the Chamber of Commerce on April 11, 2018 and May 17, 2018 at LSUS. Some of the changes are house-keeping and corrective changes due to oversight, grammatical mistakes, contradictions, or missing items. Amended language is shown in highlighted *italics*. Note—there will be a Public Hearing to consider these amendments at the July 11th MPC Board Meeting.

- 1. Add term and definition of “Fenestration” in alphabetical order to ARTICLE 2 DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3. DEFINITION OF GENERAL TERMS in the Shreveport and Caddo Parish UDC to read as follows:

Fenestration. Typically, the window treatment in a building or building facade. Also, a general term used to denote the pattern or arrangement of openings and doors, in a façade or a surface.

Explanation: Fenestration influences the social character of public spaces. Fenestration affects how welcoming the building is and whether it participates with other buildings in creating a visually harmonized and immersive landscape. This proposed definition helps quantify exactly what fenestration is (as no definition currently exists in the UDC).

- 2. Amending the following row “Minimum Lot Width” to TABLE 4-1 in ARTICLE 4 ZONING DISTRICT REGULATIONS, SECTION 4.2 RESIDENTIAL DISTRICTS in the Shreveport and Caddo Parish UDC to read as the follows:

TABLE 4-1: RESIDENTIAL DISTRICTS DIMENSIONAL STANDARDS				
	R-A	R-E	R-1-12	R-1-7
Minimum Lot Width	150'-125'	100'	80'	60'

[Note: See Exhibit “A” for revised Table 4-1]

Explanation: This was a request by the development community as the 150’ lot size is atypical and appears to be causing problems within the industry.



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3. Amending TABLE 4-4: COMMERCIAL DESIGN STANDARDS in the Shreveport and Caddo Parish UDC, ARTICLE 4. ZONING DISTRICT REGULATIONS in the Shreveport and Caddo Parish UDC.

[Note: See Exhibit "B" for revised Table 4-4]

Explanation: Changes to Table 4-4 include:

- Roofline articulation: Rooflines over 100 linear feet in building length should be encouraged to be variegated, not required.
- Fenestration: The MPC recommends changing ground floor fenestration percentages from 50% to 30% in all commercial districts (for front facing façade only). This will ensure minimum requirements for windows/fenestration on the facade. If, due to security or prototype design, an Applicant still doesn't want to adhere to the 30% transparency requirement, they can always apply for a variance to the ZBA.
- Roof design: Solar panels or white roofs intended to radiate absorbed or non-reflected solar energy and reduce heat transfer to the building are encouraged, not required.
- Retail Center Siting: All sites shall be designed so that there is safe pedestrian access to the center from the public right-of-way and safe pedestrian circulation within the development. However, if there is no existing sidewalk network on any adjacent properties within the public right-of-way, or if there is not an approved corridor/thoroughfare plan showing a proposed sidewalk network, as verified by the City Engineer, an exception may be granted to this requirement.

These suggestions are from the development community and came from the Public Town Hall Meeting at LSUS.

4. Amending ARTICLE 4 ZONING DISTRICT REGULATIONS, SECTION 4.3.D.3. COMMERCIAL DESIGN STANDARDS in the Shreveport UDC to read as follows:

* * *

- 3. The following building materials are limited on any façade facing a public right-of-way, excluding alleys, or any façade that abuts a lot in residential use. However, such materials may be used as decorative or detail elements for up to **35% 40%** of the facade, or as part of the exterior construction that is not used as a surface finish material.

* * *

Explanation: In specific commercial and industrial zoning districts, some materials are limited (not prohibitive) on any façade facing a public right-of-way or any façade that abuts a lot in residential district. These clearly defined materials (for example —corrugated metal, aluminum, steel, or other metal sidings) may be used as decorative or detail elements for up to 40% of the facade, or as part of the exterior construction that is not used as a surface finish material. There are no restrictions for facades that do not face the public right-of-way unless facing a residentially zoned area. These standards are in line with Bossier City's UDC.



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5. Amending ARTICLE 4 ZONING DISTRICT REGULATIONS, SECTION 4.5.D.2. INDUSTRIAL DESIGN STANDARDS in the Shreveport and Caddo Parish UDC to read as follows:

* * *

2. In the OR, I-MU, and I-1 Districts, the following building materials are limited on any façade facing a public right-of-way, excluding alleys, or any façade that abuts a lot in residential district. However, such materials may be used as decorative or detail elements for up to ~~35%~~ 40% of the facade, or as part of the exterior construction that is not used as a surface finish material.

* * *

Explanation: In specific commercial and industrial zoning districts, some materials are *limited (not prohibitive)* on any façade facing a public right-of-way or any façade that abuts a lot in residential district. These clearly defined materials (for example —corrugated metal, aluminum, steel, or other metal sidings) may be used as decorative or detail elements for up to 40% of the facade, or as part of the exterior construction that is not used as a surface finish material. There are no restrictions for facades that do not face the public right-of-way unless facing a residentially zoned area. These standards are in line with Bossier City.

6. Amending Figure 4-7 ARTICLE 4 USES, SECTION 4.5. INDUSTRIAL DISTRICTS in the Shreveport and Caddo Parish UDC to match the language in Table 4-4: COMMERCIAL DESIGN STANDARDS.

[Note: See Exhibit “C” for revised Figure 4-7]

Explanation: All sites shall be designed so that there is safe pedestrian access to the center from the public right-of-way and safe pedestrian circulation within the development. However, if there is no existing sidewalk network on any adjacent properties within the public right-of-way, or if there is not an approved corridor/thoroughfare plan showing a proposed sidewalk network, as verified by the City Engineer, an exception may be granted to this requirement.



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7. Amending ARTICLE 6. USE STANDARDS, SECTION 4.1.H. PRINCIPAL USE STANDARDS in the Shreveport and Caddo Parish UDC the use "Car Wash" to read as follows:

3. Car wash facilities must be screened along interior side and rear lot lines with a solid fence or wall, a minimum of six feet and a maximum of seven feet in height. One shrub a minimum of three feet in height at time of planting must be planted linearly every three feet on-center along such fence or wall.

a. Screening requirements are not required along any property line which the subject property is abutting an adjacent property with the same screening requirements.

b. The Executive Director shall have administrative authority to waive these screening requirements due to surrounding zoning, topography, or lot configuration.

* * *

Explanation: Administrative exceptions need to be added to give authority to the Executive Director to provide variances, where appropriate or when application of the Code is unreasonable— for landscaping and screening for unusually shaped lots, for rear buffer yard requirements, when the building shields the entire rear, etc. The latest revision to the Shreveport UDC (March 2018) gives the Executive Director the authority to waive any portion of the landscape ordinance and may do so where a hardship is created due to lot topography, size, shape, or location. The affected business owner may submit a written request for an administrative exception citing rationale therefore.

8. Amending ARTICLE 6. USE STANDARDS, SECTION 4.1.L. PRINCIPAL USE STANDARDS in the Shreveport and Caddo Parish UDC the use "Drive-Through Facility" to read as follows:

* * *

3. Car wash facilities must be screened along interior side and rear lot lines with a solid fence or wall, a minimum of six feet and a maximum of seven feet in height. One shrub a minimum of three feet in height at time of planting must be planted linearly every three feet on-center along such fence or wall.

a. Screening requirements are not required along any property line which the subject property is abutting an adjacent property with the same screening requirements.

b. The Executive Director shall have administrative authority to waive these screening requirements due to surrounding zoning, topography, or lot configuration.

* * *

Explanation: Administrative exceptions need to be added to give authority to the Executive Director to provide variances, where appropriate or when application of the Code is unreasonable— for landscaping and screening for unusually shaped lots, for rear buffer yard requirements, when the building shields the entire rear, etc.



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9. Amending ARTICLE 6. USE STANDARDS, SECTION 4.1.Q. PRINCIPAL USE STANDARDS in the Shreveport and Caddo Parish UDC the use “Financial Institution with Drive-Through Facility” to read as follows:

* * *

4. Car wash facilities must be screened along interior side and rear lot lines with a solid fence or wall, a minimum of six feet and a maximum of seven feet in height. One shrub a minimum of three feet in height at time of planting must be planted linearly every three feet on-center along such fence or wall.

a. *Screening requirements are not required along any property line which the subject property is abutting an adjacent property with the same screening requirements.*

b. *The Executive Director shall have administrative authority to waive these screening requirements due to surrounding zoning, topography, or lot configuration.*

* * *

Explanation: Administrative exceptions need to be added to give authority to the Executive Director to provide variances, where appropriate or when application of the Code is unreasonable— for landscaping and screening for unusually shaped lots, for rear buffer yard requirements, when the building shields the entire rear, etc.

10. Amending ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3.A. GENERAL REGULATIONS FOR ACCESSORY STRUCTURES in the Shreveport and Caddo Parish UDC by adding design characterizes to accessory structures on residential properties.

* * *

10. *Accessory structures on residential property shall be constructed of materials similar to the principal structure, and in character with the surrounding built environment as determined by the Executive Director.*

Explanation: This language adds limitations on materials for buildings on residential property. For example, an oversized 1,800sf metal detached garage could not be approved as an accessory structure to a 2,000sf brick home.

11. Amending ARTICLE 8. OFF-STREET PARKING AND LOADING, SECTION 8.8.A.2.a. Multi-Family Dwellings, Townhouse, and Non-Residential Driveways in the Shreveport and Caddo Parish UDC to read as follows:

* * *

2. With the exception of loading berths, driveways are limited to a maximum width of 14 feet for one-way drives, and a maximum of **26 35** feet for two-way drives.

Explanation: Driveway widths need to be increased from 26' to 35' in order to accommodate large trucks for commercial and industrial sites. This amendment was under the suggestion of the City Engineering Department.



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12. Amending ARTICLE 9. SIGNS, SECTION 9.7.O. WALL SIGN in the Shreveport and Caddo Parish UDC to read as follows:

* * *

10. **Wall signs are only permitted on the front and side façade of a building. Rear wall signs are not permitted.**

11. **Wall signs may not be located on any façade which abuts a residentially zoned district.**

Explanation: This new language designates wall signs to the front and side facades of buildings, and restricts them from any façade which abuts a residentially zoned district. Wall signs should not overwhelm the architecture of the building.

13. Amending ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1.A.1. REQUIRED SUBMITTALS in the Shreveport and Caddo Parish UDC to read as follows:

3. A landscape plan is required as part of a site plan review application for townhouse, multi-family, or non-residential, including mixed-use development and as part of the preliminary site plan application for a planned unit development. The landscape plan must be approved prior to the issuance of a building permit. Landscape plans must be prepared by a landscape architect, **architect** or civil engineer licensed in Louisiana. The landscape plan must meet the standards set forth in this Article and bear the landscape architects, **architects** or civil engineer's seal and signature.

* * *

Explanation: This provision would allow architects to provide landscape drawings for MPC reviews.

14. Amending ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1.B.4. CONTENTS in the Shreveport and Caddo Parish UDC to read as follows:

* * *

4. The existing and proposed grading of the site indicating contours **at one foot intervals to be shown by use of contour line intervals or spot grades.** All proposed berming **contours** must also be indicated **using one foot contour intervals.**

* * *

Explanation: This provision would eliminate the regulation which required existing and proposed grades be shown only as one foot contour line intervals. Instead, should the designer choose, grading can be shown by use of spot grades in lieu of contours.



15. ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.2.E. SPECIES DIVERSITY in the Shreveport and Caddo Parish UDC is hereby repealed and replaced as follows:

Plant Diversity. To promote diversity for areas of a site where landscaping is required or proposed, no single variety of plants shall be allowed to constitute more than the following:

TABLE 10-1: DIVERSITY REQUIREMENTS	
Total Number of Trees Required	Minimum Number of Species Required
1-5	1
6-15	2
16-25	3
26-50	5
51+	7
Total Number of Shrubs Required	Minimum Number of Species Required
1-5	1
6-15	2
16-25	3
26-50	5
51+	7

Explanation: To promote plant diversity for areas of a site where landscaping is required or proposed, no single variety of plants shall be allowed to constitute more than the updated Table 10-1 specifies. The existing requirements concentrated on maximum and minimum quantities, especially as the total number of requirement plants increased. This proposed language simplifies the plant diversity requirements making them easier for the applicant(s) to understand.

16. Adding a new provision to ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.3. LANDSCAPE MAINTENANCE STANDARDS in the Shreveport and Caddo Parish UDC. This new provision will become "D," and all subsequent standards shall be re-lettered accordingly.

* * *

D. If the total required landscape area for a development site is less than 1,500 sf, a hose bib and water spigot within 50 feet of all required landscaping may be used for irrigation. If the landscaping is not maintained in a livable condition, the Zoning Administrator may require an automatic irrigation system be installed.

* * *

Explanation: The purpose of the irrigation provision is to protect and enhance the community's environmental, economic, recreational, and aesthetic resources by promoting efficient use of water in the community's landscapes, reduce water waste and establish a structure for the designing, installing and maintaining of water efficient landscapes throughout the City. Irrigation systems/plans are not a new phenomenon as they, too, are required in Bossier City, Lafayette, and Baton Rouge. If an irrigation plan was not required, how would the MPC know if an irrigation system has even been installed, installed correctly, or installed with the capacity to irrigate the site properly? The MPC cannot assume that all developers will install an appropriate irrigation system to maintain landscaping.

This additional language to the Landscape Maintenance Standards establishes continuity for landscape irrigation for smaller sites if it is determined that it is not practical to install an irrigation system.



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17. Amending ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 9.B.3.c. GENERAL PLANTING REQUIREMENTS in the Shreveport and Caddo Parish UDC to read as follows:

* * *

- c. No site developed prior to the effective date of this Code is required to conform to the requirements of this section unless the site is being redeveloped. Redevelopment is considered to occur when a building is increased by 25% or more of the existing gross floor area and/or the addition of **ten twenty** or more parking spaces to an existing parking lot.

Explanation: The MPC agrees that landscaping for redevelopment should not be required unless a certain threshold is met. Language will also be altered accordingly in ARTICLE 18. NONCONFORMITIES to reflect this change.

18. Amending ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 9.C.5. INTERIOR PARKING LOT LANDSCAPING in the Shreveport and Caddo Parish UDC to read as follows:

* * *

5. Where an existing parking area is altered or expanded to increase the number of spaces to more than 20 spaces, interior landscaping must be provided **only** on the new portion of the lot in accordance with the above standards.

Explanation: The MPC agrees that landscaping for existing parking lots should not be required unless a certain threshold is met. Language will also be altered accordingly in ARTICLE 18. NONCONFORMITIES to reflect this change.

19. ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.6. SITE PLAN REVIEW in the Shreveport and Caddo Parish UDC is hereby repealed and replaced.

[Note: See Exhibit "D" for revised 16.6 Subsection]

Explanation: MPC staff has developed a new site plan review process based on best practices from other communities and suggestions submitted by the development community and came from the Public Town Hall Meeting at LSUS. This amended site plan review process involves a series of two plans, progressing from a generalized evaluation of a site and development concept, being a Preliminary Site Plan, to approval of a detailed development plan, being a Final Site Plan.

The first plan in the series is the preliminary site plan, which presents general information on building layout, parking, drives, landscaping, screening and other site improvements. Preliminary site plan approval assures the applicant that the general layout is acceptable prior to proceeding with detailed engineering and design work (note, the applicant can submit a final site plan in lieu of a preliminary site plan, if so desired). The final site plan is a detailed, scaled drawing of all surface improvements, structures and utilities proposed for development. Final site plan approval is required prior to the issuance of building permits.

The purpose of amending the site plan review process is to clarify, standardize, and simplify site plan review requirements; to aid in internal site plan review procedures; and to ultimately reduce the submission to approval time to enhance economic development in the City of Shreveport.



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20. Amending ARTICLE 18. NONCONFORMITIES, SECTION 18.5.C.1.d. REQUIRED CONFORMANCE in the Shreveport and Caddo Parish UDC to read as follows:

* * *

- d. An existing parking lot of ~~10~~ 20 or more spaces is fully reconstructed ~~or repaved,~~ or an existing parking lot area is expanded by 50%. Resealing or re-striping of an existing parking lot, which does not entail paving, ~~resurfacing,~~ ~~or replacement of the asphalt, concrete, or other surface paving material,~~ is not considered reconstruction.

Explanation: This revised language would allow an applicant to expand a parking lot up to 20 parking space, or 50%, whichever is greater, before the entire site would have to come into full compliance.

EXHIBIT A

TABLE 4-1: RESIDENTIAL DISTRICTS DIMENSIONAL STANDARDS				
	R-A	R-E	R-1-12	R-1-7
BULK				
Minimum Lot Area	1 acre	25,000sf	12,000sf	7,000sf
Minimum Lot Width	150' 125'	100'	80'	60'
Maximum Building Height	35'	35'	35'	35'
Maximum Building Coverage	25%	40%	40%	50%
Maximum Impervious Surface	40%	45%	50%	60%
SETBACKS				
Minimum Front Setback	30'	30'	20'	20'
Minimum Interior Side Setback	15'	15'	10'	5'
Minimum Corner Side Setback	30'	30'	15'	15'
Minimum Reverse Corner Side Setback – SF-D, SF-A, and 2F Only	30'	30'	15'	15'
Minimum Rear Setback	20'	20'	15'	15'

EXHIBIT B

TABLE 4-4: COMMERCIAL DESIGN STANDARDS						
	C-1	C-2	C-3	C-4	C-UC	C-UV
Façade Design						
Building facades that abut a public right-of-way, excluding alleys, must not contain blank wall areas that exceed 35 linear feet, measured parallel to the street.	•	•	•		•	•
Building facades in excess of 100 feet that abut a public right-of-way, excluding alleys, must include a repeating pattern with no less than two of the following elements: color change, texture change, material module change, or a wall articulation change of no less than two feet in depth, such as a reveal, pilaster, or projecting rib. All elements must repeat at intervals of no more than 40 feet.	•	•	•		•	•
All buildings of three or more stories must be designed with a definable base (ground floor), through the use of architectural features such as cornice treatments, recesses, corbeling, brick courses, and window designs.		•	•	•	•	•
All buildings must have a public entrance from the sidewalk along the primary building frontage. Public entrances must be visually distinctive from the remaining portions of the façade along which they are located.	•	•	•		•	•
Fenestration Design						
Windows must be recessed no less than two inches, or projected out from the façade plane to provide depth and shadow.	•	•			•	•
The ground floor of the front facade must maintain a transparency of 50% 30%, measured between two and 14 feet in height from grade.	•	•	•	•	•	•
The ground floor of the front facade must maintain a transparency of 35%, measured between two and 14 feet in height from grade.						
Upper floors of the front facade must maintain a transparency of 15% of the wall area of the story.	•	•			•	•
Roof Design						
Rooflines over 100 linear feet in building length must be encouraged to be variegated, and incorporate a major focal point feature, such as a dormer, gable, or projected wall feature. An element of variegation on the roofline must occur at intervals of no more than 75 feet.	•	•	•		•	•
Parapet walls must feature three-dimensional cornice treatments or other shadow-creating details along their tops.	•	•			•	•
Green roof, blue roof, and white roof designs are encouraged.	•	•	•	•	•	•
Reflective roof surfaces that produce glare are prohibited, except for Solar panels or white roofs intended to radiate absorbed or non-reflected solar energy and reduce heat transfer to the building are encouraged.	•	•	•	•	•	•
Retail Center Siting						
The site shall be designed so that there is safe pedestrian access to the center from the public right-of-way and safe pedestrian circulation within the development. If there is no existing sidewalk network on any adjacent properties within the public right-of-way, or if there is not an approved corridor/thoroughfare plan showing a proposed sidewalk network, as verified by the City Engineer, an exception may be granted to this requirement.		•	•	•	•	•
A cohesive character is required through the use of coordinated hardscape treatment (special paving materials, lighting, street furniture, etc.) and landscaping.			•			•
Outlot buildings must include showcase windows and entrances oriented toward both the street and the interior parking lot.			•			•
If outlot buildings are part of a multi-tenant retail center, outlot buildings must define the street frontage by placement within 0' to 25' of the lot line. Outlot buildings may be placed within a required setback to comply with this standard.			•			•
A street presence for a mixed-use retail center must be created by locating part of the center or outlot buildings within 0' to 25' of the lot line for at least 30% of the frontage. The center or outlot buildings may be placed within a required setback to comply with this standard.			•			•

EXHIBIT C

FIGURE 4-7: INDUSTRIAL DISTRICT SITE DESIGN STANDARDS

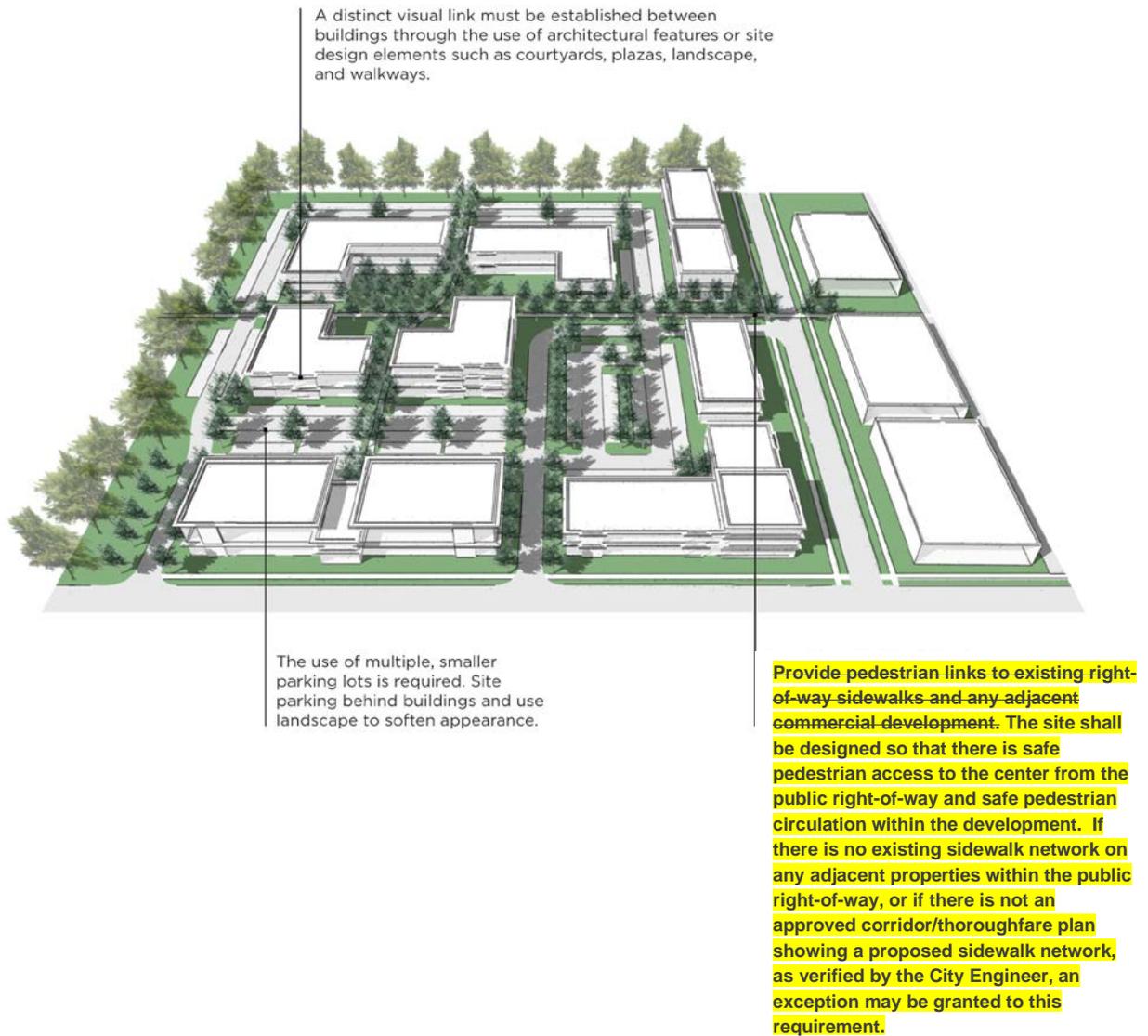


EXHIBIT D

16.6 SITE PLAN REVIEW

A. Purpose

The site plan review process is intended to promote orderly development and redevelopment in the City of Shreveport, and to assure that such development or redevelopment occurs in a manner that is harmonious with surrounding properties, is consistent with the Master Plan and adopted land use policies, and promotes the public health, safety, and welfare. This section provides standards by which to determine and control the physical layout and design to achieve compatibility of land uses and structures, efficient use of land, minimization of traffic and safety hazards, and incorporation of stormwater management and sustainable design techniques.

B. Authority

The Executive Director reviews and issues final approval of site plans, unless a use and/or development is required to undergo site plan review by the Metropolitan Planning Commission; in such case the Metropolitan Planning Commission has final site plan approval.

C. Required Site Plan Review

1. Uses Requiring Site Plan Review

- a. All special uses require site plan review by the Metropolitan Planning Commission.
- b. Certain permitted uses are identified in the use standards as requiring site plan review. These uses are reviewed by the Executive Director unless the standards require review by the Metropolitan Planning Commission.
- c. Bus transfer stations.
- d. Food truck parks, major or minor.

2. Developments Requiring Site Plan Review

Site plan review and approval is required for the following types of developments described in this section. These developments are reviewed by the Executive Director, unless the Code specifically requires review by the Metropolitan Planning Commission.

- a. New townhouse, multi-family, and non-residential (including mixed-use) construction.
- b. Additions to existing townhouse, multi-family, and non-residential (including mixed-use) development that increases the total floor area by 10% or more.
- c. New construction of parking lots of 10 or more spaces.
- d. New construction of parking structures.
- e. Any development with a drive through facility, including a freestanding automated teller machine.
- f. Residential conversions per Section 4.2.F.
- g. Non-residential uses permitted by the RP Overlay District.

D. Procedure

All applications for site plan review must be submitted to the Executive Director in accordance with the requirements in Section 15.1 (Application).

1. Site Plan Review by Executive Director

- a. Prior to filing an application for site plan review, the applicant shall participate in a pre-application review with the Development Review Committee (DRC). No site plan application shall be accepted until after the pre-application review is completed and the applicant receives written notification of the DRC's conclusions.
- b. The purpose of the pre-application review is to provide an opportunity for an informal evaluation of an applicant's proposal and to become familiar with the MPC's submittal requirements, development standards, and approval criteria. The Executive Director or authorized staff may provide recommendations and/or inform the applicant of any potential issues that might be presented to the applicable decision-making body. This review should take place prior to any substantial investment, such as land acquisition for a proposed development, site and engineering design, or the preparation of other data.
- c. The Executive Director may waive the pre-application conference requirement for applications if he or she finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver.
- d. Within one (1) business day after the date of the pre-application review, the MPC shall notify the applicant in writing of its informal recommendations regarding the desired development activity. The informal comments of the DRC are not binding upon the applicant or the MPC, nor represents approval of a project, but are intended to serve as a guide to the applicant in making the application and advising the applicant in advance of the formal site plan review application of any issues which will or may subsequently be presented to the Executive Director.
- e. After the applicant has received written notice of the DRC's informal comments, a formal site plan review application may be submitted.
- f. The Executive Director will forward the site plan to the Development Review Committee once the application is deemed complete. The Development Review Committee will review and comment on the site plan. The Development Review Committee comments will then be forwarded to the Executive Director.
- g. Once the Executive Director receives comments from the Development Review Committee, he/she will convene the Metropolitan Planning Commission staff to review the site plan and Development Review Committee comments.
- h. The Metropolitan Planning Commission staff will review and make a recommendation on the site plan and comments from the Development Review Committee. The Metropolitan Planning Commission staff recommendation will then be forwarded to the Executive Director.
- i. The Executive Director will issue final approval, approval with stipulations, or denial of site plans.

2. Site Plan Review by Metropolitan Planning Commission

- a. The Executive Director will forward the site plan to the Metropolitan Planning Commission staff once the application is deemed complete. The Metropolitan Planning Commission staff will review the site plan and forward comments to the Executive Director.
- b. The Executive Director will issue a recommendation to be forwarded to the Metropolitan Planning Commission.
- c. The Metropolitan Planning Commission will issue final site plan approval as part of the zoning application under review.

3.—Conditions

If the Executive Director or Metropolitan Planning Commission approves the site plan subject to conditions, all plans and drawings submitted as part of the application for a building permit or other approval must include these conditions.

E.—Approval Standards

The following must be evaluated in the review of site plans:

- 1.—Conformity with the regulations of this Code, and any other applicable regulations within the Code of Ordinances, and the Master Plan and other adopted land use policies.
- 2.—The location, arrangement, size, design and general site compatibility of structures, lighting, and signs to ensure:
 - a.—Efficient use of land that responds to the existing off-site utilities and service conditions in order to minimize the demand for additional municipal services, utilities, and infrastructure.
 - b.—Compatibility with, and mitigation of, any potential impact upon adjacent property.
 - c.—Illumination designed and installed to minimize adverse impact on adjacent properties.
 - d.—Signs in conformance with this Code.
- 3.—Landscape and the arrangement of open space or natural features on the site should:
 - a.—Create a desirable and functional open space environment for all site users, including pedestrians, bicyclists, and motorists.
 - b.—Preserve unique natural resources, including measures to preserve and protect existing healthy plantings.
 - c.—Design drainage facilities to promote the use and preservation of natural watercourses and patterns of drainage.
 - d.—Utilize plant materials suitable to withstand the climatic conditions of the City of Shreveport and microclimate of the site. The use of species native and naturalized to Louisiana is encouraged.
 - e.—Use of screening to minimize the impact of the development on adjacent uses and impact of incompatible uses and certain site elements, and creating a logical transition to adjoining lots and developments.
- 4.—Circulation systems and off-street parking designed to:
 - a.—Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians, bicyclists, and public transit users.
 - b.—Eliminate dangerous traffic movements.
 - c.—Minimize curb cuts by using cross-access servitudes and shared parking.
 - d.—Clearly define a network of pedestrian connections in and between parking lots, street sidewalks, open spaces, and structures that is visible, identifiable, and safe.

F.—Modifications to Approved Site Plans

- 1.—An application for an amendment to an approved site plan must be submitted to the Executive Director. Amendment applications must include a written description of the proposed change, including the reason for such change, and a notation of the location on the approved site plan.

2. The Executive Director may approve the following minor modifications to approved site plans:

- a. Minor changes required that are related to final engineering issues during construction involving topography, drainage, underground utilities, or structural safety. The written description must show how such minor change is related to one or more of these elements.
- b. Exterior renovations to a building façade that do not increase the building footprint or height.
- c. The modification of existing accessory structures or the addition of new accessory structures when in conformance with the requirements of this Code.
- d. The construction of additional bicycle or parking spaces.
- e. A reduction in the amount of bicycle or parking spaces so long as the remaining number of spaces is in conformance with the requirements of this Code.
- f. Modifications to the approved landscape plan that does not result in a reduction of the total amount of plant material required and conform to all landscape requirements.
- g. The modification of existing signs or the addition of new signs when in conformance with the requirements of this Code.

3. The Executive Director must approve or deny the proposed site plan modifications within 30 days of receipt of a complete application. The Executive Director may decide that the proposed change or changes to the approved site plan is such a significant change that it constitutes a new application and is subject to a complete site plan review per the provisions of this section.

G. Minor Façade Improvements to Existing Buildings

- a. Minor facade modifications shall be exempt from the requirements of a site plan review if the Executive Director finds all of the following conditions to exist:
- b. No building square footage or dwelling units are added.
- c. The minor facade modification as a whole complements the architectural style of the building.
- d. The various facade components, including but not limited to color, construction material and architectural features, are compatible and consistent with one another and complement the architectural style of the building.
- e. The Executive Director may condition his or her /her decision by requiring such visual elements as may be necessary.
- f. Minor facade modifications meeting the above conditions shall require submittal and approval of a Minor Façade Improvements Review application before submittal for a building permit.
- g. Minor facade modifications not meeting the above conditions shall require submittal and approval of a Site Plan Review application.
- h. Minor façade improvements do not pertain to single family dwellings and duplexes, which are exempt from the provisions of this subsection.

H. Modifications to Sites without Approved Site Plans

- 1. All existing improved developments that do not have a site plan on file will be considered non-conforming. Site plan approval will not be required for all of these developments except in the following described circumstances. If any one of the following occurs, site plan approval will be required:
 - a. The existing principal structure(s) is demolished and a new principal structure(s) is constructed.

- b. A new principal structure(s) is constructed.
 - c. The existing structure or structures is increased in total building footprint by 25% or more.
 - d. An existing parking lot of more than 10 spaces is fully reconstructed or repaved (any amount of reconstruction or repaving over 50% of the total area of the parking lot is considered fully reconstructed or repaved), or an existing parking lot area is expanded by 50%. Resealing or re-striping of an existing parking lot, which includes paving, resurfacing or replacement of the asphalt, concrete or other surface paving material of less than 50% of the total area of the parking lot is not considered reconstruction.
 - e. A new driveway is constructed that is connected to a public street.
 - f. Major changes in the vehicular circulation pattern of the site that will require staff analysis of the site.
2. Once a determination is made by the planning staff that site plan approval is not required in accordance with the above stated policy, the project will be processed through the permit desk.
 3. For developments where only façade changes are contemplated (no site improvements are planned). The exterior elevations will be referred to a planner to verify compliance with the design standards of this Code.

I. Appeals

Within 30 days after the date of the final decision, the applicant or any aggrieved party may file a written appeal of the decision of the Executive Director to the Metropolitan Planning Commission. Any appeals of Metropolitan Planning Commission decisions on site plan reviews are appealed as part of the applicable zoning application.

16.6 SITE PLAN REVIEW

A. Purpose

1. Intent

The site plan review process is intended to promote orderly development and redevelopment in the City of Shreveport, and to assure that such development or redevelopment occurs in a manner that is harmonious with surrounding properties, is consistent with the Master Plan and adopted land use policies, and promotes the public health, safety, and welfare. This section provides standards by which to determine and control the physical layout and design to achieve compatibility of land uses and structures, efficient use of land, minimization of traffic and safety hazards, and incorporation of stormwater management and sustainable design techniques.

2. Exclusion of Detached Single Family and Two Family Uses

The Site Plan process establishes a procedure for coordinating improvements to properties zoned other than detached single family or two family uses.

3. Multifamily, Townhome and Nonresidential Uses

Through Site Plan review, zoning regulations and other applicable standards or ordinances that may apply to specific site development can be uniformly implemented by this Code for multifamily, townhome and nonresidential uses.

4. Results

This procedure is intended to promote, among other items, the efficient and harmonious use of land, safe and efficient vehicular and pedestrian circulation, parking and loading, lighting, screening, open space, landscaping, and natural features.

B. Authority

The Executive Director shall review and issues final approval of site plans, unless a use and/or development is required to undergo site plan review by the Metropolitan Planning Commission; in such case the Metropolitan Planning Commission has final site plan approval.

C. Applicability

1. Uses Requiring Site Plan Review

- a. All special uses require site plan review by the Metropolitan Planning Commission.
- b. Certain permitted uses are identified in the use standards as requiring site plan review. These uses are reviewed by the Executive Director unless the standards require review by the Metropolitan Planning Commission.
- c. Bus transfer stations.
- d. Food truck parks, major or minor.

2. Developments Requiring Site Plan Review

Site plan review and approval is required for the following types of developments described in this section. These developments are reviewed by the Executive Director, unless the Code specifically requires review by the Metropolitan Planning Commission.

- a. New townhouse, multi-family, and non-residential (including mixed-use) construction.
- b. Additions to existing townhouse, multi-family, and non-residential (including mixed-use) development that increases the total floor area by 10% or more.
- c. New construction of parking lots of 10 or more spaces.

- d. New construction of parking structures.
- e. Any development with a drive-through facility, including a freestanding automated teller machine.
- f. Residential conversions per Section 4.2.F.
- g. Non-residential uses permitted by the RP Overlay District.

D. General Process

Site Plan Review involves a series of two plans, progressing from a generalized evaluation of a site and development concept, being a Preliminary Site Plan, to approval of a detailed development plan, being a Final Site Plan. All applications for site plan review must be submitted to the Executive Director in accordance with the requirements in Section 15.1 (Application).

1. Preliminary Site Plan

- a. The first plan in the series is the Preliminary Site Plan. A Preliminary Site Plan presents general information on building layout, parking, drives, landscaping, screening and other site improvements.
- b. Preliminary Site Plan approval assures the applicant that the general layout is acceptable prior to proceeding with detailed engineering and design work.

2. Final Site Plan

- a. A Final Site Plan is a detailed, scaled drawing of all surface improvements, structures and utilities proposed for development.
- b. Final Site Plan approval is required prior to the issuance of building permits.

3. Preliminary Site Plan and Final Site Plan Approval

- a. Preliminary Site Plans require review and approval by the Executive Director, unless otherwise specified by ordinance.
- b. Final Site Plans require review and approval by the Executive Director, unless the standards require review by the Metropolitan Planning Commission. All special use permits require final site plan review and approval by the Metropolitan Planning Commission.

E. Procedures, Forms and Standards

The Executive Director shall establish procedures, forms and standards with regard to the content, format and information constituting an application for Preliminary Site Plans and Final Site Plans. The Executive Director may amend and update the application materials from time to time.

F. Approval Criteria/Standards

The following must be evaluated in the review of site plans:

- 1. Conformity with the regulations of this Code, and any other applicable regulations within the Code of Ordinances, and the Master Plan and other adopted land use policies.
- 2. The location, arrangement, size, design and general site compatibility of structures, lighting, and signs to ensure:
 - a. Efficient use of land that responds to the existing off-site utilities and service conditions in order to minimize the demand for additional municipal services, utilities, and infrastructure.
 - b. Compatibility with, and mitigation of, any potential impact upon adjacent property.

- c. Illumination designed and installed to minimize adverse impact on adjacent properties.
 - d. Signs in conformance with this Code.
3. Landscape and the arrangement of open space or natural features on the site should:
- a. Create a desirable and functional open space environment for all site users, including pedestrians, bicyclists, and motorists.
 - b. Preserve unique natural resources, including measures to preserve and protect existing healthy plantings.
 - c. Design drainage facilities to promote the use and preservation of natural watercourses and patterns of drainage.
 - d. Utilize plant materials suitable to withstand the climatic conditions of the City of Shreveport and microclimate of the site. The use of species native and naturalized to Louisiana is encouraged.
 - e. Use of screening to minimize the impact of the development on adjacent uses and impact of incompatible uses and certain site elements, and creating a logical transition to adjoining lots.
4. Circulation systems and off-street parking designed to:
- a. Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians, bicyclists, and public transit users.
 - b. Eliminate dangerous traffic movements.
 - c. Minimize curb cuts by using cross-access servitudes and shared parking.
 - d. Clearly define a network of pedestrian connections in and between parking lots, street sidewalks, open spaces, and structures that is visible, identifiable, and safe.

G. Preliminary Site Plan

1. Preliminary Site Plan General Information

A Preliminary Site Plan is the first plan in the Site Plan approval process. A Preliminary Site Plan is less detailed and specific than a Final Site Plan in terms of exact arrangement of buildings, parking areas, open spaces, access points and any other site design features. A checklist of all required information to be depicted on a Preliminary Site Plan shall be maintained by the Executive Director.

2. Preliminary Site Plan Application Procedure and Requirements

A preliminary site plan shall be submitted in accordance with the following requirements:

a. Pre-Application Review

- i. The purpose of the pre-application review is to provide an opportunity for an informal evaluation of an applicant's proposal and to become familiar with the MPC's submittal requirements, development standards, and approval criteria with the Development Review Committee (DRC). The DRC may provide recommendations and/or inform the applicant of any potential issues that might be presented to the applicable decision-making body. The pre-application meeting does not require formal application or fee.
- ii. The Director may require an additional pre-application meeting if a complete application is not submitted within six months of the pre-application meeting.

b. Pre-Application Evaluation Not Binding

The informal evaluation and recommendations provided by the Executive Director or authorized staff during a pre-application meeting shall in no way be considered binding upon the applicant, the MPC or the City of Shreveport, nor represents approval of a project with respect to any official action that may be taken on the subsequent formal application.

c. Pre-Application Waiver

The Executive Director may waive the pre-application requirement for applications if he or she finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver. Granting the pre-application conference waiver may increase the risk that the application will be rejected or processing will be delayed.

d. Preliminary Site Plan Application Submittal

Within one (1) business day after the date of the pre-application review, the MPC shall notify the applicant in writing of its informal recommendations regarding the desired development activity. After the applicant has received written notice of the Development Review Committee's (DRC) informal comments, a formal preliminary site plan application may be submitted.

- i.** The Executive Director shall compile the requirements for application contents, forms, and fees and make such materials available to the public. The Executive Director may amend and update the application materials from time to time.
- ii.** The Executive Director shall make a determination of application completeness. If the application is determined to be complete, the application shall then be processed according to the procedures set forth in this Code.
- iii.** An application will be considered complete if it is submitted in the required form, includes all mandatory information and supporting materials specified in the application packet, and is accompanied by the applicable fee.
- iv.** If the application is determined to be incomplete, the Executive Director shall provide notice to the applicant that includes an explanation of the application deficiencies. No further processing of an incomplete application shall occur until the deficiencies are corrected in a resubmittal.
- v.** If any false or misleading information is submitted or supplied by an applicant on an application, that application will be deemed void and a new application must be submitted together with payment of applicable development review fees.
- vi.** An applicant may file a final site plan in lieu of a preliminary site plan.

e. Preliminary Site Plan Application Review and Preparation of Staff Report

Following a determination that an application is complete, the Executive Director shall circulate the application to staff and appropriate referral entities for review. The Executive Director may also refer applications to other boards, commissions, government agencies, and nongovernmental organizations not referenced in this Article.

f. Executive Director Issues Decision and Findings for Preliminary Site Plan

After consideration of the application, the staff report, comments received from other reviewers (if applicable), the Executive Director shall approve, approve with conditions, or deny the application based on the applicable approval criteria/standards. Written notification of the decision shall be provided by the Executive Director to the applicant within seven business days following the decision.

g. Modification or Amendment to Preliminary Site Plan

The Executive Director may approve minor amendments to the site plan, an approved preliminary site plan for a small planned unit development (SPUD) and an approved preliminary site plan for a planned unit development (PUD), provided the amendment conforms to the following standards:

- i. The amendment does not increase the density of the development by no more than 10% in the total number of residential units.
- ii. The amendment does not substantially alter the arrangement of buildings, increase the number or size of buildings (limited to no more than a 10% increase in the total gross floor area in square feet), or change the use of building space designated on the original plan.
- iii. The amendment does not substantially alter the configuration of streets or lots.
- iv. The amendment does not increase the height of buildings by more than six feet.
- v. The amendment does not substantially alter vehicular circulation or placement of parking areas.
- vi. The amendment does not significantly reduce or lessen the effectiveness of open space, landscape buffers, and edges.
- vii. The amendment does not conflict with other regulations specified within the ordinance establishing the Preliminary Site Plan.
- viii. Any other requested modifications require submittal of a new preliminary site plan for review and approval.

H. Final Site Plan

The site plan review and approval procedure is intended to ensure compliance with the development and design standards of this Code and to encourage quality development reflective of the goals and objectives of the Master Plan. The final site plan review procedures ensure that the MPC has the ability to address and mitigate any adverse impacts that may result from development projects.

1. Final Site Plan General Information

A Final Site Plan is the second plan in the Site Plan approval process. A Final Site Plan is more detailed and specific plan of the public and private improvements to be constructed. A checklist of all required information to be depicted on a final site plan shall be maintained by the Executive Director. The purpose of the plan is to:

- a. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
- b. Coordinate and document the design of public and private improvements to be constructed;
- c. Coordinate the subdivision of land, including the granting of easements, rights-of-way, development agreements and provision of surety;
- d. Promote the health, safety and welfare of the public; and
- e. Identify and address environmental concerns (i.e., floodplain, drainage, trees, topography, etc.).

2. Final Site Plan Application Procedure and Requirements

A Final Site Plan is a prerequisite for the approval of any building permit. A final site plan shall be submitted and approved in accordance with the following requirements:

a. Pre-Application Review

A pre-application review for a final site plan is not required if the applicant has previously attended the pre-application review as a part of the preliminary site plan process or if the applicant has been granted a waiver by the Executive Director.

b. Final Site Plan Application Submittal

An applicant who has received approval of a preliminary site plan may submit a final site plan for approval by the Executive Director or, in the case of a special use permit or a small planned unit development (SPUD), the Metropolitan Planning Commission. This application shall include the information listed on the Final Site Plan Application Form and Checklist, which shall be created and maintained by the Executive Director.

c. Final Site Plan Standards of Approval

- i. Administrative Review and Approval.** The application for final site plan approval shall be reviewed by the Executive Director and all other appropriate review departments and/or agencies. The Executive Director may approve, approve with conditions or deny the application based upon the criteria listed below.
- ii. Metropolitan Planning Commission Approval.** In cases that require site plan review by the Metropolitan Planning Commission, the Metropolitan Planning Commission may approve, approve with conditions, or deny a final site plan based upon the criteria listed below.

3. Final Site Plan Approval Criteria.

The following must be evaluated in the review of site plans:

- a.** Conformity with the regulations of this Code, and any other applicable regulations within the Code of Ordinances, and the Master Plan and other adopted land use policies.
- b.** The location, arrangement, size, design and general site compatibility of structures, lighting, and signs to ensure:
 - i.** Efficient use of land that responds to the existing off-site utilities and service conditions in order to minimize the demand for additional municipal services, utilities, and infrastructure.
 - ii.** Compatibility with, and mitigation of, any potential impact upon adjacent property.
 - iii.** Illumination designed and installed to minimize adverse impact on adjacent properties.
 - iv.** Signs in conformance with this Code.
- c.** Landscape and the arrangement of open space or natural features on the site should:
 - i.** Create a desirable and functional open space environment for all site users, including pedestrians, bicyclists, and motorists.
 - ii.** Preserve unique natural resources, including measures to preserve and protect existing healthy plantings.
 - iii.** Design drainage facilities to promote the use and preservation of natural watercourses and patterns of drainage.
 - iv.** Utilize plant materials suitable to withstand the climatic conditions of the City of Shreveport and microclimate of the site. The use of species native and naturalized to Louisiana is encouraged.

v. Use of screening to minimize the impact of the development on adjacent uses and impact of incompatible uses and certain site elements, and creating a logical transition to adjoining lots and developments.

d. Circulation systems and off-street parking designed to:

i. Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians, bicyclists, and public transit users.

ii. Eliminate dangerous traffic movements.

iii. Minimize curb cuts by using cross-access servitudes and shared parking.

iv. Clearly define a network of pedestrian connections in and between parking lots, street sidewalks, open spaces, and structures that is visible, identifiable, and safe.

e. Elevation drawings of proposed façades and/or façade improvements including proposed signs.

4. Decisions for Final Site Plan

After consideration of the application, the staff report, comments received from other reviewers (if applicable), the Executive Director or Metropolitan Planning Commission, where applicable, shall approve, approve with conditions, or deny the application based on the applicable approval criteria/standards.

5. Conditions

If the Executive Director or Metropolitan Planning Commission approves the final site plan subject to conditions, all plans and drawings submitted as part of the application for a building permit or other approval must include those conditions.

F. Modifications to Approved Final Site Plans

1. An application for an amendment to an approved site plan must be submitted to the Executive Director. Amendment applications must include a written description of the proposed change, including the reason for such change, and a notation of the location on the approved final site plan.

2. The Executive Director may approve the following minor modifications to approved final site plans:

a. Minor changes required that are related to final engineering issues during construction involving topography, drainage, underground utilities, or structural safety. The written description must show how such minor change is related to one or more of these elements.

b. The modification of existing accessory structures or the addition of new accessory structures when in conformance with the requirements of this Code.

c. The construction of additional bicycle or parking spaces.

d. A reduction in the amount of bicycle or parking spaces so long as the remaining number of spaces is in conformance with the requirements of this Code.

e. Modifications to the approved landscape plan that does not result in a reduction of the total amount of plant material required and conform to all landscape requirements.

f. The modification of existing signs or the addition of new signs when in conformance with the requirements of this Code.

3. The Executive Director may decide that the proposed change or changes to the approved final site plan is such a significant change that it constitutes a new application and is subject to a complete site plan review per the provisions of this section.

G. Façade Improvements to Existing Buildings

1. Façade modifications shall be exempt from the requirements of a site plan review if the Executive Director finds all of the following conditions to exist:
 - a. No building square footage or dwelling units are added.
 - b. No modifications to any existing site elements (i.e., landscaping, parking, access, etc.)
2. Façade modifications meeting the following conditions shall require submittal and approval of a Façade Improvements Review application before submittal for a building permit.
 - a. The various façade components, including but not limited to color, construction material and architectural features, are compatible and consistent with one another and complement the architectural style of the building, unless the entire façade is being completely modified.
 - b. The Executive Director may condition his or her/her decision by requiring such visual elements as may be necessary.
 - c. The Executive Director shall review the façade plan application for compliance with this Code and standards referenced herein.
3. Façade modifications not meeting the above conditions shall require submittal and approval of a Final Site Plan Application Form and Checklist.
4. Façade improvements do not pertain to single family dwellings and duplexes, which are exempt from the provisions of this subsection.

H. Modifications to Sites without Approved Site Plans

1. All existing improved developments that do not have a site plan on file will be considered non-conforming. Site plan approval will not be required for all of these developments except in the following described circumstances. If any one of the following occurs, site plan approval will be required:
 - a. The existing principal structure(s) is demolished and a new principal structure(s) is constructed.
 - b. A new principal structure(s) is constructed.
 - c. The existing structure or structures is increased in total building footprint by 25% or more.
 - d. An existing parking lot of more than 20 spaces is fully reconstructed or repaved (any amount of reconstruction or repaving over 50% of the total area of the parking lot is considered fully reconstructed or repaved), or an existing parking lot area is expanded by 50%. Resealing or re-striping of an existing parking lot, which includes paving, resurfacing or replacement of the asphalt, concrete or other surface paving material of less than 50% of the total area of the parking lot is not considered reconstruction.
 - e. A new driveway is constructed that is connected to a public street.
 - f. Major changes in the vehicular circulation pattern of the site that will require staff analysis of the site.
2. Once a determination is made by the planning staff that site plan approval is not required in accordance with the above stated policy, the project will be processed through the permit desk.
3. For developments where only façade changes are contemplated (no site improvements are planned), please reference above subsection Façade Improvements to Existing Buildings.

I. Appeals

Within 30 days after the date of the final site plan decision, the applicant or any aggrieved party may file a written appeal of the decision of the Executive Director to the Metropolitan Planning Commission. Any appeals of Metropolitan Planning Commission decisions on site plan reviews are appealed as part of the applicable zoning application.