

RECOMMENDED UDC CODE TEXT AMENDMENTS. 23-6-CTAC.

The City of Shreveport Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to correct errors in the text or to accommodate changed or changing conditions in a particular area. Periodically, revisions are required to reflect the changing nature of business in our community and processed as either general amendments suggested or reviewed by the MPC staff, or amendments that include those that are legally necessary, incorporate previously approved ordinances or determinations, or are emergency amendments. These proposed amendments will be intended to be more user-friendly, concerning various housekeeping and corrective changes due to oversight, contradictions, or missing items.

Staff is requesting the Shreveport UDC be amended as follows: ~~strikeout~~ indicates deleted text, underline indicates added text].

1. Amend definition "Stacking Space" in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3 DEFINITION OF GENERAL TERMS in the Shreveport UDC.

2.2 DEFINITION OF GENERAL TERMS

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Stacking Space. A space specifically designed and designated as a waiting area for vehicles patronizing a drive-through facility, ~~or service bay,~~ or similar drive-through use.

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2. Amend use standard "Automated Teller Machine - Standalone" in ARTICLE 6. USES, SECTION 6.1. PRINCIPAL USE STANDARDS in the Shreveport UDC.

6.1 USE STANDARDS

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C. Automated Teller Machine – Standalone

The following regulations for a standalone Automated Teller Machines (ATM) do not apply to financial institutions that typically provide services by Automated Teller Machines, whether drive-through or walk-up.

1. A drive-through standalone Automated Teller Machine (ATM) is subject to the following standards:
 - a. A drive-through standalone ATM is permitted only when a drive-through facility is allowed within the district and separate approval is obtained for the drive-through facility, including compliance with all standards for a drive-through facility.
 - ~~b. The drive-through lane must provide a minimum of three stacking spaces :
 - i. A minimum of nine feet in width, as measured from the outermost point of any service window or bay entrance, to the edge of the driveway, and 18 feet in length. In the case of a recessed service window, the measurement must be taken from the building wall.
 - ii. Stacking spaces must begin behind the vehicle parked at a final point of service exiting the drive through aisle. Spaces must be placed in a single line behind each lane or bay.
 - iii. All drive-through lanes must be located and designed to ensure that they do not adversely affect traffic circulation on adjoining streets.~~
 - b. Queuing and vehicle stacking spaces (spaces for cars that are waiting for drive-up or drive-through services) are required for any Automated Teller Machine – Standalone use, as provided in Section 8.8 (Queuing and Vehicle Stacking Areas).
2. A walk-up standalone Automated Teller Machine (ATM) may not encroach into the public right-of-way unless a right-of-way encroachment permit is obtained.

3. Amend use standard "Drive-Through Facility" in ARTICLE 6. USES, SECTION 6.1. PRINCIPAL USE STANDARDS in the Shreveport UDC.

6.2 USE STANDARDS

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N. Drive-Through Facility

- ~~1. All drive-through facilities must provide a minimum of three stacking spaces per lane or bay, unless additional stacking spaces are specifically required by this Code. Stacking spaces provided for drive-through uses must be:~~
 - ~~a. A minimum of nine feet in width, as measured from the outermost point of any service window or bay entrance, to the edge of the driveway, and 18 feet in length. In the case of a recessed service window, the measurement must be taken from the building wall.~~
 - ~~b. Stacking spaces must begin behind the vehicle parked at a final point of service exiting the drive through aisle, such as a service window or car wash bay (this does not include a menu board). Spaces must be placed in a single line behind each lane or bay.~~
1. [Queuing and vehicle stacking spaces \(spaces for cars that are waiting for drive-up or drive-through services\) are required for any Drive-Through Facility use, as provided in Section 8.8 \(Queuing and Vehicle Stacking Areas\).](#)
2. All drive-through lanes must be located and designed to ensure that they do not adversely affect traffic circulation on adjoining streets. Drive-through lanes on corner lots must not route exiting traffic into adjacent residential neighborhoods.
3. Drive-through facilities must be screened along interior side and rear lot lines with a solid wall or fence, 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. This standard does not apply to drive-through facilities within multi-tenant retail centers.
 - 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 adjacent zoning or uses, lot topography, or lot configuration.
4. A drive-through lane must have bail out capability for all vehicles that enter the drive-through lane. The bailout lane must be a minimum width of 10 feet and run parallel to the drive-through lane. If a bail out lane is also an interior access drive providing access to parking spaces, the bailout lane is limited to a one-way traffic pattern following the direction of the drive-through lane.

4. Amend use standard "Financial Institution with Drive-Through Facility" in ARTICLE 6. USES, SECTION 6.1. PRINCIPAL USE STANDARDS in the Shreveport UDC.

6.3 USE STANDARDS

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O. Financial Institution with Drive-Through Facility

- ~~1. All drive-through facilities must provide a minimum of three stacking spaces per lane or bay, unless additional stacking spaces are specifically required by this Code. Stacking spaces provided for drive-through uses must be:~~
 - ~~a. A minimum of nine feet in width, as measured from the outermost point of any service window or bay entrance, to the edge of the driveway, and 18 feet in length. In the case of a recessed service window, the measurement must be taken from the building wall.~~
 - ~~b. Stacking spaces must begin behind the vehicle parked at a final point of service exiting the drive through aisle, such as a service window or car wash bay (this does not include a menu board). Spaces must be placed in a single line behind each lane or bay.~~
1. [Queuing and vehicle stacking spaces \(spaces for cars that are waiting for drive-up or drive-through services\) are required for any Drive-Through Facility use, as provided in Section 8.8 \(Queuing and Vehicle Stacking Areas\).](#)

2. All drive-through lanes must be located and designed to ensure that they do not adversely affect traffic circulation on adjoining streets. [Drive-through lanes on corner lots must not route exiting traffic into adjacent residential neighborhoods.](#)
 3. Financial institutions with drive-through facilities must be screened along interior side and rear lot lines with a solid wall or fence, 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. This standard does not apply to drive-through facilities within multi-tenant retail centers.
 - 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 adjacent zoning or uses, lot topography, or lot configuration.
 5. A drive through lane must have bail out capability for all vehicles that enter the drive-through lane. The bailout lane must be a minimum width of 10 feet and run parallel to the drive-through lane. If a bail out lane is also an interior access drive providing access to parking spaces, the bailout lane is limited to a one-way traffic pattern following the direction of the drive-through lane.
5. **Add new section "8.8 Vehicle Stacking Areas" in ARTICLE 8. OFF-STREET PARKING AND LOADING in the Shreveport UDC. All subsequent sections and tables shall be re-numbered accordingly.**

8.8 QUEUING AND VEHICLE STACKING AREAS

[In addition to meeting the off-street parking requirements of this Article, drive-through facilities, as well as parking lots with a gated entrance, residential developments with a gated entrance, and any other similar drive-through operation \(as defined by this Code\) and shall comply with the minimum queuing and vehicle stacking standards established by this Section in order to limit the impact of new drive-through uses.](#)

1. [Required queuing spaces and vehicle stacking areas are subject to the following design and layout standards:](#)
 - a. [Each queue space shall consist of a rectangular area not less than nine \(9\) feet wide and eighteen \(18\) feet long.](#)
 - b. [Queuing spaces and vehicle stacking areas shall be located entirely on the lot containing the drive-through use or operation and shall not encroach into any public right-of-way.](#)
 - c. [Queuing spaces and vehicle stacking areas shall not impede fire lane\(s\), on or off-site traffic movements, identified pedestrian routes, vehicular movements into or out of off-street parking spaces, loading areas, or driveway access. It is strongly recommended to locate queue lines and service areas towards remote areas of a site to avoid conflicts with parking and circulation areas.](#)
 - d. [A minimum ten \(10\) foot bypass shall be required adjacent to queue lines to allow vehicles an opportunity to circumvent the drive-through activity and exit the site.](#)
 - e. [Queue areas and drive-through activities, including pedestrian crossing areas, shall be clearly identified with appropriate signage and marking. Although drive-through activities are not required to be completely separated from other activities on site, the queuing areas should be designed to enable the driver to readily identify and distinguish queuing areas from other activities on site.](#)

2. Queuing and vehicle stacking spaces shall be provided as indicated on the following table unless the Executive Director grants an exception. The minimum stacking spaces may be provided, cumulatively, by using multiple drive-through lanes. Each lane is not required to provide the minimum number of spaces.

Minimum Off-Street Stacking Spaces		
Activity Type / Use	Minimum Spaces	Measured From
<u>Automated Teller Machine - Standalone (ATM)</u>	<u>3</u>	<u>Teller</u>
<u>Car Wash, Automated</u>	<u>4</u>	<u>Entrance to Wash Tunnell</u>
<u>Car Wash, Self-Service</u>	<u>3</u>	<u>Entrance to Wash Bay</u>
<u>Gas Station</u>	<u>2</u>	<u>Pump Island</u>
<u>Financial Institution/Bank</u>	<u>3</u>	<u>Teller or Window</u>
<u>Parking Lot, Controlled Entrance</u>	<u>4</u>	<u>Key Code Box / Attendant Window</u>
<u>Parking Structure, Controlled Entrance</u>	<u>4</u>	<u>Key Code Box / Attendant Window</u>
<u>Residential Neighborhood</u>	<u>4</u>	<u>Key Code Box / Guard Shack</u>
<u>Restaurant, with Drive-Through</u>	<u>6</u>	<u>Menuboard</u>
<u>Restaurant, with Drive-Through</u>	<u>4</u>	<u>Menuboard to Pick-Up Window</u>
<u>Self-Service Ice Vending Unit</u>	<u>2</u>	<u>Ice Vending Unit</u>
<u>Truck Parking Facility, Controlled Entrance</u>	<u>1</u>	<u>Key Code Box / Attendant Window</u>
<u>Vehicle Repair/Service; Auto Service Facility Stalls; Body Shop</u>	<u>1</u>	<u>Entrance to Stall/Bay</u>
<u>Unlisted</u>	<u>Requirement for uses not specifically listed may be determined by the Executive Director based upon the requirement for comparable uses and upon the particular characteristics of the use. As an alternative, an applicant may submit a study on the need for queuing spaces from a licensed traffic engineer.</u>	