

ORDINANCE NO. 113 OF 2023

AN ORDINANCE TO AMEND VARIOUS ARTICLES AND SECTIONS IN THE CITY OF SHREVEPORT, LOUISIANA, UNIFIED DEVELOPMENT CODE FOR THE PURPOSE OF ADDING NEW DEFINITIONS AND REGULATIONS FOR ABANDONED SIGNS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

BY COUNCILMEMBER: TABATHA TAYLOR

**WHEREAS**, the City desires to make every effort to notify the public and to encourage public participation and input on these proposed *code text amendments* to the Shreveport Unified Development Code; and

**WHEREAS**, on August 2, 2023, the first draft proposals of these *code text amendments* were submitted to the Shreveport-Caddo Metropolitan Planning Commission (MPC), at its regular public board meeting, for informal review and discussion; and

**WHEREAS**, on September 6, 2023, these *code text amendments* were submitted to the Shreveport-Caddo MPC, at its regular board meeting, for review and recommendation in accordance with La. R.S. 33:140.27; and

**WHEREAS**, in accordance with the intent of La. R.S. 33:140.27 for a Public Hearing and Notice to be issued, the MPC held a Public Hearing at its Public Meeting, on September 6, 2023, before voting and providing a favorable recommendation, to the City Council, regarding the proposed amendments; and

**WHEREAS**, in accordance with the intent of La. R.S. 33:140.35, at least ten (10) days' Notice of the time and place of the Public Hearing was published, at the request of the Shreveport-Caddo MPC staff, in *The Shreveport Times* (a newspaper of general circulation in the municipality) and said Notice was published on August 25, 2023; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Shreveport, Louisiana, in a due, legal and regular session convened, that the following amendments to the City of Shreveport, Louisiana, Unified Development Code ("Shreveport UDC") are hereby authorized as follows:

1. Add new definition "Sign, Abandoned" to ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3. DEFINITION OF GENERAL TERMS in Shreveport UDC. All subsequent definitions shall be alphabetized accordingly.

### 2.3 DEFINITION OF GENERAL TERMS

\* \* \* \* \*

**Sign, Abandoned.** A sign which meets any one or more of the following criteria: a) no longer advertises or identifies a business, lessor, owner, product, activity, message, location, event or purpose for a period of (90) consecutive days or longer; b) contains structural components but no display for a period of ninety (90) consecutive days or longer; or c) is dilapidated or in such condition as to create a hazard, a nuisance, or to be unsafe as determined by the Zoning Administrator, or his or her designee.

\* \* \* \* \*

2. Amend "GENERAL STANDARDS" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.2. GENERAL STANDARDS in the Shreveport UDC.

### 9.2 GENERAL STANDARDS

All signs constructed, erected, modified, or altered must comply with the following standards of design, and construction, and maintenance.

\* \* \* \* \*

3. Amend "Construction Standards" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.2. GENERAL STANDARDS, Subsection 9.2.C in the Shreveport UDC.

### 9.2 GENERAL STANDARDS

\* \* \* \* \*

#### C. Construction Standards

All signs shall be constructed of permanent durable materials and permanently affixed to the ground or building except for those signs that, by their nature, are considered temporary.

\* \* \* \* \*

4. Repeal and Replace "Required Maintenance" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.2. GENERAL STANDARDS, Subsection 9.2.F in the Shreveport UDC.

### 9.2 GENERAL STANDARDS

\* \* \* \* \*

#### F. Required Maintenance

1. At all times, all permanent and temporary signs, together with all supports, braces, guys, and anchors, as well as their display surface be of sound structural quality, kept in good repair and, unless constructed of galvanized or non-corroding metal, be given a protective coating as necessary to maintain in a neat, clean and attractive condition that is free of cracked or peeling paint, missing or damaged sign panels or supports, and which adheres to all general standards identified in this Section.
2. At all times, the land area adjacent to the site shall be free from trash and weeds, and any grass or vegetation that obscures the view of the sign message.
3. At all times, all signs must be maintained to prevent any kind of safety hazard, including faulty sign structures, a fire hazard, or an electrical shock hazard.
4. At all times, all permanent and temporary signs must be kept from all unused sign hardware or wiring.
5. Abandoned, Unsafe and Signs in Violation of this Code.
  - a. Any sign, whether permanent or temporary, together with all supports, braces, guys, and anchors, which remains without a message, or whose display surface remains blank or that does not meet the required maintenance standards of this subsection, for a period of ninety (90) days or more; or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned.
  - b. Any sign remaining after demolition of a principal structure, or any sign remaining that pertains to a business that is no longer in operation, shall be deemed to be abandoned. In the event the use of any sign has been discontinued for a period of ninety (90) days or more, as determined by the Zoning Administrator, said sign shall be deemed abandoned.
  - c. Any sign which is insecure, in danger of falling, or otherwise hazardous in the opinion of the Zoning Administrator, shall be deemed unsafe.
  - d. Should any sign be deemed abandoned or unsafe by the Zoning Administrator, or if any sign is installed, erected, or constructed in violation of this Code, the owner or person or firm maintaining the sign, has thirty (30) calendar days written notice to:
    - i. Submit documentation to the Zoning Administrator to establish that the sign is not abandoned, unsafe, or in violation; or
    - ii. Remove the sign, as well as all supports, braces, guys, and anchors.
    - iii. Any such sign not removed within thirty (30) calendar days from the written notice may be removed by the City, and all costs charged to the owner, agent, or person having beneficial interest of the structure or lot or parcel upon which such sign was located, or in the sign itself, as allowed through permitted enforcement procedures of this Code.

- e. The Zoning Administrator, or his or her designee, may authorize removal of any sign that is an immediate public peril to persons or property summarily and without notice.

5. Amend “PROHIBITED SIGNS” in ARTICLE 9. SIGN REGULATIONS, SECTION 9.4. PROHIBITED SIGNS in the Shreveport UDC. All subsequent provisions shall be alphabetized accordingly.

**9.4 PROHIBITED SIGNS**

All signs not expressly allowed by this Code are prohibited. In addition, the following sign types are specifically prohibited:

- A. Abandoned signs

\*\*\*\*\*

6. Amend “Billboard Maintenance, Cleanliness, and Repair” in ARTICLE 9. SIGN REGULATIONS, SECTION 9.8. Billboards, Subsection 9.8.M in the Shreveport UDC.

**9.8 Billboards**

- A. **Billboard Maintenance, Cleanliness, and Repair**

All billboards, both new and existing, must be maintained in good structural condition at all times.

- 1. All billboards must be kept neatly painted, including all metal parts and supports thereof, except those portions that are galvanized or of rust-resistant material. The display surface of all billboards shall be kept neatly painted or posted. Billboard sites must be kept free from the accumulation of filth, weeds, graffiti, trash, and all other debris. The Zoning Administrator has the authority to order the painting, repair, alteration, or removal of any sign that constitutes a hazard to public health, safety, and welfare by reason of inadequate maintenance or dilapidation. The owner of the property on which a sign is located is responsible for the conditions of the area occupied by the sign and are required to keep the area clean, sanitary, and free from rubbish. Failure to comply with this section constitutes a violation of this Code.

\*\*\*\*\*

7. Add new subsection “P. Abandoned Billboards” in ARTICLE 9. SIGN REGULATIONS, SECTION 9.8. Billboards in the Shreveport UDC. All subsequent subsections shall be alphabetized accordingly.

**9.8 Billboards**

\*\*\*\*\*

- P. **Abandoned Billboards**

1. In the event the use of any billboard has been discontinued for a period of ninety (90) calendar days or more, as determined by the Zoning Administrator, said billboard shall be deemed abandoned. The Zoning Administrator shall notify the owner of the property on which the billboard is located, as well as the owner of the billboard if not the same, thirty (30) days written notice to:
  - a. Submit documentation to the Zoning Administrator to establish that the billboard has not been abandoned, as provided in this subsection; or
  - b. Remove the billboard as well as any support structure.
2. Any such billboard not removed within thirty (30) calendar days from the written notice may be removed by the City, and all costs charged to the owner, agent, or person having beneficial interest of the structure or lot or parcel upon which such sign was located, or in the sign itself, as allowed through permitted enforcement procedures of this Code.

**BE IT FURTHER ORDAINED** that the Mayor of the City of Shreveport, or his/her designee, and the Executive Director of the Shreveport-Caddo Metropolitan Planning Commission, or his/her designee, shall be and is hereby authorized to do any and all things and to sign any and all documents in a form acceptable to the City Attorney, or his/her designee, necessary to effectuate the purposes set forth herein.

**BE IT FURTHER ORDAINED** that if any provision or item of this Ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Ordinance which can be given affect without the invalid provisions, items or applications and to this end the provisions of this Ordinance are hereby declared severable.

**BE IT FURTHER ORDAINED** that all ordinances, resolutions or parts thereof in conflict herewith are hereby repealed.

**BE IT FURTHER ORDAINED** that this Ordinance shall become effective in accordance with the provisions of Shreveport City Charter Section 4.23.

**THUS DONE AND ORDAINED** by the City Council of the City of Shreveport, Louisiana.

**APPROVED AS TO LEGAL FORM:**

  
\_\_\_\_\_  
City Attorney's Office

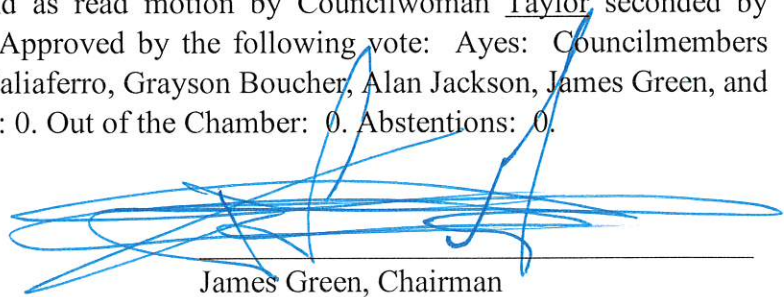
**ORDINANCE NO. 113 OF 2023**

**September 26, 2023**

Read by title and as read motion by Councilman Boucher seconded by Councilwoman Taylor for introduction

**October 10, 2023**

Having passed first reading on September 26, 2023 was read by title and on motion ordered passed to third reading. Read by title and as read motion by Councilwoman Taylor seconded by Councilman Boucher for adoption. Approved by the following vote: Ayes: Councilmembers Tabatha Taylor, Gary Brooks, Jim Taliaferro, Grayson Boucher, Alan Jackson, James Green, and Ursula Bowman. 7. Nays: 0. Absent: 0. Out of the Chamber: 0. Abstentions: 0.



James Green, Chairman

Approved:



Tom Arceneaux, Mayor

Approved by the City Council OCT 10 2023

Approved by the Mayor OCT 16 2023  
OCT 24 2023

And Effective on \_\_\_\_\_

at 12:01 O'clock A.M."



Latonya Bogart, Chief Deputy Clerk of Council

**FACT SHEET**

**CITY OF SHREVEPORT, LOUISIANA**

<b>TITLE</b> An ordinance to amend various articles and sections in the City of Shreveport, Louisiana, Unified Development Code for the purpose of adding new definitions and regulations for abandoned signs, and to otherwise provide with respect thereto.	<b>DATE</b> September 26, 2023	<b>ORIGINATING DEPARTMENT</b> Shreveport   Caddo Metropolitan Planning Commission (“MPC”) <b>COUNCIL DISTRICT</b> City-wide <b>SPONSOR</b>
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**PURPOSE**  
To amend the code text in the Shreveport Unified Development Code.

**BACKGROUND INFORMATION**

MPC Case #23-4-CTAC recommends seven (7) text amendments that are intended to address blight in the City by providing regulations for abandoned signs.

In August 2023, City Council initiated a request to amend the zoning ordinance related to the removal of abandoned signs. These proposed amendments are generally focused on aligning sign standards with city goals, as well as supporting businesses, in the effort to address blight within the city—which is a goal of the city’s comprehensive plan.

These code revisions were created in conjunction with the Land Development Division, the Zoning Administrator, and the City Attorney’s Office.

<b><u>TIMETABLE</u></b> MPC Introduction: August 2, 2023 MPC Review & Recommendation: September 6, 2023 Introduction to City Council: September 26, 2023 Final Passage by City Council: October 10, 2023	<b><u>ATTACHMENTS</u></b> Exhibit “A” Amendments Summary Exhibit “B” Detailed Amendment Memo Exhibit “C” MPC Staff Report for 23-4-CTAC
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**SPECIAL PROCEDURAL REQUIREMENTS**

**MPC Recommendation.** Pursuant to La. R.S. 33:140.27 and La. R.S. 33:140.35, as amended, no amendment shall become effective unless it be first submitted to and approved (recommendation) by the MPC. The MPC reviewed these amendments and provided a favorable recommendation on September 6, 2023. Therefore, the City Council may render its decision to approve the amendments by a simple majority vote. See La. R.S. 33:140.27 and 35, as amended, and Shreveport UDC 16.1 (D)(3)(b).

**Notice and Public Hearing at MPC.** In accordance with the intent of La. R.S. 33:140.27 and La. R.S. 33:140.35, as amended, for a Public Hearing and Notice to be issued, the MPC held a Public Hearing at its Public Meeting on September 6, 2023, before voting on the proposed amendments. At least ten (10) days’ notice of the time and place of the Public Hearing was published on August 25, 2023, in *The Shreveport Times* (a newspaper of general circulation in the municipality).

<b>FINANCES</b> \$0	<b>SOURCE OF FUNDS</b> NA
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**ALTERNATIVES**

(1) Adopt the ordinance as submitted, or (2) Amend the ordinance, or (3) Reject the ordinance.

**RECOMMENDATION**

It is recommended that the City Council adopt the ordinance.

**FACT SHEET PREPARED BY:** Adam Bailey, Community Planning and Design Manager



**Office of the MPC**

505 Travis Street | Suite 440 | Shreveport ,  
LA | 71101  
318-673-6440 | fax 318-673-6112

**SHREVEPORT UDC CODE TEXT AMENDMENT SUMMARY: 23-4-CTAC**

**— Abandoned Signs—**

The Shreveport Unified Development Code ("Shreveport UDC" or "UDC") undergoes regular review by MPC staff in an attempt to better ensure sound, stable and desirable development within the City of Shreveport. Periodically, revisions are required. Sometimes those revisions reflect the changing nature of business in the community, and sometimes they are to correct "errors" in the Code.

MPC Case #23-4-CTAC recommends seven (7) text amendments that are intended to address blight in the City by providing regulations for abandoned signs.

**REQUEST:** To amend Article 2 and Article 9 of the Shreveport UDC.

**CASE HISTORY:**

- In August 2023, City Council requested text amendments to the Shreveport UDC to provide regulations to remove abandoned and unsafe signs.
- These Proposed revisions were created in conjunction with MPC, the Zoning Administrator, and the City Attorney's Office.

**MASTER PLAN  
CONSISTENCY:**

Staff certifies that the proposed UDC amendments are consistent with the following provisions of the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring regulatory processes are responsive, efficient, and customer friendly, and
- Revising sign regulations for best practices and enforcement.

**STAFF ANALYSIS:** These amendments establish:

- A procedure for the Zoning Administrator to determine when existing signs are abandoned, unsafe, or illegal;
- Notice to property owner regarding their proposed abandoned, illegal or unsafe sign, and a process to respond; and
- Removal process of sign if owner is not responsive.

**RECOMMENDATION:** MPC Staff concludes that the recommendation to APPROVE these code text amendments is warranted.



**RECOMMENDED UDC CODE TEXT AMENDMENTS. 23-4-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. **Add new definition "Sign, Abandoned" to ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3. DEFINITION OF GENERAL TERMS in the Shreveport UDC. All subsequent definitions shall be alphabetized accordingly.**

**2.3 DEFINITION OF GENERAL TERMS**

\* \* \* \* \*

Sign, Abandoned. A sign which meets any one or more of the following criteria: a) no longer advertises or identifies a business, lessor, owner, product, activity, message, location, event or purpose for a period of (90) consecutive days or longer; b) contains structural components but no display for a period of ninety (90) consecutive days or longer; or c) is dilapidated or in such condition as to create a hazard, a nuisance, or to be unsafe as determined by the Zoning Administrator, or his or her designee.

\* \* \* \* \*

2. **Amend "GENERAL STANDARDS" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.2. GENERAL STANDARDS in the Shreveport UDC.**

**9.2 GENERAL STANDARDS**

All signs constructed, erected, modified, or altered must comply with the following standards of design, and construction, and maintenance.

\* \* \* \* \*

3. **Amend "Construction Standards" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.2. GENERAL STANDARDS, Subsection 9.2.C in the Shreveport UDC.**

**9.2 GENERAL STANDARDS**

\* \* \* \* \*

**C. Construction Standards**

1. All signs shall be constructed of permanent durable materials and permanently affixed to the ground or building except for those signs that, by their nature, are considered temporary.

\* \* \* \* \*

4. **Repeal and Replace "Required Maintenance" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.2. GENERAL STANDARDS, Subsection 9.2.F in the Shreveport UDC.**

**9.2 GENERAL STANDARDS**

\* \* \* \* \*

**F. Required Maintenance**

1. ~~All signs must be kept in a safe and well-maintained condition and appearance, and must be repainted or otherwise maintained by the property owner to prevent corrosion or deterioration caused by the weather, age, or any other condition.~~

2. All signs must be maintained to prevent any kind of safety hazard, including faulty sign structures, a fire hazard, or an electrical shock hazard.
3. All unused sign hardware or wiring must be removed. The Executive Director will serve notice to the permit holder and property owner that must be removed within 30 days of notice for permanent signs or 24 hours for temporary signs. If the unused sign hardware or wiring is not removed within the required time period, the Executive Director may enforce this order through permitted enforcement procedures.
4. If a sign is maintained in an unsafe or unsecured condition, it must be removed or the condition corrected. The Executive Director will serve notice to the permit holder and property owner that the sign must be removed or the condition corrected within 30 days of notice for permanent signs or 24 hours for temporary signs. If the sign is not removed or the condition is not corrected within the required time period, the Executive Director may enforce this order through permitted enforcement procedures.
5. The Executive Director may authorize removal of any sign that is an immediate public peril to persons or property summarily and without notice.

**F. Required Maintenance**

1. At all times, all permanent and temporary signs, together with all supports, braces, guys, and anchors, as well as their display surface be of sound structural quality, kept in good repair and, unless constructed of galvanized or non-corroding metal, be given a protective coating as necessary to maintain in a neat, clean and attractive condition that is free of cracked or peeling paint, missing or damaged sign panels or supports, and which adheres to all general standards identified in this Section.
2. At all times, the land area adjacent to the site shall be free from trash and weeds, and any grass or vegetation that obscures the view of the sign message.
3. At all times, all signs must be maintained to prevent any kind of safety hazard, including faulty sign structures, a fire hazard, or an electrical shock hazard.
4. At all times, all permanent and temporary signs must be kept from all unused sign hardware or wiring.
5. **Abandoned, Unsafe and Signs in Violation of this Code.**
  - a. Any sign, whether permanent or temporary, together with all supports, braces, guys, and anchors, which remains without a message, or whose display surface remains blank or that does not meet the required maintenance standards of this subsection, for a period of ninety (90) days or more; or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned.
  - b. Any sign remaining after demolition of a principal structure, or any sign remaining that pertains to a business that is no longer in operation, shall be deemed to be abandoned. In the event the use of any sign has been discontinued for a period of ninety (90) days or more, as determined by the Zoning Administrator, said sign shall be deemed abandoned.
  - c. Any sign which is insecure, in danger of falling, or otherwise hazardous in the opinion of the Zoning Administrator, shall be deemed unsafe.
  - d. Should any sign be deemed abandoned or unsafe by the Zoning Administrator, or if any sign is installed, erected, or constructed in violation of this Code, the owner or person or firm maintaining the sign, has thirty (30) calendar days written notice to:
    - i. Submit documentation to the Zoning Administrator to establish that the sign is not abandoned, unsafe, or in violation; or
    - ii. Remove the sign, as well as all supports, braces, guys, and anchors.
    - iii. Any such sign not removed within thirty (30) calendar days from the written notice may be removed by the City, and all costs charged to the owner, agent, or person having beneficial interest of the structure or lot or parcel upon which such sign was located, or in the sign itself, as allowed through permitted enforcement procedures of this Code.
  - e. The Zoning Administrator, or his or her designee, may authorize removal of any sign that is an immediate public peril to persons or property summarily and without notice.

5. Amend "PROHIBITED SIGNS" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.4. PROHIBITED SIGNS in the Shreveport UDC. All subsequent provisions shall be alphabetized accordingly.

9.4 PROHIBITED SIGNS

All signs not expressly allowed by this Code are prohibited. In addition, the following sign types are specifically prohibited:

A. Abandoned signs

\* \* \* \* \*

6. Amend "Billboard Maintenance, Cleanliness, and Repair" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.8. Billboards, Subsection 9.8.M in the Shreveport UDC.

9.8 BILLBOARDS

\* \* \* \* \*

M. Billboard Maintenance, Cleanliness, and Repair

All billboards, both new and existing, must be maintained in good structural condition at all times.

1. All billboards must be kept neatly painted, including all metal parts and supports thereof, except those portions that are galvanized or of rust-resistant material. The display surface of all billboards shall be kept neatly painted or posted. Billboard sites must be kept free from the accumulation of filth, weeds, graffiti, trash, and all other debris. The Zoning Administrator has the authority to order the painting, repair, alteration, or removal of any sign that constitutes a hazard to public health, safety, and welfare by reason of inadequate maintenance or dilapidation. The owner of the property on which a sign is located is responsible for the conditions of the area occupied by the sign and are required to keep the area clean, sanitary, and free from rubbish. Failure to comply with this section constitutes a violation of this Code.

\* \* \* \* \*

7. Add new subsection "P. Abandoned Billboards" in ARTICLE 9. SIGN REGULATIONS, SECTION 9.8. Billboards in the Shreveport UDC. All subsequent subsections shall be alphabetized accordingly.

9.8 BILLBOARDS

\* \* \* \* \*

P. Abandoned Billboards

1. In the event the use of any billboard has been discontinued for a period of ninety (90) calendar days or more, as determined by the Zoning Administrator, said billboard shall be deemed abandoned. The Zoning Administrator shall notify the owner of the property on which the billboard is located, as well as the owner of the billboard if not the same, thirty (30) days written notice to:
  - a. Submit documentation to the Zoning Administrator to establish that the billboard has not been abandoned, as provided in this subsection; or
  - b. Remove the billboard as well as any support structure.
2. Any such billboard not removed within thirty (30) calendar days from the written notice may be removed by the City, and all costs charged to the owner, agent, or person having beneficial interest of the structure or lot or parcel upon which such sign was located, or in the sign itself, as allowed through permitted enforcement procedures of this Code.

## STAFF REPORT – CITY OF SHREVEPORT

SEPTEMBER 6, 2023

**AGENDA ITEM NUMBER: 14**  
**MPC Staff Member:** Adam Bailey  
**City Council District:** All Districts  
**Parish Commission District:** All Districts

**CASE NUMBER:** 23-4-CTAC: City of Shreveport Code-Text Amendments  
**APPLICANT:** METROPOLITAN PLANNING COMMISSION  
**REQUEST:** Code Text (Ordinance) Amendments to the Shreveport UDC

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**DESCRIPTION:** The City of Shreveport Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development. Periodically, revisions are required to correct errors in the text or to accommodate changed or the changing nature of business in our community.

In August 2023, City Council initiated a request to amend the zoning ordinance related to the removal of abandoned signs. This proposed amendment is generally focused on aligning sign standards with city goals, as well as supporting businesses, in the effort to address blight within the city. These proposed revisions were created in conjunction with the Land Development Division, the Zoning Administrator, and the City Attorney's Office.

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**MASTER PLAN CONSISTENCY:** These changes are consistent with the following provisions of the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring regulatory processes are responsive, efficient, and customer friendly,
  - Making the UDC more customer friendly, and
  - Revising sign regulations for best practices and enforcement.
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**NOTIFICATION/ COMMUNITY OUTREACH:** Notifications of the MPC public hearing were published pursuant to the following:

- Proposed language was provided to the City Attorney's Office on August 22, 2023, for review and comment. In addition, staff provided notice to those registered neighborhood groups and individuals on the list for electronic notification for code text amendments.
  - Notice of the September MPC public hearing was provided through legal advertisement in *The Shreveport Times* on August 25, 2023. No comments have been received to date. Mailed notifications for applications for a code
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The information stated herein is the result of discussion by a staff review team. The Planning Commission and its Members will use all information made available to them in making their decision. A Planning Commission approval is a use approval only. The applicant is still responsible for complying with all other applicable Zoning Ordinance requirements and obtaining all necessary permits and approvals from other departments or agencies. This shall include, but not be limited to the requirements of the Zoning Administrator, building permits, liquor licenses, the parish health unit, and Certificates of Occupancy.

## STAFF REPORT – CITY OF SHREVEPORT

text amendment are not required.

- Following the MPC public hearing on September 6, the Shreveport City Council will review the proposals at a September 27, 2023, and October 10, 2023, public hearing.

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**STAFF ANALYSIS:** Code text amendment changes may be reviewed at any time and are not subject to any annual review requirements.

Currently, *Article 9. Sign Regulations* of the Shreveport UDC does not address abandoned signs, or their removal. In order to develop appropriate standards for abandoned signs, staff examined sign codes for the cities of Baton Rouge, LA; Central, LA; Hammond, LA; Zachary, LA, Olathe, KS; and Whitfield County, GA. Standards determined appropriate for the needs and interests of the City of Shreveport have been developed that are consistent with State standards, as well as ensuring that "sign clutter" is minimized and the City's aesthetic environment is maintained. These proposed amendments establish:

- A procedure for the Zoning Administrator to determine when existing signs are abandoned,
- Notice to property owner and a process to respond, and
- Removal process of sign if owner is not responsive.

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### PROPOSED UDC CODE TEXT AMENDMENT(S):

Staff is proposing the following amendments to the Shreveport UDC at this time: **See Exhibit "B" for a detailed list of changes with redlines and strikeouts.**

**Amendment 1.** Establishes a new definition for *Abandoned Signs* in **Article 2. Definitions and Rules of Measurement.**

**Amendment 2.** Establishes the act of maintenance as a general standard in **Article 9. Sign Regulations.**

**Amendment 3.** Establishes language that all signs shall be constructed of permanent durable materials and permanently affixed to the ground in **Article 9. Sign Regulations.**

**Amendment 4.** Repeals and replaces 'Required Maintenance' regulations in **Article 9. Sign Regulations.** New standards establish a procedure to determine when existing signs are abandoned, unsafe or illegal; notice to property owner and a process to respond; and a removal process of the sign if owner is not responsive.

**Amendment 5.** Establishes that 'abandoned' signs are prohibited in **Article 9. Sign Regulations.**

## STAFF REPORT – CITY OF SHREVEPORT

- Amendment 6.** Adds new language that display surfaces of all billboards shall be kept neatly painted or posted in **Article 9. Sign Regulations**.
- Amendment 7.** Defines what an abandoned billboard is and the process for its removal in **Article 9. Sign Regulations**.

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**ATTACHMENTS:** See Exhibit “A” for a one-page summary of proposed amendments.  
See Exhibit “B” for detailed list of changes with redlines and strikeouts.

**APPROVAL STANDARDS:** The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the UDC whenever the public necessity, convenience, general welfare, comprehensive plan, or appropriate land use practices justify or require doing so. In determining whether to recommend approval or denial of the proposed text amendment, the MPC shall weigh the relevance to which the proposed amendment:

- a. **Promotes the public health, safety, and welfare.**  
*The proposed text amendments promotes the public health, safety, and welfare.*
- b. **Promotes the Master Plan and any adopted land use policies.**  
*The proposed text amendments are consistent with the Master Plan.*
- c. **Promotes intent of this Code.**  
*These amendments will simplify current practices, thus promoting the intent of the Code.*
- d. **Corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.**  
*The proposed amendments reflect changes in policy.*
- e. **The extent to which the proposed amendment creates nonconformities.**  
*These amendments help alleviate nonconformities, not create them.*

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### STAFF

**RECOMMENDATION:** Based on staff analysis, review of the above standards, and the facts of record, MPC Staff concludes that the recommendation to **APPROVE** these code text amendments is warranted. If approved by City Council, **Article 2** and **Article 9** of the **Shreveport UDC** would be amended, as described within. A majority vote of the MPC Board members present and voting is required to recommend approval to the City Council.

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The information stated herein is the result of discussion by a staff review team. The Planning Commission and its Members will use all information made available to them in making their decision. A Planning Commission approval is a use approval only. The applicant is still responsible for complying with all other applicable Zoning Ordinance requirements and obtaining all necessary permits and approvals from other departments or agencies. This shall include, but not be limited to the requirements of the Zoning Administrator, building permits, liquor licenses, the parish health unit, and Certificates of Occupancy.

## **STAFF REPORT – CITY OF SHREVEPORT**

**Alternatively, based on information provided at the public hearing, the MPC Board may:**

- Deny the proposed code text amendment;
- Deny specific provisions and/or amendments, and approve any subsequent amendments and/or provisions; or
- Modify specific language in the proposed amendment and approve, as modified.

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**PUBLIC ASSESSMENT:**            **No support or opposition were present.**

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**MPC BOARD**  
**RECOMMENDATION:**    **The Board voted 6-0 to recommend this application for approval.**