

ORDINANCE NO. 114 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 QUEUING AND VEHICLE STACKING AREA REQUIREMENTS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

BY COUNCILMEMBER: GRAYSON BOUCHER

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

2.3 DEFINITION OF GENERAL TERMS

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.

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

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. 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.

6.1 USE STANDARDS

N. Drive-Through Facility

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.

6.1 USE STANDARDS

O. Financial Institution with Drive-Through Facility

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.
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.

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
Automated Teller Machine - Standalone (ATM)	3	Teller
Car Wash, Automated	4	Entrance to Wash Tunnell
Car Wash, Self-Service	3	Entrance to Wash Bay
Gas Station	2	Pump Island
Financial Institution/Bank	3	Teller or Window
Parking Lot, Controlled Entrance	4	Key Code Box / Attendant Window
Parking Structure, Controlled Entrance	4	Key Code Box / Attendant Window
Residential Neighborhood	4	Key Code Box / Guard Shack
Restaurant, with Drive-Through	6	Menuboard
Restaurant, with Drive-Through	4	Menuboard to Pick-Up Window
Self- Service Ice Vending Unit	2	Ice Vending Unit
Truck Parking Facility, Controlled Entrance	1	Key Code Box / Attendant Window
Vehicle Repair/Service; Auto Service Facility Stalls; Body Shop	1	Entrance to Stall/Bay
Unlisted	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.	

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

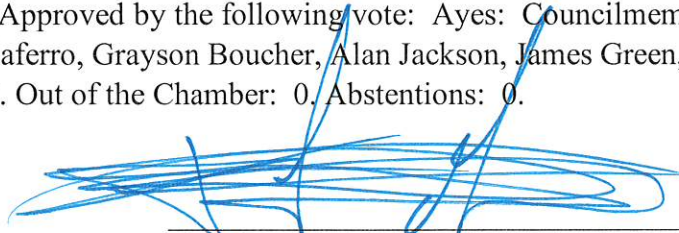
ORDINANCE NO. 114 OF 2023

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 Councilman Boucher seconded by Councilwoman Bowman 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

And Effective on OCT 24 2023

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



Latonya Bogan, Chief Deputy Clerk of Council

FACT SHEET

CITY OF SHREVEPORT, LOUISIANA

TITLE	DATE	ORIGINATING DEPARTMENT
An ordinance to amend various articles and sections in the City of Shreveport, Louisiana, Unified Development Code for the purpose of adding new queuing and vehicle stacking area requirements, and to otherwise provide with respect thereto.	September 26, 2023	Shreveport Caddo Metropolitan Planning Commission (“MPC”)
		COUNCIL DISTRICT
		City-wide
		SPONSOR

PURPOSE
To amend the code text in the Shreveport Unified Development Code.

BACKGROUND INFORMATION

MPC Case #23-6-CTAC recommends five (5) text amendments that are intended address queuing and vehicle stacking area requirements.

Code text amendment changes may be reviewed at any time and are not subject to any annual review requirements. These amendments establish queuing and vehicle requirements that are well within the average for most jurisdictions and should not be a surprise to applicants. MPC staff worked backwards from dimensional requirements necessary for circulation, turning movements, parking space access, and other site-development requirements—rather than by attempting to justify a set standard.

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

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).

FINANCES	SOURCE OF FUNDS
\$0	NA

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: 23-6-CTAC

— Queuing and Vehicle Stacking Areas—

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 #23-6-CTAC recommends five (5) text amendments that are intended address queuing and vehicle stacking area requirements.

REQUEST: To revise Article 2, Article 5, Article 6, and Article 8 of the Shreveport UDC.

**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 equitable health and safety outcomes for all,
- Ensuring regulatory processes are responsive, efficient, and customer friendly, and
- Revising regulations for best practices and enforcement.

STAFF ANALYSIS: These amendments establish:

- Queuing and vehicle requirements that are well within the average for most jurisdictions, and should not be a surprise to applicants.
- MPC staff worked backwards from dimensional requirements necessary for circulation, turning movements, parking space access, and other site-development requirements—rather than by attempting to justify a set standard.

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

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.

2.3 DEFINITION OF GENERAL TERMS

* * * * *

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.~~

* * * * *

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

* * * * *

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.

6.1 USE STANDARDS

* * * * *

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.

6.1 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.
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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. Queueing 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. Queueing 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. Queueing 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>	3	<u>Teller</u>
<u>Car Wash, Automated</u>	4	<u>Entrance to Wash Tunnell</u>
<u>Car Wash, Self-Service</u>	3	<u>Entrance to Wash Bay</u>
<u>Gas Station</u>	2	<u>Pump Island</u>
<u>Financial Institution/Bank</u>	3	<u>Teller or Window</u>
<u>Parking Lot, Controlled Entrance</u>	4	<u>Key Code Box / Attendant Window</u>
<u>Parking Structure, Controlled Entrance</u>	4	<u>Key Code Box / Attendant Window</u>
<u>Residential Neighborhood</u>	4	<u>Key Code Box / Guard Shack</u>
<u>Restaurant, with Drive-Through</u>	6	<u>Menuboard</u>
<u>Restaurant, with Drive-Through</u>	4	<u>Menuboard to Pick-Up Window</u>
<u>Self- Service Ice Vending Unit</u>	2	<u>Ice Vending Unit</u>
<u>Truck Parking Facility, Controlled Entrance</u>	1	<u>Key Code Box / Attendant Window</u>
<u>Vehicle Repair/Service; Auto Service Facility Stalls; Body Shop</u>	1	<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>	

STAFF REPORT – CITY OF SHREVEPORT

SEPTEMBER 6, 2023

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

CASE NUMBER: 23-6-CTAC: City of Shreveport Code-Text Amendments
APPLICANT: METROPOLITAN PLANNING COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Shreveport UDC

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.

These proposed code text amendments address to address queuing and vehicle stacking requirements including, but not limited to, amending the following articles of the Shreveport UDC: *Article 2. – Definitions and Rules of Measurement; Article 6. – Use Standards; and Article 8. – Off-Street Parking and Loading;* with all provisions included therein.

**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 regulations for best practices and enforcement.

**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 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.

STAFF REPORT – CITY OF SHREVEPORT

STAFF ANALYSIS: Code text amendment changes may be reviewed at any time and are not subject to any annual review requirements. These amendments establish queuing and vehicle requirements that are well within the average for most jurisdictions and should not be a surprise to applicants. MPC staff worked backwards from dimensional requirements necessary for circulation, turning movements, parking space access, and other site-development requirements—rather than by attempting to justify a set standard.

**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 *Stacking Space* in **Article 2. Definitions and Rules of Measurement.**
- Amendment 2.** Amends the use standard *Automated Teller Machine - Standalone* in **Article 6. – Use Standards.**
- Amendment 3.** Amends the use standard *Drive-Through Facility* in **Article 6. – Use Standards.**
- Amendment 4.** Amends the use standard *Financial Institution with Drive-Through Facility* in **Article 6. – Use Standards.**
- Amendment 5.** Adds new subsection specifically regulating queuing and vehicle stacking in **Article 8. – Off-Street Parking and Loading.**

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 promote 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.

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- e. The extent to which the proposed amendment creates nonconformities.
These amendments help alleviate nonconformities, not create them.

**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, Article 5, Article 6 and Article 8* 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.

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.

PUBLIC ASSESSMENT: No support or opposition were present.

**MPC BOARD
RECOMMENDATION:**

The Board voted 6-0 to recommend this application for approval.