

ORDINANCE NO. 160 OF 2023

AN ORDINANCE TO AMEND VARIOUS ARTICLES AND SECTIONS IN THE CITY OF SHREVEPORT, LOUISIANA, UNIFIED DEVELOPMENT CODE, ADDING SEVERAL CODE PROVISIONS RELATED TO ACCESSORY DWELLING UNITS, WITH ALL NEW PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

BY COUNCILMEMBER: 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 October 4, 2023, the first draft proposals of these *code text amendments* were submitted to the Shreveport Metropolitan Planning Commission of Caddo Parish (MPC), at its regular public board meeting, for informal review and discussion; and

WHEREAS, on November 1, 2023, these *code text amendments* were submitted to the Shreveport 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 November 1, 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 October 13, 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 the existing definition of "Dwelling—Accessory Dwelling Unit" in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Shreveport UDC to now read as follows:

5.3 USE DEFINITIONS

Dwelling—Accessory Dwelling Unit. An additional dwelling unit associated with and incidental to a principal single family - detached or attached or two-family dwelling on the same lot.

2. Amend use standard “Dwelling—Accessory Dwelling Unit” to ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS in the Shreveport UDC to now read as follows.

6.1 USE STANDARDS

O. Dwelling—Accessory Dwelling Unit

1. All Accessory dwelling units shall have their own legal means of ingress and egress and function as a complete separate dwelling unit.
2. Accessory dwelling units shall include permanent provisions for living, sleeping, eating, cooking (i.e., stove, refrigerator, and sink) and sanitation (i.e., bathroom that includes sink, toilet and shower or bathtub).
3. Accessory dwelling units may be attached to or added within the principal dwelling unit or an existing accessory structure such as a detached garage or carriage house.
4. Accessory dwelling units may be completely detached from the principal dwelling unit. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.
5. Detached accessory dwelling units may be constructed from freight containers or other prefabricated structures and shall be compliant with all applicable building codes including but not limited to the International Residential Code.
6. Accessory dwelling units shall be visually subordinate to the principal dwelling unit. If the unit is located within an existing dwelling unit, there may be only one main entrance located on the primary street facing façade unless the façade already incorporated more than one entrance before the accessory dwelling unit was proposed.
7. Manufactured Homes may be used as accessory dwelling units provided that they are allowed in the zoning district or special approval is obtained to allow the use.
8. Detached accessory dwelling units that are visible from a public right-of-way shall contain windows, doors, or other significant architectural features on the visible façade.
9. No more than one accessory dwelling unit is allowed per lot. Where permitted, the accessory dwelling unit does not count toward the maximum number of dwelling units on a lot, including when the accessory dwelling unit is located in a detached structure.
10. A detached accessory dwelling unit may not exceed the height of the principal dwelling, may not exceed a gross floor area of 60% of the gross floor area of the principal dwelling or 1,800 square feet, whichever is less.
11. Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located five feet from any lot line and shall be at least ten (10) feet from any principal building.
12. No additional parking is required for an accessory dwelling unit. Required parking for the principal structure must be maintained.

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 effect 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

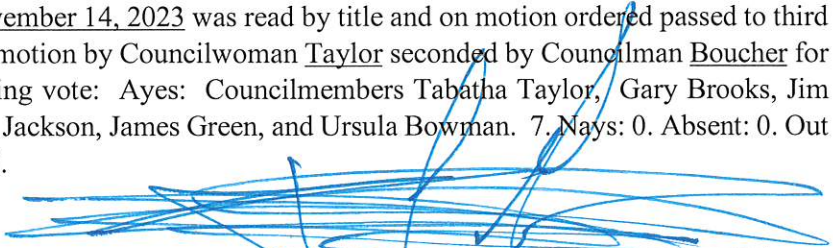
ORDINANCE NO. 160 OF 2023

November 14 2023

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

November 28, 2023

Having passed first reading on November 14, 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 NOV 28 2023

Approved by the Mayor DEC 05 2023

And Effective on DEC 13 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, adding several code provisions related to accessory dwelling units, with all new provisions included herein, and to otherwise provide with respect thereto.	November 14, 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
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. MPC Case #23-9-CTAC recommends one (1) text amendment to the UDC related to changes to the requirements associated with Accessory Dwelling Units, defined terms and development standards.

TIMETABLE	ATTACHMENTS
MPC Introduction: October 4, 2023	Exhibit "A" Amendment Summary
MPC Review & Recommendation: November 1, 2023	Exhibit "B" Amendment Details
Introduction to City Council: November 14, 2023	Exhibit "C" MPC Staff Report for 23-9-CTAC
Final Passage by City Council: November 28, 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 November 1, 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 La. R.S. 33:140.35, 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 November 1, 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 October 13, 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

Draft

**++SHREVEPORT METROPOLITAN PLANNING COMMISSION OF CADDO PARISH
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 1, 2023**

A regularly scheduled public hearing of the Shreveport Metropolitan Planning Commission of Caddo Parish was held on Wednesday, November 1, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. The members met in the MPC Conference room prior to the hearing for case manager presentations.

Members Present

Rachel Jackson
Winzer Andrews
Gabriel Balderas
Rose Wilson McCulloch
Fred Moss, IV
Harold Sater
Toni Thibeaux

Staff Present

Stephen Jean, Deputy Director
Kamrin Hooks, Executive Assistant/Planner 1
Reginald Jordan, Zoning Administrator
Emily Trant, Planner II
Tanner Yeldell, City Attorney's Office
PeiYao Lin, Community Planner 1
Christian Terrell, Planner 1
Adam Bailey, Community Planning & Design Manager

Members Absent

Bill Robertson, Chair
Chris Elberson

The hearing was opened with prayer by **MR. ANDREWS**. The Pledge of Allegiance was led by **MRS. WILSON MCCULLOCH**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Metropolitan Planning Commission are subject to appeal to the appropriate governing body, the City Council. Appeals must be filed within 10 days from the date a decision is rendered by the Metropolitan Planning Commission.

A motion was made by MR. ANDREWS, seconded by MRS. WILSON MCCULLOCH, to approve the minutes of the October 4, 2023 public hearing as submitted.

The motion was adopted by the following 7-0 vote: Ayes: Messrs. ANDREWS, BALDERAS, MOSS, & SATER and Meses. WILSON MCCULLOCH, JACKSON & THIBEAUX Nays: NONE. Absent: Messrs. ROBERTSON, & ELBERSON.

PUBLIC HEARING

CASE NO. 23-9-CTAC CODE TEXT AMENDMENT

Applicant: Metropolitan Planning Commission
Request: Code Text Amendments to the Shreveport UDC regarding accessory dwelling units

Representative &/or support: None.

Opposition: None.

A motion was made by MR. MOSS, seconded by MR. ANDREWS to recommend this application for approval.

The motion was adopted by the following 7-0 vote: Ayes: Messrs. ANDREWS, BALDERAS, MOSS, & SATER and Meses. WILSON MCCULLOCH, JACKSON & THIBEAUX Nays: NONE. Absent: Messrs. ROBERTSON, & ELBERSON.

Draft

END OF PUBLIC HEARING

OLD BUSINESS

JACKSON stated that the nomination committee, consisting of, JACKSON, THIBEAUX, SATER, ELBERSON met and decided to nominate the following slate of officers: Chair: ANDREWS. Vice-Chair: ELBERSON. Secretary: JACKSON.

JACKSON stated that the committee would like to propose these names for the slate of officers, to be voted on at the December public hearing, and then opened the floor to anyone else wanting to nominate or be nominated.

A motion was made by MRS. WILSON MCCULLOCH, seconded by MR. MOSS to recommend this application for approval.

The motion was adopted by the following 7-0 vote: Ayes: Messrs. ANDREWS, BALDERAS, MOSS, & SATER and Meses. WILSON MCCULLOCH, JACKSON & THIBEAUX Nays: NONE. Absent: Messrs. ROBERTSON, & ELBERSON.

NEW BUSINESS

OTHER MATTERS TO BE REVIEWED BY THE COMMISSION

JEAN informed the Board that the MPC office has been working on the Masterplan update contract. He stated that preliminary information has been worked on to give to the consultant and work in earnest will not begin until the new year.

CHAIR/BOARD MEMBER'S COMMENTS

ADJOURN 3:40 p.m.

Bill Robertson, Chair

Rose Wilson, McCulloch, Secretary



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: 23-9-CTAC

— Accessory Dwelling Units—

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.

REQUEST: MPC Case #23-9-CTAC recommends two (2) text amendments that will revise Articles 5 and 6 of the Shreveport UDC.

STAFF ANALYSIS: These proposed amendments make it easier for residents to build ADUs on their property and increase the number of ADUs in the city.

MASTER PLAN

CONSISTENCY: Staff certifies that the proposed UDC amendments are consistent with 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.

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

RECOMMENDED UDC CODE TEXT AMENDMENTS. 23-9-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 the existing definition of "Dwelling—Accessory Dwelling Unit" in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Shreveport UDC.

5.3 USE DEFINITIONS

* * * * *

~~Dwelling—Accessory Dwelling Unit. An additional dwelling unit associated with and incidental to a principal single family - detached or attached or two-family dwelling on the same lot. An accessory dwelling unit must include separate cooking and sanitary facilities, with its own legal means of ingress and egress, and is a complete, separate dwelling unit. The accessory dwelling unit must be within or attached to the principal dwelling unit structure or within a detached accessory structure such as a garage or carriage house, and designed so that the appearance of the principal structure remains that of a single-family residence. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.~~

* * * * *

2. Amend use standard "Dwelling—Accessory Dwelling Unit" in ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS in the Shreveport UDC. Re-number all subsequent provision within the use standard accordingly.

6.1 USE STANDARDS

* * * * *

O. Dwelling—Accessory Dwelling Unit

1. Accessory dwelling units shall have their own legal means of ingress and egress and function as a complete separate dwelling unit.
2. Accessory dwelling units shall include permanent provisions for living, sleeping, eating, cooking (i.e., stove, refrigerator, and sink) and sanitation (i.e., bathroom that includes sink, toilet and shower or bathtub).
3. Accessory dwelling units may be attached to or added within the principal dwelling unit or an existing accessory structure such as a detached garage or carriage house.
4. Accessory dwelling units may be completely detached from the principal dwelling unit. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.
5. Detached accessory dwelling units may be constructed from freight containers or other prefabricated structures and shall be compliant with all applicable building codes including but not limited to the International Residential Code.
6. Accessory dwelling units shall be visually subordinate to the principal dwelling unit. If the unit is located within an existing dwelling unit, there may be only one main entrance located on the primary street facing façade unless the façade already incorporated more than one entrance before the accessory dwelling unit was proposed.
7. Manufactured Homes may be used as accessory dwelling units provided that they are allowed in the zoning district or special approval is obtained to allow the use.
8. Detached accessory dwelling units that are visible from a public right-of-way shall contain windows, doors, or other significant architectural features on the visible façade.

- 4.9.** No more than one accessory dwelling unit is allowed per lot. Where permitted, the accessory dwelling unit does not count toward the maximum number of dwelling units on a lot, including when the accessory dwelling unit is located in a detached structure.
- 2.10.** A detached accessory dwelling unit may not exceed the height of the principal dwelling, may not exceed a gross floor area of 60% of the gross floor area of the principal dwelling or 1,800 square feet, whichever is less.
- 3.11.** Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located five feet from any lot line and shall be at least ten (10) feet from any principal building.
- 4.12.** No additional parking is required for an accessory dwelling unit. Required parking for the principal structure must be maintained.

STAFF REPORT – CITY OF SHREVEPORT

NOVEMBER 1, 2023
AGENDA ITEM NUMBER: 11
MPC Staff Member: Adam Bailey
City Council District: All Districts

CASE NUMBER: 23-9-CTAC: City of Shreveport Code-Text Amendments
APPLICANT: METROPOLITAN PLANNING COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Shreveport UDC

DESCRIPTION: Proposed amendments to the Shreveport Unified Development Code (UDC) related to changes to the requirements associated with Accessory Dwelling Units, defined terms and use standards.

MASTER PLAN CONSISTENCY: These changes 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.

NOTIFICATION/ COMMUNITY OUTREACH: Notifications of the MPC public hearing were published pursuant to the following:

- Notice of the November MPC public hearing was provided through legal advertisement in *The Shreveport Times* on October 16, 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 November 1, the Shreveport City Council will review the proposals at a November 28, 2023, and December 12, 2023, public hearing. Note, these dates are subject to change.

STAFF ANALYSIS: 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 October of 2023, MPC staff made a presentation to the MPC Board specific to information on Accessory Dwelling Units (ADU's). The purpose of the presentation was to give MPC Members information on the benefits, history and current ordinances that govern ADU's. In addition, to discuss how revisions to the current standards could support the City's larger affordable housing efforts.

These proposed amendments are designed to make incremental changes to the rules which govern ADU's, to make them feasible housing options in more areas of the city, and to protect adjacent properties from the impacts of over-building. In addition to proposed changes in the use standards, there are also proposed changes to the ADU definition. As seen in Exhibit B, proposed redactions are in ~~red strikethrough~~, proposed additions are in blue and underlined.

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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 added language and ~~strikeouts~~.

- Amendment 1.** Amend definition for *Dwelling—Accessory Dwelling Unit* in **Article 5. Uses**.
- Amendment 2.** Amend use standard for *Dwelling—Accessory Dwelling Unit* in **Article 6. Use Standards**.

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.
- 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 5** and **Article 6** 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

STAFF REPORT – CITY OF SHREVEPORT

and/or provisions; or

- Modify specific language in the proposed amendment and approve, as modified.

PUBLIC ASSESSMENT: No one spoke in support or opposition.

MPC BOARD RECOMMENDATION: The Board voted 7-0 to recommend this application for approval.

CC3825

NOTICE TO THE PUBLIC

Control #23172

Notice is hereby given that the Shreveport Metropolitan Planning Commission of Caddo Parish, LA, will hold a public hearing on Wednesday, November 1, 2023 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA,** for the purpose of considering the following subdivision applications &/or amendments to the City of Shreveport and Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

CASE NO. 23-9-CTAC: In accordance with Shreveport Unified Development Code (UDC), Article 16, Section 16.1, an application has been submitted by the staff of the Office of the Shreveport Metropolitan Planning Commission of Caddo Parish (MPC) to consider public comments and testimony regarding proposed code text amendments to the Shreveport UDC including, but not limited to, amending the following articles, or portions thereof: Article 5. – Uses and Article 6. – Use Standards, relative to accessory dwelling units, with all provisions included therein.

Alan Clarke, Executive Director
Metropolitan Planning Commission
The Shreveport Times