



RECOMMENDED UDC AMENDMENTS. December 5, 2018

The Unified Development Code (UDC) serves as the official land use and development regulatory ordinance for both the City of Shreveport and Caddo Parish. Periodically, revisions are required to reflect the changing nature of business in our community. These proposed amendments are intended to be more user-friendly, with regard to various house-keeping and corrective changes due to oversight, grammatical mistakes, contradictions, or missing items. New uses are being added to address innovations made for unforeseen industry shifts. In addition, some current allowable land uses that were once permitted are being amended to be more restrictive and/or disallowed. Note—there will be a Public Hearing to consider these amendments at the December 5th MPC Board Meeting.

CITY OF SHREVEPORT AND CADDO PARISH UDC

The amendments listed below are for **BOTH** the City of Shreveport AND Caddo Parish. Explanations are given for each amendment shown.

- Amend the term "Manufactured Home" in ARTICLE 2 DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3. DEFINITION OF GENERAL TERMS in the Shreveport and Caddo Parish UDC to read as follows:

* * *

Manufactured Home. **Defined in Section 5.3;** See also Section 6.1.

* * *

Explanation: This added language clarifies any ambiguity on where the reader should look for the *Manufactured Home* definition. The definition, located in *Article 5.3.*, also cross-references the use standard which is located in *Article 6.1.*

- Add new definition of "Workshop" in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3. DEFINITION OF GENERAL TERMS in the Shreveport and Caddo Parish UDC to read as follows:

* * *

Workshop. *An accessory structure that is generally served by electricity and/or plumbing and is placed on a permanent foundation. A workshop is typically intended for amateur woodworking, sculpting, painting, and other similarly associated activities.*

* * *

Explanation: This accessory structure is currently undefined. A workshop is essentially a shed with electricity and a permanent foundation which allows for amateur woodworking, sculpting, painting, and other similarly associated activities. Commercial uses are not allowed in workshops.

- Amend TABLE 4-4: COMMERCIAL DESIGN STANDARDS in ARTICLE 4. ZONING DISTRICT REGULATIONS in the Shreveport and Caddo Parish UDC regarding fenestration design.

Fenestration Design						
The ground floor of the front facade must maintain a transparency of 30%, measured between two and up to 14 feet in height from grade.

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

Explanation: Several applicants found it troublesome that they were not allowed to use transparency percentages of their facade from grade up to two feet. Also, several applicants have elements to their structure within the 14 foot height limit that are not part of the ground floor. Therefore, it makes sense to calculate all the transparency percentages for the ground floor from grade to a maximum of 14 feet, not just the area measured between two and fourteen feet as previously required.



4. Amend TABLE 4-6: DOWNTOWN DESIGN STANDARDS in ARTICLE 4. ZONING DISTRICT REGULATIONS in the Shreveport and Caddo Parish UDC regarding fenestration design.

Fenestration Design						
The ground floor of the front facade must maintain a transparency of 50%, measured between two and up to 14 feet in height from grade.	
The ground floor of the front facade must maintain a transparency of 35%, measured between two and up to 14 feet in height from grade.		.				.

[Note: See Exhibit "B" for revised Table 4-6]

Explanation: Several applicants found it troublesome that they were not allowed to use transparency percentages of their facade from grade up to two feet. Also, several applicants have elements to their structure within the 14 foot height limit that are not part of the ground floor. Therefore, it makes sense to calculate all the transparency percentages for the ground floor from grade to a maximum of 14 feet, not just the area measured between two and fourteen feet as previously required.

5. Amend ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.6.F.4.c.ii(A) SPECIAL PURPOSE DISTRICTS in the Shreveport and Caddo Parish UDC regarding fenestration design:

* * *

- (A) The ground floor of the riverfront facade must maintain a transparency of 50%, measured **between two and up to** 14 feet in height from grade.

Explanation: Several applicants found it troublesome that they were not allowed to use transparency percentages of their facade from grade up to two feet. Also, several applicants have elements to their structure within the 14 foot height limit that are not part of the ground floor. Therefore, it makes sense to calculate all the transparency percentages for the ground floor from grade to a maximum of 14 feet, not just the area measured between two and fourteen feet as previously required.

6. Amend the following uses in TABLE 5-1 in Shreveport and Caddo Parish UDC ARTICLE 5. USES, SECTION 5.2. USE MATRIX. In addition, revise and update "USE STANDARD" citations on the right-side of TABLE 5-1 according to where each "PRINCIPAL USE" is cited in Article 6. USE STANDARDS as applicable:

Add the following new uses

- **Self-Service Ice Vending Unit**
- **Soup Kitchen**
- **Soup Kitchen, Accessory**
- **Explanation:** All new uses need to be added to the Use Matrix. *Self-Service Ice Vending Unit* will be permitted in all commercial and industrial districts. *Soup Kitchen* and *Soup Kitchen, Accessory* will be permitted in the same districts as *Place of Worship*.

Make the following uses as an SUP (S) in the I-2 Zoning District

- **Broadcast Facility TV/Radio-Without Antennae**
- **Furniture, Furnishings, and Equipment Sales**
- **Heavy Retail, Rental and Service**
- **Self-Storage Facility: Outdoor**
- **Vehicle Repair/Service-Major**
- **Vehicle Repair/Service-Minor**
- **Wholesale Establishment**

Explanation: There are many existing development patterns located within the I-2 Zoning District that are potentially conducive to less intensive land uses and should be reviewed on a case-by-case basis, mainly due to the property's unique shape and complex geometry. Adding these uses as a *Special Use* allows them to be permitted in an I-2 Zoning District.



Amendment 6 (continued) ...

Make the following uses as an SUP (S) in the C-3 Zoning District

- **Bar**

Make the following uses as an SUP (S) in the C-4 Zoning District

- **Bar**

Make the following uses as an SUP (S) in the C-UV Zoning District

- **Bar**

Explanation: Special Use Permits are designed to give flexibility to property owners to allow for other compatible uses within a particular zoning district. Because a *bar* is not always compatible with the surrounding neighborhood because of traffic, noise, or other issues, all bars located in a commercial district must obtain a special use permit to ensure its compatibility among neighboring land uses.

[Note: See Exhibit “C” for revised Table 5-1:USE MATRIX]

7. Amend definition of “Dwelling - Townhouse” in the Shreveport and Caddo Parish UDC Article 5 USES, Section 5.3 USE DEFINITIONS to read as follows:

* * *

Dwelling - Townhouse. A structure **on its own separate lot** consisting of three or more dwelling units, the interior of which is configured in a manner such that the dwelling units are **stacked horizontally or vertically**, separated by a party wall, **ceiling, or floor**. A townhouse is typically designed so that each unit has a separate exterior entrance. A townhouse dwelling does not include a multi-family dwelling.

* * *

Explanation: This current definition needs to be amended to clearly state that each dwelling unit (townhouse) should reside on its own separate lot, while removing language which states that townhouses are stacked horizontally or vertically (which they are not).

8. The definition of “Educational Facility - University or College” in the Shreveport and Caddo Parish UDC Article 5. USES, Section 5.3. USE DEFINITIONS are hereby repealed and replaced:

* * *

~~**Educational Facility – University or College.** A facility for post secondary higher learning that grants associate or bachelor degrees. The institution may also have research facilities and/or professional schools that grant master and doctoral degrees. Educational facilities – university or college include ancillary uses such as dormitories, cafeterias, restaurants, retail sales, indoor or outdoor recreational facilities, and similar uses.~~

Educational Facility - University or College / Technical School. A “university” or “college” is a facility for post-secondary higher learning that is authorized to award associate, baccalaureate, or higher degrees, or a seminary. Universities or colleges include ancillary uses such as, but not limited to, dormitories, cafeterias, restaurants, retail sales, indoor or outdoor recreational facilities, and similar uses. A “technical school” is a specialized institution of learning which offers secondary or post-secondary education in industrial, clerical, computer, managerial, automotive, repair (electrical, plumbing, carpentry, etc.), commercial skills, or a business conducted as a commercial enterprise, such as a school for general educational development or commercial driving school. A technical school also applies to privately operated schools that do not offer a complete educational curriculum.

* * *

Explanation: For more clarity regarding land use purposes, MPC staff felt that the definitions for a university / college need to be combined with a definition for a technical school. Each of these uses is distinctly defined with this revised definition.



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EXHIBIT H to Ordinance No. 06 of 2019

9. Delete the definition of "Educational Facility – Vocational" in the Shreveport and Caddo Parish UDC Article 5. USES, Section 5.3. USE DEFINITIONS in its entirety.

* * *

~~**Educational Facility – Vocational.** A facility that offers instruction in industrial, clerical, computer, managerial, automotive, repair (electrical, plumbing, carpentry, etc.), or commercial skills, or a business conducted as a commercial enterprise, such as a school for general educational development or driving school. Educational facility – vocational also applies to privately operated schools that do not offer a complete educational curriculum.~~

* * *

Explanation: Because the term *Technical School* is being defined in Amendment # 8, this definition needs to be removed. These *vocational* uses will be included in the combined definition for *Educational Facility - University or College / Technical School*. The revised definition *Educational Facility - University or College / Technical School* (see Amendment #8) does not include the term *vocational*.

10. The definition of "Personal Service Establishment" in the Shreveport and Caddo Parish UDC Article 5. USES, SECTION 5.3. USE DEFINITIONS is hereby repealed and replaced:

* * *

~~**Personal Service Establishment.** An establishment that provides frequent or recurrent needed services of a personal nature. Typical uses include, but are not limited to, beauty shops, barbershops, tanning salons, electronics repair shops, nail salons, laundromats, health clubs, dry cleaners, and tailors.~~

Personal Service Establishment. Establishments that primarily engage in providing services that are frequent or recurrent and are generally involving the care of the person or his or her personal goods or apparel. Personal services may include, but are not limited to tutoring and exam preparation, language studies, beauty shops, barbershops, tanning salons, electronic repair shops, nail salons, laundromats, dry cleaners, tailors, informational and instructional services, driver education, diet centers, and employment training. This includes incidental retail sales, or light assembly and offices relating to training or instruction.

* * *

Explanation: The existing definition of personal service establishments are *an establishment that provides frequent or recurrent needed services of a personal nature. Typical uses include, but are not limited to, beauty shops, barbershops, tanning salons, electronics repair shops, nail salons, laundromats, health clubs, dry cleaners, and tailors*. However, MPC staff has noticed an increase in applications addressing uses that need a classroom and instructional setting. This updated definition allows such uses (i.e., tutoring and exam preparation, informational and instructional services, driving schools, and employment training) in a less restrictive environment.

11. Add new definition of "Self-Service Ice Vending Unit" in the Shreveport and Caddo Parish UDC in Article 5 USES, Section 5.3 USE DEFINITIONS to read as follows:

* * *

Self-Service Ice Vending Unit. An enclosed, free standing, unmanned structure that produces and vends bagged and bulk ice. A self-service ice vending unit is approved separately as a principal use or in conjunction with other principal uses of the land on which it is located.

* * *

Explanation: This definition describes the new use *Self-Service Ice Vending Unit*. Additional amendments for this use include amending the *Use Matrix* (Amendment #6), as well as adding new use standards to Article 6 (Amendment #18).



12. Add new definition "Soup Kitchen" in the Shreveport and Caddo Parish UDC Article 5 USES, SECTION 5.3 USE DEFINITIONS to read as follows:

* * *

Soup Kitchen. A building or part of a building where free meals are served by a non-profit or charitable organization to those who are in need, homeless or destitute.

* * *

Explanation: Places of Worship and Soup Kitchens are important assets to both the City and Parish, and both are a vital part of creating complete, healthy communities. Both of these uses offer amenities that can complement existing public services and fill gaps where such services are not provided. Staff recognizes that religious institutions continue to evolve and require different land use needs and considerations than they have had historically. This new use will allow a soup kitchen to be a stand-alone use, or an accessory use to a place of worship.

13. Add new definition "Soup Kitchen, Accessory" in the Shreveport and Caddo Parish UDC Article 5 USES, SECTION 5.3 USE DEFINITIONS to read as follows:

* * *

Soup Kitchen, Accessory. Any part of a building, and operated by a place of worship, where free meals are served by a non-profit or charitable organization to those who are in need, homeless or destitute. The floor area devoted to the consumption of the meals on the premises shall not exceed 1,000 square feet. There must be a designated manager of the site that is responsible for the orderly organization of the soup kitchen, the cleanliness of the site, and the site's compliance with all rules and regulations during business hours.

* * *

Explanation: Places of Worship and Soup Kitchens are important assets to both the City and Parish, and both are a vital part of creating complete, healthy communities. Both these uses offer amenities that can complement existing public services and fill gaps where such services are not provided. Staff recognizes that religious institutions continue to evolve and require different land use needs and considerations than they have had historically. This new use will allow a soup kitchen to be a stand-alone use, or an accessory use to a place of worship.

14. Amend ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS in the Shreveport and Caddo Parish UDC to read as follows:

6.1 PRINCIPAL USE STANDARDS

Where applicable, principal uses are required to comply with all use standards of this section, whether a permitted or special use, in addition to all other regulations of this Code.

In addition to any requirements under this Code, establishments selling or serving alcoholic beverages must be licensed and operating in compliance with the laws governing the sale and consumption of alcoholic beverages as established by [Chapter 10 of the Shreveport Code of Ordinances/Chapter 4 of the Caddo Parish Code of Ordinances], as well as all other applicable ordinances, statutes, rules and regulations of the [City/Parish] and State of Louisiana.

* * *

Explanation: Establishments wanting to serve or sell alcohol are required to not only be in compliance with the UDC, but also be licensed pursuant to [Chapter 10 of the Shreveport Code of Ordinances/Chapter 4 of the Caddo Parish Code of Ordinances], as well as any other applicable ordinances, statutes, rules and regulations of the City, Parish and State.



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15. Amend ARTICLE 6. USE STANDARDS, SECTION 6.1.D. BAR in the Shreveport and Caddo Parish UDC to read as follows:

D. Bar

~~All bars require site plan review by the Metropolitan Planning Commission. In cases where special use approval is also required, site plan review will be conducted concurrently.~~

~~1. All bars must comply with the requirements of Chapter 10 of the Code of Ordinances requirements.~~

1. All bars must comply with the requirements of this Code, [Chapter 10 of the Shreveport Code of Ordinances/Chapter 4 of the Caddo Parish Code of Ordinances], as well as all other applicable ordinances, statutes, rules and regulations of the [City/Parish] and State of Louisiana. Note: Bars may be subject to State laws requiring a certain number of patron accommodations and public habitable floor area square footage requirements.

Cross reference – La. R.S. 26:71.1 and La. R.S. 26:271.2.

* * *

Explanation: This language is contradictory and needs to be revised, as not all locations that permit a bar require site plan review. It is recommended, by the City Attorney's Office, that the original language contained in D#1 be expanded to note that *Bars* must be in compliance with all laws & rules, etc.

In addition, to be a better "business friendly" community, MPC staff feel there should be a cross reference to the State law that requires a *certain number of patron accommodations and public habitable floor area square footage requirements*. The ABO office has said that applicant(s) have gone thru an entire City process for approvals on its *Site Plan and Location* only to find out at the very end of the process that there were square footage requirements under State law. The addition of the cross reference will help make the UDC more "business friendly" for the City's business owners.

16. Amend ARTICLE 6. USE STANDARDS, SECTION 6.1.CC. RESTAURANT in the Shreveport and Caddo Parish UDC to read as follows:

CC. Restaurant

~~Restaurants must comply with the requirements of Chapter 10 of the Code of Ordinances.~~

All restaurants must comply with the requirements of this Code, [Chapter 10 of the Shreveport Code of Ordinances/Chapter 4 of the Caddo Parish Code of Ordinances], as well as all other applicable ordinances, statutes, rules and regulations of the [City/Parish] and State of Louisiana. Note: Restaurants may be subject to State law public habitable floor area square footage requirements.

Cross reference – La. R.S. 26:73 and La. R.S. 26:272.

* * *

Explanation: It is recommended, by the City Attorney's Office, that the original language contained in D#1 be expanded to note that *Restaurants* must be in compliance with all laws & rules, etc. The addition of the cross reference will help make the UDC more "business friendly" for the City's business owners.



17. Amend ARTICLE 6. USE STANDARDS, SECTION 6.1.DD. RETAIL SALES OF ALCOHOL in the Shreveport and Caddo Parish UDC to read as follows:

DD. Retail Sales of Alcohol

Retail sales of alcohol require site plan review by the Metropolitan Planning Commission and in some cases may require special use approval. When special use approval is required, the site plan review will be conducted concurrently.

1. All establishments with retail sales of alcohol must comply with the requirements of Chapter 10 of the Code of Ordinances.

1. All retail sales of alcohol establishments, as defined in this Code, must comply with the requirements of this Code, [Chapter 10 of the Shreveport Code of Ordinances/Chapter 4 of the Caddo Parish Code of Ordinances], as well as all other applicable ordinances, statutes, rules and regulations of the [City/Parish] and State of Louisiana. Note: Retail sales of alcohol establishments, as defined in this Code, may be subject to State law public habitable floor area square footage requirements.

Cross reference - La. R.S. 26:271.3.

* * *

Explanation: This language is incorrect and contradictory and needs to be removed. The use of the phrase "retail sales of alcohol" (as defined and used in the UDC) is specific to an establishment with off-premises consumption. The phrase "retail sales of alcohol," is currently being used incorrectly in this section and not all locations that permit the retail sales of alcohol require site plan review. The addition of the cross reference will help make the UDC more "business friendly" for the City's business owners.

18. Amend ARTICLE 6. USE STANDARDS, SECTION 6.1.Z.2 PAY DAY/TITLE LOAN AGENCY in the Shreveport and Caddo Parish UDC to read as follows:

* * *

2. In the C-2 District, Any pay day/title loan agencies located 500 feet or less from the lot line of any residential district, as measured from a point of the lot line on which such use is proposed to be located to the nearest point on the lot line on where a residential district is located, is a special use. This provision controls over any use allowance within Table 5-1.

* * *

Explanation: Pay Day / Title Loan agency locations need to be regulated in all zoning districts. Amending this provision as indicated requires the 500' separation from residential uses to be applicable to all districts, not just C-2.

19. Add new use standard of "Self-Service Ice Vending Unit" in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.1. USE STANDARDS, as Subsection FF. Re-alphabetize accordingly.

FF. Self-Service Ice Vending Units

- 1. Only one (1) Self-Service Ice Vending Unit is permitted per parcel.*
- 2. Self-service ice vending units are permitted per Table 5-1: USE MATRIX of this Code.*
- 3. No self-service ice vending units shall be closer than 100-feet to any property zoned or used for residential purposes.*
- 4. A self-service ice vending unit is approved separately as a principal use or in conjunction with other principal uses of the land on which it is located.*
- 5. Self-service ice vending units may be physically attached to the structure housing the primary use on the subject property or as a stand-alone primary structure. If located in front of a primary structure, the ice vending machine must meet the setback requirements of the district in which it is located.*



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6. Ingress and egress to the unit shall not impede traffic circulation or fire or pedestrian access.
7. At least two dedicated parking spaces shall be provided, one of which shall be a handicap accessible space.
8. One drive through lane with room to allow stacking of two cars or a vehicle with a trailer, shall be required for the self-service ice vending unit.
9. Dispensing areas of the ice machine unit will be covered by metal awnings extending a maximum of 4' from the wall of the structure. Awnings shall have a minimum of 9' clearance from the ground.
10. Any mechanical/condensing units associated with the ice vending machine shall be located on the roof of the unit and hidden by a parapet wall. Parapet wall(s) will be of the same material and color of the structure and be a continuation of the vertical wall.
11. Exterior lighting shall be located under the awnings.
12. Signage shall be limited to wall areas located under the awning(s) at the dispensing areas. Signage shall not be internally lit, electronic changeable copy, and/or neon. Freestanding, temporary or portable signs are prohibited.
13. The applicant shall comply with signage requirements found in Article 9 of this Code.
14. The lot shall include a 15 foot landscape buffer around the automated ice vending machine excluding ingress and egress.
15. Two shade trees shall be provided for each unit. Trees are to have an automated underground irrigation system.
16. Bollards shall be placed to prevent a vehicle from damaging the ice machine unit or awnings. They shall be limited to one per each corner for a maximum of four bollards per unit.
17. The applicant must meet all applicable Federal, State, Parish and City requirements.
18. No self-service ice vending unit shall be constructed or operated prior to final site plan approval by the Executive Director.
19. The Zoning Administrator shall not issue a certificate of occupancy until inspection confirms that all requirements have been met.
20. The self-service ice vending unit shall be maintained by the owner/operator of the unit.
21. All equipment and appurtenances shall be removed within 30-days of the closure or ceasing of operation of any automated ice vending machine.

Explanation: This new use standard will allow for the manufacturing of ice that is part of a self-service ice vending machine. Self-service ice vending machines are modular units or structures that produce, store, bag and vend ice to consumers in an automated fashion and are typically placed in commercial districts for the purposes of dispensing on-demand bags of ice.

20. Amend ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3. ACCESSORY STRUCTURES AND USES in the Shreveport and Caddo Parish UDC to hereby read as follows:

- 7.3 All accessory structures and uses are subject to the requirements of this section and the permitted encroachment requirements of 7.4. Additional accessory structures not regulated in this section may be regulated in 7.4. **Accessory structures that do not require a building permit are noted in Table 7-1.**

Explanation: Unless the proposed accessory structure encroaches on the setback, applicants will never refer to Table 7-1 and never see or know about the exemption. This amendment helps cross-reference any discrepancies on whether a building permit is required.



21. Delete ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3.O.10. GENERAL REQUIREMENTS in the Shreveport and Caddo Parish UDC as follows. All subsequent requirements shall be re-lettered accordingly:

* * *

~~10. Barber or beauty shops are limited to one operator with one assistant, one styling chair, and one shampoo bowl. Scheduling for barber and beauty shops is limited to one appointment at a time only.~~

* * *

Explanation: Due to the high number of complaints stemming from noise, limited parking and increased traffic above what is normally acceptable in a residential neighborhood, MPC staff suggests that barbershops and beauty shops should no longer be allowed as a *Home Based Businesses*. These uses are still permitted in commercial and industrial districts as a *Personal Service Establishment*.

22. Amend the header in TABLE 7-1 in ON-SITE DEVELOPMENT STANDARDS in the Shreveport and Caddo Parish UDC to read as follows:

<p>TABLE 7-1: PERMITTED ENCROACHMENTS INTO REQUIRED SETBACKS Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum</p> <p>NOTE: Generally, a building permit is required for the construction of an accessory structure, unless specifically exempted by this Table or this Code.</p>

Explanation: Applicants need to be made aware that there are certain exceptions that do not require a building permit. This added language helps identify that there are exemptions and a building permit may not always be required.

23. Amend TABLE 7-1 in ON-SITE DEVELOPMENT STANDARDS in the Shreveport and Caddo Parish UDC to read as follows:

TABLE 7-1: PERMITTED ENCROACHMENTS INTO REQUIRED SETBACKS Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum				
	Front & Reverse Corner Side Setback	Corner Side Setback	Interior Side Setback	Rear Setback
<p>Workshop Prohibited in front yard Min. of 5' from any lot line Attached workshops are considered part of the principal structure</p>	N	Y	Y	Y

Explanation: Table 8-1 needs to be amended with the addition of this new accessory structure. This new accessory will have the same requirements as detached garages and sheds. See Amendment # 2 for *workshop* definition.



24. Amend ARTICLE 8. OFF-STREET PARKING AND LOADING, SECTION 8.3.D. REQUIRED OFF-STREET VEHICLE AND BICYCLE PARKING SPACES in the Shreveport and Caddo Parish UDC to read as follows:

D. Multi-Tenant Retail Center Parking Calculation

Parking for multi-tenant retail centers is calculated as one space required per 500 square feet of gross floor area, rather than by the individual uses. A multi-tenant retail center is defined as a group of **three two** or more separate commercial establishments, primarily retail, but also including personal service, restaurant, office, and similar non-residential uses, that is planned, owned, and/or managed as a single property. The two main configurations of multi-tenant retail centers are large shopping centers and strip centers. In addition, multi-tenant retail centers over 20,000 square feet in gross floor area require one bicycle space per 2,500 square feet of gross floor area.

Explanation: Article 2 defines *Multi-Tenant Retail Center* as a group of two or more commercial establishments. This amendment corrects the discrepancy.

25. Amend Table 8-1 in the Shreveport and Caddo Parish UDC ARTICLE 8. OFF-STREET PARKING AND LOADING and amend the following use "Educational Facility – Vocational".

TABLE 8-1: OFF-STREET VEHICLE AND BICYCLE PARKING REQUIREMENTS			
USE	MINIMUM REQUIRED VEHICLE SPACES	MINIMUM REQUIRED BICYCLE SPACES	
		REQUIRED BICYCLE SPACES	TOTAL PERCENTAGE OF REQUIRED BICYCLE SPACES THAT MUST BE LONG-TERM SPACES
Educational Facility - Vocational Technical School	1 per 500sf GFA	Over 10,000sf GFA: 1 per 2,500sf GFA	

Explanation: In light of the change in definition for *Educational Facility – University or College / Technical School* (see amendments #10 and #11); Table 8-1 needs to be amended accordingly to reflect the changes to those definitions.

26. Amend Table 8-1 in the Shreveport and Caddo Parish UDC ARTICLE 8. OFF-STREET PARKING AND LOADING and add a new row for the following new use: "Self-Service Ice Vending Unit". This new use will be placed alphabetically within the table.

TABLE 8-1: OFF-STREET VEHICLE AND BICYCLE PARKING REQUIREMENTS			
USE	MINIMUM REQUIRED VEHICLE SPACES	MINIMUM REQUIRED BICYCLE SPACES	
		REQUIRED BICYCLE SPACES	TOTAL PERCENTAGE OF REQUIRED BICYCLE SPACES THAT MUST BE LONG-TERM SPACES
Self-Service Ice Vending Unit	1 space + 1 ADA accessible parking space		

Explanation: *Self-Service Ice Vending Unit* is a new use and Table 8-1 needs to be amended accordingly to add parking requirements for said use.



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27. ~~Add new subsection titled "D. Waiver of Landscape Requirements" to ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1 LANDSCAPE PLAN APPROVAL in the Shreveport and Caddo Parish UDC to read as follows. The existing "D" will become "E" and all following subsections will be re-lettered accordingly.~~

* * *

~~D. WAIVER OF LANDSCAPE REQUIREMENTS~~

~~The Metropolitan Planning Commission has the authority to waive any landscaping requirement and may do so only upon proof that the landscaping otherwise required by this article would not be feasible. Any applicant requiring the submittal of a landscape plan may submit an application for a "Waiver of Landscape Requirements" clearly demonstrating why such a waiver should be justified.~~

~~1. Factors in Considering a Waiver~~

~~The MPC will document their decision and rationale of all waiver requests. The MPC shall not waive any landscaping requirements unless the MPC has first determined that the applicant has:~~

- ~~a. Explored all reasonable alternative measures which meet the intent of the landscape as required by this Code,~~
- ~~b. Demonstrated that the landscaping provisions are not necessary and/or feasible for the particular site development at issue, and~~
- ~~c. Proved that the conditions and circumstances upon which the waiver is sought would put the proposed development into a variance situation which is against the public interest.~~

~~2. Metropolitan Planning Commission Obligation~~

~~The MPC shall not be obligated to make any waiver of landscaping requirements.~~

~~3. Appeal.~~

~~Within 180 days after the date of the decision, the applicant or any aggrieved party may appeal a Metropolitan Planning Commission decision on a Waiver of Landscape Requirements to the [City Council/Parish Commission].~~

* * *

Explanation: This new provision allows any applicant to request a Waiver of Landscape Requirements to the Metropolitan Planning Commission towards any portion of the landscape ordinance. The factors in deterring a waiver include that applicant has explored all alternative measures, demonstrated that landscaping is not feasible, and that circumstances upon which a waiver is sought would put the proposed development into a variance situation which is against the public interest. Denial of any waiver of landscape requirements may be appealed to the City Council or Parish Commission, depending on the jurisdiction.

27. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.9.A.2.b. NON-RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS in the Shreveport and Caddo Parish UDC to read as follows:

* * *

- b. One shade tree **or three ornamental trees** must be planted for every 30 linear feet of buffer yard length. As part of the landscape plan approval, trees may be spaced at various intervals based on specific site requirements, but the total number of trees planted must be no less than one per 30 linear feet of buffer yard length.

* * *

Explanation: This revised language is an oversight from all previous UDC issuances, as this provision is located in other sections of Article 10. Language needs to be added that will allow applicants to substitute three ornamental trees in lieu of one shade tree.



28. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.7. REQUIRED SHADE TREE PLANTING in the Shreveport and Caddo Parish UDC to read as follows:

[Note: See Exhibit "D" for revised Subsection 10.7 and Table 10-2]

Explanation: Language referring to requirements for parkway trees needs to be completely removed. Both the City and LADOTD will not allow landscaping in their R.O.W.

29. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.12. TREE AND PLANT PALETTE in the Shreveport and Caddo Parish UDC to read as follows:

* * *

- G. The species included for Street/Parking Areas are tolerant of urban conditions, and are recommended for **parkway buffer yards** or parking areas. Note that each species vary greatly in terms of size and appearance at maturity, and that not every tree is the right selection for every street. When selecting a street tree, it is critical to consider the physical conditions of the site, both natural and man-made. The species selected should be carefully considered for its ability to flourish while respecting functional requirements of the **parkway landscaped area** where it is planted. These may include the accommodation of above-ground or underground utilities, vehicle clearances, solar access, and the placement of streetlights, among others. An appropriate species must be selected, and soil and hydrological conditions should be optimized, to ensure the health and longevity of the tree.

Explanation: Language referring to requirements for parkway trees needs to be completely removed. Both the City and LADOTD will not allow landscaping in their R.O.W.

30. Add new provision numbered "3" to "B. Completeness" in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.1 APPLICATION in the Shreveport and Caddo Parish UDC. All existing provisions will be renumbered accordingly.

D. *Completeness*

1. *The application must include all information, plans, and data as specified in the application requirements. Any required plans must be at a scale sufficient to permit a clear and precise understanding of the proposal, unless specifically required to be at a set scale.*
2. *The Executive Director will examine all applications within 30 days of filing to determine completeness. If the application does not include all the submittal requirements for the application, the Executive Director will reject the application and provide the applicant with the reasons for the rejection. The Executive Director will take no further steps to process the application until all deficiencies are remedied.*
3. **If any application submittal requirement is not applicable or inappropriate to determine the nature of the development, a submission waiver may be requested with justification for such a waiver.**
4. *After an application is determined to be complete, any substantive change made by the applicant to the application requires resubmittal of the entire application and a new completeness review. However, such revisions do not require an additional payment of fees.*
5. *Once the application is under consideration by the appropriate body, additional information or revisions requested during review do not constitute a substantive change to the application.*

Explanation: This proposed language would allow the Executive Director to waive certain application submittal requirements if he or she finds that certain factors associated with the proposed application clearly, in his or her opinion, supports such a waiver. This provision would be done on a case-by-case basis.



31. Amend TABLE 15-2 in ARTICLE 15 in Shreveport and Caddo Parish UDC as follows:

TABLE 15-2: REQUIRED NOTICE			
Application	Notice Type		
	Published	Mailed	Posted
* * *	* * *	* * *	
<i>Closure and Abandonment</i>	•	•	

Explanation: This added row is an oversight from all previous UDC issuances. Language needs to be added that will showcase that all *Closure and Abandonment* applications require published and mailed notification.

31. Amend ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.6.C.1 SITE PLAN REVIEW in the Shreveport and Caddo Parish UDC to read as follows:

* * *

e. A change in principal use, except a change to single family residential use or a multi-tenant retail center, requires site plan review if the principal use requirements of the proposed new principal use are more stringent or not already addressed.

Explanation: Certain uses come with their own set of regulations and requirements. Fundamentally, these requirements aim to keep everyone using the site safe. Changing the use of the site may require additional regulations than the previous use; therefore, use changes meeting this criterion need site plan review in order to make sure that there are no regulations that hinder the intended new use.

32. Amend Figure 16-1 in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.1 CODE TEXT AMENDMENT in the Shreveport and Caddo Parish UDC.

[Note: See Exhibit “E” for revised Figure 16-1]

Explanation: Figure 16-1 title says *Code Text Amendment* but the figure is the *Zoning Change (Map Amendment)* image. Vice-versa for Figure 16-2. These images are incorrectly labeled and need to be swapped.

33. Amend Figure 16-2 in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.2 ZONING MAP AMENDMENT in the Shreveport and Caddo Parish UDC.

[Note: See Exhibit “F” for revised Figure 16-2]

Explanation: Figure 16-1 title says *Code Text Amendment* but the figure is the *Zoning Change (Map Amendment)* image. Vice-versa for Figure 16-2. These images are incorrectly labeled and need to be swapped.

32. ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.3. SPECIAL USE PERMITS in the Shreveport and Caddo Parish UDC is hereby repealed and replaced.

[Note: See Exhibit “E” for revised 16.3 Subsection]

Explanation: MPC staff, along with guidance from the City Attorney’s Office, has revised the Special Use procedures for better clarity and to be more user-friendly.



CITY OF SHREVEPORT ONLY

The amendments listed below are *ONLY* for the Shreveport UDC dealing with historic preservation. All proposed amendments are aimed to help better serve the City in defining and regulating these uses.

35. Amend ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.1. GENERAL ZONING DISTRICT REGULATIONS in the Shreveport UDC to read as follows:

* * *

~~G. Historic Preservation Commission review is required for alterations visible to the public, demolitions, relocations, and new construction involving designated historic properties or property located in historic districts in accordance with Chapter 36 in the Shreveport Code of Ordinances.~~

G. Article 4 and Article 21 for Historic Preservation Overlay District (HPOD) standards, requirements, process and procedures.

Explanation: This revision is needed due to Historic Preservation amendments passed in October 2018. Revised language identifies existing and new articles concerning Historic Preservation Overlay Districts (HPODs).

36. Amend ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.2.E.2 ADDITIONAL STANDARDS FOR THE R-HU DISTRICT in the Shreveport UDC to read as follows:

* * *

~~2. Demolition Approval~~

~~Any application for a demolition permit involving a structure on the list of architecturally or historically significant structures will be delayed 120 days in an attempt to secure an alternative purchaser/use. Where special use approval is required, the 120 day review period will not start until a decision has been rendered. The Metropolitan Planning Commission, in consultation with Historic Preservation Commission, can waive all or part of the 120 day review period upon demonstration of good cause.~~

2. Demolition Delay

Any application for a demolition permit and/or a Certificate of Demolition in the R-HU District involving a building, structure, site or object that is a contributing property, as defined by Article 21, or listed on the National Register of Historic Places, or listed on the Chapter 37 Local Register of Districts, Landmarks and Historic Properties, City of Shreveport, Louisiana shall be delayed 120 days in an attempt to ensure that alternative solutions, apart from demolition, have been explored.

R-HU is within the General Historic Preservation Overlay District ("General-HPOD"). Therefore, if demolition is requested, in accordance with Article 21, a Certificate of Demolition is required by the Executive Director of the Shreveport-Caddo MPC, or his/her designee, upon a recommendation (and in some cases decision) from the Shreveport Historic Preservation Commission. A demolition permit is also always required.

Explanation: This revision is needed due to Historic Preservation amendments passed in October 2018. Revised language updates the references and process for seeking a demolition in the R-HU District.



37. Amend ARTICLE 9. SIGNS, SECTION 9.8.J.1. BILLBOARDS in the Shreveport UDC to read as follows:

* * *

1. All Historic Districts

Billboards are prohibited within the boundaries of the historic district and or within 500 feet of the centerline of streets forming the boundaries of any designated historic district.

1. Historic Preservation Overlay Districts (HPODs)

Billboards are prohibited within the boundaries of any Historic Preservation Overlay District (HPOD), as defined in Article 21, and or within 500 feet of the centerline of streets forming the boundaries of any designated Historic Preservation Overlay District (HPOD).

* * *

Explanation: This revision is needed due to Historic Preservation amendments passed in October 2018. Revised language adds to the term "Historic Preservation Overlay District (HPOD)"... as in a "Historic Preservation Overlay District (HPOD)" that is now defined in Article 21 of this Code.

38. Amend ARTICLE 14.5 EXECUTIVE DIRECTOR in the Shreveport UDC to read as follows:

* * *

E. *To review and make final decisions regarding an application for a Certificate of Appropriateness within any Historic Preservation Overlay District (HPOD).*

F. *To review and make final decisions regarding an application for a Certificate of Demolition within any Historic Preservation Overlay District (HPOD).*

Explanation: This revision is needed due to Historic Preservation amendments passed in October 2018.

39. Amend ARTICLE 14.6 ZONING ADMINISTRATOR in the Shreveport UDC to read as follows:

* * *

D. *To document reported evidence of disrepair or neglect within any Historic Preservation Overlay District (HPOD) and notify the property owner of record in writing and issue corrective orders in accordance with this Code.*

Explanation: This revision is needed due to Historic Preservation amendments passed in October 2018.



40. Amend ARTICLE 14.7 HISTORIC PRESERVATION COMMISSION in the Shreveport UDC to read as follows:

* * *

14.7 HISTORIC PRESERVATION COMMISSION

~~The responsibility of the Historic Preservation Commission is to administer the design guidelines that apply to local historic properties and historic districts listed on a local, state, or national register of historic places. Historic Preservation Commission recommendation is required for all exterior alterations visible to the public, demolitions, relocations, and new construction involving designated historic properties or property located in historic districts in accordance with Article 21 of this Code.~~

The Historic Preservation Commission has the following specific powers pursuant to this Code:

- A. *Make recommendations for areas and properties to be designated and included within a Historic Preservation Overlay District (HPOD).*
- B. *Review and make recommendations to the Executive Director or his/her designee, and in some cases decisions, regarding an application for a Certificate of Appropriateness for properties within any Historic Preservation Overlay District (HPOD).*
- C. *Review and make recommendations to the Executive Director or his/her designee, and in some cases decisions, regarding an application for a Certificate of Demolition for properties within any Historic Preservation Overlay District (HPOD).*
- D. *Address deterioration by neglect of designated Shreveport historic designations and contributing properties, as defined in Article 21, located within a Historic Preservation Overlay District (HPOD) by reporting to the Chief Building Official and/or the Zoning Administrator, or their designees, evidence of disrepair or neglect.*

Explanation: This revision is needed due to Historic Preservation amendments passed in October 2018. This revised language identifies the primary responsibilities of the Historic Preservation Commission as identified in the UDC.

41. Amend ARTICLE 21.3. ESTABLISHMENT OF AN HISTORIC PRESERVATION OVERLAY DISTRICT (HPOD), Sub-section C. Historic Preservation Overlay District Criteria, in the Shreveport UDC to read as follows:

* * *

C. Historic Preservation Overlay District Criteria

Any Historic Preservation Overlay District (HPOD) may be established to preserve:

1. *Any National Register of Historic Places (NRHP) listed historic district, or*
2. *Individually designated NRHP-listed historic properties and landmarks, or*
3. *Other* areas with:
 - a. Pre-historic Significance, Historic Significance, Architectural Significance, Archeological Significance, or Cultural Significance (as all defined by this Article); and

* * *

Explanation: This revision was overlooked during in the amendments passed in October 2018. This revised language identifies that any National Register of Historic Places listed historic district or any individually designated NRHP-listed historic property may be designated to be within an HPOD and that only the criteria listed in #3 is applicable to "other areas" with no national designation.



42. Amend ARTICLE 21.9. PROCEDURE TO ADDRESS DETERIORATION BY NEGLECT, Sub-section B. Documentation of Neglect, in the Shreveport UDC to read as follows:

* * *

B. Documentation of Neglect

The Shreveport HPC shall report to the Chief Building Official and/or the Zoning Administrator, or their designees, evidence of disrepair or neglect on designated Shreveport historic designations and contributing properties located within a Historic Overlay Preservation Overlay District (HPOD). The Chief Building Official and/or the Zoning Administrator shall document the evidence of disrepair or neglect.

* * *

Explanation: This was an error that was overlooked during the Historic Preservation amendments/revisions passed in October 2018.