



## Metropolitan Planning Commission

Shreveport | Caddo Parish

### RECOMMENDED UDC AMENDMENTS. April 3, 2019

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 April 3rd 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.

1. **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 principle uses

- **Food Truck Park**
- **Commercial Facility For Pop-Up Use**

Delete the following principle uses

- ~~**Food Truck Park – Major**~~
- ~~**Food Truck Park – Minor**~~

**Explanation:** Some of these uses, while new in name, are being renamed for clarity and best practices. *Food Truck Park – Major* and *Food Truck Park – Minor* is being renamed to *Food Truck Park*. *Commercial Facility For Pop-Up Use* was inadvertently placed in the Temporary Use column, when it should have been placed as a principal use. It, too, is being renamed for clarity and best practices.

Add the following new temporary uses

- **Food Truck or Trailer Vendor**
- **Temporary Outdoor Events**
- **Temporary Sale of Non-Seasonal Merchandise**
- **Temporary Seasonal Sales**

Delete the following temporary uses

- ~~**Food Truck Vendor**~~
- ~~**Temporary Outdoor Sales**~~
- ~~**Temporary Pop-Up Use**~~

**Explanation:** *Food Truck or Trailer Vendor* is being renamed for clarity and best practices (formerly *Food Truck Vendor*). *Temporary Pop Use* was inadvertently placed in the Temporary Use column, when it should have been placed as a Principal Use; it is being renamed to *Commercial Facility For Pop-Up Use*. *Temporary Outdoor Sales* was restructured and renamed to *Temporary Sale of Non-Seasonal Merchandise* and *Temporary Seasonal Sales*. These two new temporary uses offer a better understanding of the multitude of seasonal sales.

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



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2. Add new definition of “Beverage Service Facility, Portable” in the Shreveport and Caddo Parish UDC in Article 5 USES, Section 5.3 USE DEFINITIONS to read as follows:

\* \* \*

**Beverage Service Facility, Portable.** A portable beverage service facility is an establishment that sells beverages from a structure that can be moved from place-to-place but it is required to stay at one location as part of a Temporary Use Permit. In no case, shall a portable beverage service facility serve cooked or heated food; food sales are limited to prepackaged foods.

\* \* \*

**Explanation:** This definition, previously undefined, supplements the new standards for *Temporary Seasonal Sales*. The definition clearly defines snow cone facilities or similar portable beverage facilities.

3. Add new definition of “Commissary” in the Shreveport and Caddo Parish UDC in Article 5 USES, Section 5.3 USE DEFINITIONS to read as follows:

\* \* \*

**Commissary.** A permitted food establishment with a commercial kitchen where food service providers such as commercial mobile food vendors, bakeries, caterers or sidewalk vendors can go to store, cook, and prepare foods. A commissary may be a secondary use to any restaurant, reception facility, or specialty food service.

\* \* \*

**Explanation:** This definition, previously undefined, supplements the new uses *Food Truck and Trailer Vendor* and *Food Truck Park*. A commissary is a commercial kitchen where food service providers can go to store, cook, and prepare foods. Typical use for a commissary would be for commercial mobile food vendors, bakeries, and caterers.

4. Amend the definitions of “Food Truck – Major” and “Food Truck – Minor” in the Shreveport and Caddo Parish UDC, Article 5. USES, Section 5.3. USE DEFINITIONS. The new definition will become “Food Truck Park” and will now read as follows:

\* \* \*

~~**Food Truck Park – Major.** The use of land designed to accommodate five or more food truck vendors offering food and/or beverages for sale to the public as the principle use of the property, which may include seating areas for customers.~~

~~**Food Truck Park – Minor.** The use of land designed to accommodate two to four food truck vendors offering food and/or beverages for sale to the public as the principle use of the property, which may include seating areas for customers.~~

**Food Truck Park.** The use of land designed to accommodate two or more food truck vendors offering food and/or beverages for sale to the public as the principle use of the property which may include seating areas for customers. A food truck park may also include a commissary as a secondary use.

\* \* \*

**Explanation:** This revised definition aims to bring greater consistency between the City, MPC and Caddo Parish Health Unit regulations regarding mobile food vending by providing for similar definitions of key terms, providing for more oversight of for food truck and trailer vendors by verifying City permits, and by providing for agreed upon operational requirements that serve to promote the health and safety of the general public.



5. **Amend the definition of “Food Truck Vendor” in the Shreveport and Caddo Parish UDC, Article 5. USES, Section 5.3. USE DEFINITIONS. The new definition will become “Food Truck and Trailer Vendor” and will now read as follows:**

\* \* \*

~~**Food Truck Vendor.** A motor vehicle, or a food trailer towed by another vehicle, designed and equipped to sell food and/or beverages directly to consumers. It does not include wholesale food distributors. The vendor physically reports to and operates from a commissary kitchen for servicing, restocking, and maintenance each operating day.~~

**Food Truck and Trailer Vendor.** A food truck and trailer vendor is a vendor that operates a commercially-manufactured motorized self-contained food service operation truck or towed trailer unit designed to be readily movable. Food truck vendors prepare ready-to-eat food that is cooked, wrapped, packaged, processed, or portioned for service, sale, or distribution. Any food truck vendor must completely retain its mobility at all times. Mobile food trucks and trailer units are not meant to be permanent facilities. A food truck vendor does not mean a stand or a booth.

\* \* \*

**Explanation:** This revised definition aims to bring greater consistency between the City, MPC and Caddo Parish Health Unit regulations regarding mobile food vending by providing for similar definitions of key terms, providing for more oversight of for food truck and trailer vendors by verifying City permits, and by providing for agreed upon operational requirements that serve to promote the health and safety of the general public.

6. **Amend the definition of “Reception Facility” in the Shreveport and Caddo Parish UDC in Article 5 USES, Section 5.3 USE DEFINITIONS to read as follows:**

\* \* \*

**Reception Facility.** A facility that provides hosting and rental services of a banquet hall or similar facilities for private events including, but not limited to, wedding receptions, holiday parties, and fundraisers, with food and beverages that are prepared and served on-site or by a caterer to invited guests during intermittent dates and hours of operation. Live entertainment may be provided as an ancillary use as part of an event. A reception facility is not operated as a restaurant with regular hours of operation. **Reception facility may also include a commissary as a secondary use.**

\* \* \*

**Explanation:** This amendment allows a *Commissary* to be a secondary use to a *Reception Facility*. A *Commissary* is a commercial kitchen where food service providers can go to store, cook, and prepare foods. Typical use for a *Commissary* would be for commercial mobile food vendors, bakeries, and caterers.

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

\* \* \*

**Restaurant.** An establishment where food and drinks are provided to the public, primarily for on-premises consumption by seated patrons. All premises and activities where alcohol is served (including special events) are regulated by Chapter 10 of the Shreveport Code of Ordinances. **Restaurant may also include a commissary as a secondary use.**

\* \* \*

**Explanation:** This amendment allows a *Commissary* to be a secondary use to a *Restaurant*. A *Commissary* is a commercial kitchen where food service providers can go to store, cook, and prepare foods. Typical use for a *Commissary* would be for commercial mobile food vendors, bakeries, and caterers.



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8. Amend the definition of “Specialty Food Service” in the Shreveport and Caddo Parish UDC in Article 5 USES, Section 5.3 USE DEFINITIONS to read as follows:

\* \* \*

**Specialty Food Service.** A business that specializes in the sale of certain food products, such as a delicatessen, bakery, candy maker, meat market, catering business, cheesemonger, coffee roaster, frozen desserts, or fishmonger, and may offer areas for ancillary retail sales or restaurants that serve the products processed on-site. Specialty food service also includes preparation, processing, canning, or packaging of food products where all processing is completely enclosed and there are no outside impacts. **Specialty Food Service may also include a commissary as a secondary use.**

\* \* \*

**Explanation:** This amendment allows a *Commissary* to be a secondary use to a *Specialty Food Service*. A *Commissary* is a commercial kitchen where food service providers can go to store, cook, and prepare foods. Typical use for a *Commissary* would be for commercial mobile food vendors, bakeries, and caterers.

9. The definition of “Temporary Pop-Up Commercial Use” in the Shreveport and Caddo Parish UDC Article 5. USES, Section 5.3. USE DEFINITIONS is hereby renamed to “Commercial Facility Pop-Up Use”. Please re-alphabetize accordingly.

\* \* \*

~~**Temporary Pop-Up Commercial Use.** A facility, all or any portion thereof, where multiple permitted uses within a commercial zoning district may be used, rented and/or leased on a short term basis. A certificate of occupancy is required for the entire facility on an annual basis to be issued by the Zoning Administrator.~~

**Commercial Facility Pop-Up Use.** Commercial facilities for pop-up uses are to accommodate certain uses within the facility that are temporary or seasonal in nature. Any pop-up use within the facility must be an allowable principal use within the zoning district where the commercial facility is located, as identified on the Use Matrix in Article 5. A certificate of occupancy is required for the entire facility on an annual basis to be issued by the Zoning Administrator. The use will be identified as a *Commercial Facility For Pop-Up Use*.

\* \* \*

**Explanation:** For clarity *Commercial Facility Pop-Up Use* is a facility being proposed as a Principal Use (not Temporary Use) in order to accommodate certain commercial uses within the facility that are temporary or seasonal in nature. Any pop-up use within the facility must be an allowable principal use within the zoning district where the commercial facility is located, as identified on the Use Matrix in Article 5 and shall meet the requirements outlined in Article 6.1 Use Standards.

10. The definition of “Temporary Outdoor Entertainment” in the Shreveport and Caddo Parish UDC Article 5. USES, Section 5.3. USE DEFINITIONS is hereby repealed and replaced to read as follows:

\* \* \*

~~**Temporary Outdoor Entertainment.** A temporary live entertainment event, such as the performance of live music, revue, or play within an outdoor space. Temporary outdoor entertainment event includes fireworks shows, horse shows, carnivals/circuses, temporary worship services, and others.~~

**Temporary Outdoor Event.** A temporary outdoor event is any entertainment activity, such as the performance of live music, revue, play or other event within an outdoor space, that has a specific duration or the end of which is related to a specific action, usually lasting for only a few days or weeks at a time. Temporary outdoor events include, but are not limited to, fireworks shows, horse shows, carnivals/circuses, temporary worship services, festivals and any event where vendors offering items for sale who may or may not be required to pay a fee for such booth or tent space.

\* \* \*

**Explanation:** To address *Temporary Outdoor Events*, the name, as well as the definition, has been redefined to clarify the use and operational standards for these temporary events.



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### 11. Add new use standard of “Commercial Facility for Pop-Up Uses” in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.1. USE STANDARDS, as subsection J. Re-alphabetize accordingly:

#### **J. Commercial Facility for Pop-Up Uses**

Commercial facilities for pop-up uses are to accommodate certain uses within the facility that are temporary or seasonal in nature. Any pop-up use within the facility must be an allowable principal use within the zoning district where the commercial facility is located, as identified on the Use Matrix in Article 5. Both the commercial facility and allowable pop-up use(s) within the facility shall meet the following requirements.

##### **1. The Commercial Facility**

- a. The facility shall be adequate in size and shape to accommodate any anticipated pop-up use.
- b. The proposed facility shall be adequately served by streets having sufficient width and improvements to accommodate the kind and quantity of traffic the anticipated pop-up use(s) could reasonably generate.
- c. The proposed facility shall provide adequate parking to accommodate vehicular traffic anticipated by the anticipated pop-up use(s).
- d. The operation of the facility shall not jeopardize, endanger, or otherwise constitute a menace to public health, safety, or general welfare.
- e. A certificate of occupancy is required for the entire facility on an annual basis to be issued by the Zoning Administrator. The use will be identified as a Commercial Facility For Pop-Up Use.

##### **2. Pop-Up Uses within the Facility**

- a. The pop-up use within the facility shall locate, operate, and maintain the space in a manner consistent with the policies of this Code and all applicable provisions of City ordinances and state law.
- b. Pop-up use tenants shall not make any permanent exterior alterations to the site without the required approvals and permits, as applicable.
- c. Pop-up use tenants shall remove any approved temporary signs associated with said use at the conclusion of said use.
- d. Pop-up use tenants shall obtain all other required permits, such as building or health department permits.

**Explanation:** For clarity *Commercial Facility Pop-Up Use* is a facility being proposed as a Principal Use (not Temporary Use) in order to accommodate certain commercial uses within the facility that are temporary or seasonal in nature. Any pop-up use within the facility must be an allowable principal use within the zoning district where the commercial facility is located, as identified on the Use Matrix in Article 5 and shall meet the requirements outlined in Article 6.1 Use Standards.



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12. Replace, in its entirety, use standard of “Food Truck Park – Major or Minor” in its entirety with new use standard “Food Truck Park” in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.1. USE STANDARDS, as subsection S.

**[Note: See Exhibit “C” for revised Food Truck Park]**

**Explanation:** This amendment supplements the changes to *Food Truck Park – Major or Minor*, as those uses are being renamed to *Food Truck Park Park*. Food Truck Parks would no longer be separated into two categories, and would require special use permit approval in all commercial and industrial districts. All Food Truck Parks must abide by standards including, but not limited to, providing for accessible restrooms within 500 feet, an on-site manager, and improved parking surfaces for mobile food vendors. Parking requirements for Mobile Food Parks are a minimum of two spaces per unit. Mobile Food Parks could serve alcohol from fixed locations if they abide 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. Mobile Food Parks must be a least 100 feet from another Mobile Food Park and where adjacent to residential property, must provide for a bufferyard. This is necessary to protect the public health and safety by addressing such issues as pedestrian safety, traffic, parking, sanitation and density.

13. Amend ARTICLE 6. USE STANDARDS, SECTION 6.2. TEMPORARY USE STANDARDS in the Shreveport and Caddo Parish UDC to read as follows:

### 6.2 TEMPORARY USE STANDARDS

~~Temporary uses are required to comply with the use standards of this section, in addition to all other regulations of this Code. These regulations are for temporary uses located on private property. Unless otherwise indicated, all temporary uses require a temporary use permit, which must be applied for by and issued to the property owner.~~

*The purpose of this section is to authorize the establishment of certain temporary uses (including outdoor and special events) and temporary structures of a limited duration which comply with the use standards of this section, in addition to all other regulations of this Code. This section is intended to ensure that such uses or structures do not negatively affect adjacent land, are discontinued upon the expiration of a set time period, and do not involve the construction or alteration of any permanent building or structure.*

1. *These regulations found in this section are for temporary uses located on private property. Unless otherwise indicated, all temporary uses require a temporary use permit, which must be applied for by and issued to the property owner.*

2. *Prior to establishing any temporary use or structure, an applicant shall file an application for a temporary use permit to the Zoning Administrator. As part of the application process, the Zoning Administrator may ask for additional materials as he or she deems necessary for purposes of protecting the health, safety, and welfare of the community and/or mitigating potential impacts to surrounding property owners.*

\* \* \*

**Explanation:** This language clarifies that certain temporary uses may require additional information as part of the application process to for purposes of protecting the health, safety, and welfare of the community and/or mitigating potential impacts to surrounding property owners, intended to ensure that such uses or structures do not negatively affect adjacent land, are discontinued upon the expiration of a set time period, and do not involve the construction or alteration of any permanent building or structure.





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14. Replace in its entirety the temporary use standard of “Food Truck Vendor” and replace with new name and use standard “Food Truck and Trailer Vendor” in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.2. TEMPORARY USE STANDARDS, as subsection D.

**[Note: See Exhibit “D” for revised Food Truck and Trailer Vendor]**

**Explanation:** *Food Truck and Trailer Vendor* is defined as vehicle establishments that are designed to be readily moveable from which food is sold or served. These revised regulations describe what is allowed, what is required and where food trucks and trailers are allowed operate, with proper zoning and operations permits. While not at a Food Truck Park, provided they are on private property or City-owned property, require approval of a temporary use permit, obtain an annual mobile food vendor permit issued through the City’s Director of Finance and comply with the operational requirements in Chapter 42 of the Shreveport City Code.

15. Replace in its entirety the temporary use standard of “Temporary Outdoor Entertainment” and replace with new name and use standard “Temporary Outdoor Event” in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.2. TEMPORARY USE STANDARDS, as subsection E.

**[Note: See Exhibit “E” for all revisions to Temporary Outdoor Events]**

**Explanation:** To address *Temporary Outdoor Events*, the name, as well as the definition, has been redefined to clarify the use and operational standards for these temporary events.

16. Delete temporary use standard of “Temporary Outdoor Sales” in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.2. TEMPORARY USE STANDARDS, subsection F. Re-alphabetize accordingly.

**F. ~~Temporary Outdoor Sales~~**

~~A temporary use permit is not required for outdoor sales within public parks and when organized by a public agency.~~

~~1. A management plan is required as part of the temporary use permit application that demonstrates the following:~~

~~a. The on site presence of a representative for the outdoor sales event during hours of operation who directs the operations of all participating vendors.~~

~~b. An established set of operating rules addressing the governance structure of the sales event, hours of operation, and maintenance.~~

~~c. A general site plan of vendor stalls, visitor facilities, such as any seating areas and restrooms, and all ingress and egress points to the site.~~

~~d. Provision for recycling and waste removal.~~

~~e. The days and hours of operation, including vendor set up and take down times.~~

~~2. Any temporary structures must be removed within seven days of conclusion of the event.~~

~~3. Temporary outdoor sales events are limited to three events per calendar year and a maximum duration of seven days per event, with a minimum of 30 days between events, with the following exceptions:~~

~~a. A temporary use permit for a seasonal sale, such as Christmas tree lots or pumpkin patches, are limited to three events per calendar year and a maximum duration of 45 days. There is no minimum time between events.~~

**Explanation:** These temporary use standards are no longer needed, as they are being supplemented with the proposed temporary uses standards *Temporary Season Sales*.



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17. Delete in its entirety the temporary use standard of “Temporary Pop-Up Commercial Use” in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.2. TEMPORARY USE STANDARDS, as subsection H. Re-alphabetize accordingly:

### H. Temporary Pop-Up Commercial Use

Temporary Pop-Up Commercial Uses are to accommodate certain pop-up commercial uses that are temporary or seasonal in nature. All uses allowed must be a permitted use within the zoning district and shall meet the following requirements:

1. The applicant shall locate, operate, and maintain the use in a manner consistent with the policies of this Code and all applicable provisions of City ordinances and state law.
2. The proposed site shall be adequate in size and shape to accommodate the use.
3. The proposed site shall be adequately served by streets having sufficient width and improvements to accommodate the kind and quantity of traffic the use could reasonably generate.
4. The proposed site shall provide adequate parking to accommodate vehicular traffic anticipated by the use.
5. The operation of the use shall not jeopardize, endanger, or otherwise constitute a menace to public health, safety, or general welfare.
6. The applicant shall not make any permanent alterations to the site without the required approvals.
7. Applicants shall remove all approved temporary signs associated with the use at the conclusion of said use.
8. None of the regulations in this subsection exempt the applicant or operator from obtaining any other required permits, such as building or health department permits.
9. A certificate of occupancy is required for the entire facility on an annual basis to be issued by the Zoning Administrator. The use will be identified as a Pop-Up Commercial Use.

**Explanation:** For clarity *Commercial Facility Pop-Up Use* is a facility being proposed as a Principal Use (not Temporary Use) in order to accommodate certain commercial uses within the facility that are temporary or seasonal in nature. Any pop-up use within the facility must be an allowable principal use within the zoning district where the commercial facility is located, as identified on the Use Matrix in Article 5.





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18. **Add new temporary use standard of “Temporary Sale of Non-Seasonal Merchandise” in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.2. TEMPORARY USE STANDARDS, as Subsection H. Re-alphabetize accordingly.**

**H. Temporary Sale of Non-Seasonal Merchandise**

Any lawfully existing commercial use shall be permitted to display and sell its merchandise outdoors only under the following limited conditions.

1. No display, sales or parking is permitted in any street right-of-way. In addition, no display, sales or parking shall obstruct pedestrian or vehicular traffic.
2. All display areas or temporary structures shall comply with the minimum required yard setbacks for the district in which the commercial temporary outdoor sale is being proposed.
3. No more than 10 percent of the required parking area for the existing commercial use may be used for the temporary outdoor sales.
4. Additional signage shall be restricted to one (1) sign with an area not to exceed 8 square feet. The sign shall be removed at the conclusion of the sale.
5. Any temporary structures must be removed within seven days of conclusion of the event.
6. Temporary Sale of Non-Seasonal Merchandise events are limited to three events per calendar year and a maximum duration of seven days per event. Extensions to these time limits may be approved by the Zoning Administrator.

**Explanation:** This new temporary use standard replaces the deleted *Temporary Outdoor Sales*.

19. **Add new temporary use standard of “Temporary Seasonal Sales” in Shreveport and Caddo Parish UDC ARTICLE 6. USE STANDARDS, SECTION 6.2. TEMPORARY USE STANDARDS, as Subsection I. Re-alphabetize accordingly.**

**[Note: See Exhibit “F” for all revisions to Temporary Seasonal Sales]**

**Explanation:** This new temporary use standard replaces the deleted *Temporary Outdoor Sales*.

20. **Amend a portion of Table 8-1 in the Shreveport UDC ARTICLE 8. OFF-STREET PARKING AND LOADING by adding “Food Truck Park” to now read as follows:**

TABLE 8-1: OFF-STREET VEHICLE AND BICYCLE PARKING REQUIREMENTS			
USE	MINIMUM REQUIRED VEHICLE SPACES	MINIMUM REQUIRED BICYCLE SPACES	
		REQUIRED BICYCLE SPACES	PERCENTAGE OF REQUIRED BICYCLE SPACES THAT MUST BE LONG-TERM SPACES
<b>Food Truck Park</b>	See Article 6.1	2 per Mobile Food Vendor Space	

**Explanation:** In light of the change in definition for *Mobile Food Park* (see amendments #5 and #7); Table 8-1 needs to be amended accordingly to reflect the changes to that definition and new use standard.



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**EXHIBIT A to Ordinance No. XX of 2019**