

**Office of the MPC**

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

**RECOMMENDED UDC AMENDMENTS. December 4, 2019**

The Shreveport Unified Development Code (UDC) serves as the official land use and development regulatory ordinance for the City of Shreveport, Louisiana, and was implemented in May 2017. The Caddo Parish UDC serves as the official land use and development regulatory ordinance for the area of Caddo Parish that falls within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport. The Caddo Parish UDC was implemented in December 2017. Periodically, revisions to both the Shreveport and Caddo Parish UDC's are required to reflect the changing nature of business within the planning limits of the MPC.

These proposed amendments create the provisions of a Neighborhood Participation Plan. The purpose of the Neighborhood Participation Plan is to achieve the following: (1) Ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood; (2) Ensure that the citizens and property owners of [the City of Shreveport/Caddo Parish] have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and (3) Facilitate ongoing communication between the applicant, interested citizens and property owners, MPC staff, and elected officials throughout the application review process.

The Neighborhood Participation Plan (NPP) is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making. Completion of the neighborhood participation plan shall not be construed as any prejudgment, commitment, or guarantee to require a successful resolution of any differences between applicants and participants. It is not the intent of the Neighborhood Participation Plan to guarantee or require that an application will be approved with or without any particular conditions.

**There will be a Public Hearing to consider these amendments at the December 4, 2019, 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. **Add new section to ARTICLE 15. APPLICATION PROCEDURES titled "15.4. Project Neighborhood Participation Plan" in the Shreveport UDC, and add new section to ARTICLE 15. APPLICATION PROCEDURES titled "15.4. Project Neighborhood Participation Plan" in the Caddo Parish UDC.**

**[Note (3): See Exhibit "B" for new section 15.4. Project Neighborhood Participation Plan]**

***Explanation:*** *The Master Plan calls for "a structured method for neighborhood associations, residents, and other stakeholders to be informed of forthcoming redevelopment and development projects." The purpose of the Neighborhood Participation Plan is to ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood.*

2. **Add new provision numbered "2" to "D. Process" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 2. ZONING MAP AMENDMENT, Subsection 16.2.D in the Shreveport UDC, and add new provision numbered "2" to "D. Process" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 2. ZONING MAP AMENDMENT, Subsection 16.2.D in the Caddo Parish UDC. All existing provisions will be renumbered accordingly.**

\*\*\*

**2. Pre-Application Meeting and Neighborhood Participation Plan**

*All applications for zoning map amendments shall include a Neighborhood Participation Plan (NPP) report. Until all required NPP documents are submitted to MPC staff, the application for a zoning map amendment will not be deemed complete. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).*

\*\*\*

***Explanation:*** *The purpose of the Neighborhood Participation Plan for this land use action is to provide timely notification affecting a neighborhood and to provide the opportunity for meaningful neighborhood review of and comment on such proposals.*

3. **Amend Figure 16-2 ZONING MAP AMENDMENT in ARTICLE 16, SECTION 16.2 ZONING MAP AMENDMENT to reflect the textual references in SECTION 16.2 in the Shreveport UDC, and in ARTICLE 16, SECTION 16.2 ZONING MAP AMENDMENT to reflect the textual references in SECTION 16.2 in the Caddo Parish UDC.**

**[Note (4): See Exhibit "C" for revised Figure 16-2]**

**[Municode to update "Click this link to download a PDF version of "Figure 16-2" with Exhibit "C.2"]**

4. Add new provision numbered “2” to “D. Application Process” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 3. SPECIAL USE PERMIT, Subsection 16.3.D in the Shreveport UDC, and add new provision numbered “2” to “D. Application Process” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 3. SPECIAL USE PERMIT, Subsection 16.3.D in the Caddo Parish UDC. All existing provisions will be renumbered accordingly.

\*\*\*

**2. Pre-Application Meeting and Neighborhood Participation Plan**

All applications for a special use permit shall include a Neighborhood Participation Plan (NPP) report. Until all required NPP documents are submitted to MPC staff, the application for a special use permit will not be deemed complete. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).

\*\*\*

**Explanation:** The purpose of the Neighborhood Participation Plan for this land use action is to provide timely notification affecting a neighborhood and to provide the opportunity for meaningful neighborhood review of and comment on such proposals.

5. Amend Figure 16-3 SPECIAL USE PERMIT in ARTICLE 16, SECTION 16.3 SPECIAL USE PERMIT to reflect the textual references in SECTION 16.3 in the Shreveport UDC, and in ARTICLE 16, SECTION 16.3 SPECIAL USE PERMIT to reflect the textual references in SECTION 16.3 in the Caddo Parish UDC.

**[Note (5): See Exhibit “D” for revised Figure 16-3]**

**[Municode to update “Click this link to download a PDF version of “Figure 16-3” with Exhibit “D.2”]**

6. Add new provision numbered “2” to “D. Process” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 4. VARIANCE TO ZONING, Subsection 16.4.D in the Shreveport UDC, and add new provision numbered “2” to “D. Process” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 4. VARIANCE TO ZONING, Subsection 16.4.D in the Caddo Parish UDC. Re-number all preceding provisions accordingly.

\*\*\*

**2. Pre-Application Meeting and Neighborhood Participation Plan**

All applications for a variance, with the exception of applications for variances involving a single-family or two-family dwelling, shall include a Neighborhood Participation Plan (NPP) report. Until all required NPP documents are submitted to MPC staff, the application for a variance will not be deemed complete. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).

\*\*\*

**Explanation:** The purpose of the Neighborhood Participation Plan for this land use action is to provide timely notification affecting a neighborhood and to provide the opportunity for meaningful neighborhood review of and comment on such proposals.

7. Amend Figure 16-4 VARIANCE TO ZONING in ARTICLE 16, SECTION 16.4 VARIANCE TO ZONING to reflect the textual references in SECTION 16.4 in the Shreveport UDC, and in ARTICLE 16, SECTION 16.4 VARIANCE TO ZONING to reflect the textual references in SECTION 16.4 in the Caddo Parish UDC.

**[Note (6): See Exhibit “E” for revised Figure 16-4]**

**[Municode to update “Click this link to download a PDF version of “Figure 16-4” with Exhibit “E.2”]**

**Office of the MPC**

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

8. Add new provision numbered “2” of “16.7.C. Process” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.7. PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS in the Shreveport UDC, and add new provision numbered “2” of “16.7.C. Process” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.7. PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS in the Caddo Parish UDC. Re-number all preceding provisions accordingly.

\*\*\*

**2. Neighborhood Participation Plan**

All applications for both a planned unit development (PUD) and a small planned unit development (SPUD) shall include a Neighborhood Participation Plan (NPP) report. Until all required NPP documents are submitted to MPC staff, the application for a planned unit development (PUD) and a small planned unit development (SPUD) will not be deemed complete. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).

\*\*\*

**Explanation:** The purpose of the Neighborhood Participation Plan for this land use action is to provide timely notification affecting a neighborhood and to provide the opportunity for meaningful neighborhood review of and comment on such proposals.

9. Add new provision lettered “E” in ARTICLE 17. SUBDIVISION APPROVALS, SECTION 17.4. PRELIMINARY PLAT in the Shreveport UDC, and add new provision lettered “E” in ARTICLE 17. SUBDIVISION APPROVALS, SECTION 17.4. PRELIMINARY PLAT in the Caddo Parish UDC. Re-letter all preceding provisions accordingly.

\*\*\*

**E.** All applications for a preliminary plat, with the exception of the application types listed below, shall include a Neighborhood Participation Plan (NPP) report. Until all required NPP documents are submitted to MPC staff, the application for a preliminary plat will not be deemed complete. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).

Exceptions of applications that do not have to participate in the Neighborhood Participation Plan include when:

- a.** The subject property has been the subject of a zoning change within the previous twelve months of application submittal.
- b.** The subject property is a part of an approved Planned Unit Development / Small Planned Unit Development.
- c.** The number of lots being considered for approval is less than 30 units.

\*\*\*

**Explanation:** The purpose of the Neighborhood Participation Plan for this land use action is to provide timely notification affecting a neighborhood and to provide the opportunity for meaningful neighborhood review of and comment on such proposals.