

FACT SHEET

CITY OF SHREVEPORT, LOUISIANA

<u>TITLE</u> An ordinance to amend various articles and sections in the City of Shreveport, Louisiana, Unified Development Code, relative to the Neighborhood Participation Plan, and to otherwise provide with respect thereto.	<u>DATE</u> December 8, 2020	<u>ORIGINATING DEPARTMENT</u> Shreveport Caddo Metropolitan Planning Commission (“MPC”) <u>COUNCIL DISTRICT</u> City-wide <u>SPONSOR</u>
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PURPOSE
To amend the code text in the Shreveport Unified Development Code.

BACKGROUND INFORMATION
The Shreveport UDC serves as the official land use and development regulatory ordinance and includes the official zoning map for the City of Shreveport.

These proposed amendments are intended to introduce language regarding the newly formed Neighborhood Participation Plan (NPP) that would require certain applicants to participate. The following Articles, or portions thereof were amended: Article 15, “Application Procedures,” including amendments referring to the Neighborhood Participation Plan; Article 16, “Zoning Application Approval Processes,” including amendments adding the requirements of the Neighborhood Participation Plan as a part of the application submittal process for Zoning Map Amendments, Special Use Permits, Administrative Special Uses, Variances, Site Plan Review, and Planned Units Developments; amending Article 17, “Subdivision Approvals” including amendments adding the requirements of the Neighborhood Participation Plan as a part of the application submittal process for Major Subdivisions.

<u>TIMETABLE</u>	<u>ATTACHMENTS</u>
MPC Introduction: November 4, 2020	Exhibit “A” MPC Memo
MPC Review & Recommendation: December 2, 2019	Exhibit “B” Article 15, Section 15.4
Introduction to City Council: December 8, 2020	Exhibit “C” Figure 16-2
Final Passage by City Council: January 12, 2021	Exhibit “D” Figure 16-3
	Exhibit “E” Figure 16-4
	Exhibit “F” Figure 16-5
	Exhibit “G” Figure 16-7

SPECIAL PROCEDURAL REQUIREMENTS
MPC Recommendation. Pursuant to [La. R.S. 33:140.30](#), 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 December 2, 2020. Therefore, the City Council may render its decision to approve the amendments by a simple majority vote. See La. R.S. [33:140.30](#) and [Shreveport UDC 16.1 \(D\)\(3\)\(b\)](#).

Notice and Public Hearing at MPC. In accordance with the intent of [La. R.S. 33:140.30](#) for a Public Hearing and Notice to be issued, the MPC held a Public Hearing at its Public Meeting on December 2, 2020, 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 16, 2020 in *The Inquisitor* (a newspaper of general circulation in the parish).

<u>FINANCES</u> \$0	<u>SOURCE OF FUNDS</u> NA
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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, MPC
Community Planning and Design Manager

ORDINANCE NO. _____ OF 2020

AN ORDINANCE TO AMEND VARIOUS ARTICLES AND SECTIONS IN THE CITY OF SHREVEPORT, LOUISIANA, UNIFIED DEVELOPMENT CODE, RELATIVE TO THE NEIGHBORHOOD PARTICIPATION PLAN, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

BY COUNCILMEMBER:

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 November 4, 2020, the first draft proposals of these *code text amendments* were submitted to the Shreveport-Caddo Metropolitan Planning Commission (MPC), at its regular public board meeting, for informal review and discussion; and

WHEREAS, on December 2, 2020, these *code text amendments* were submitted to the Shreveport-Caddo MPC, at its regular board meeting, for review and recommendation in accordance with [La. R.S. 33:140.30](#); and

WHEREAS, in accordance with the intent of [La. R.S. 33:140.30](#) for a Public Hearing and Notice to be issued, the MPC held a Public Hearing at its Public Meeting, on December 2, 2020, before voting and providing a favorable recommendation, to the City Council, regarding the proposed amendments; and

WHEREAS, at least 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 Inquisitor* (a newspaper of general circulation in the parish) and said Notice was published on October 16, 2020 and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Shreveport, Louisiana, in 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. Repeal and Replace “SECTION 15.4. NEIGHBORHOOD PARTICIPATION PLAN” in ARTICLE 15. APPLICATION PROCEDURES in the Shreveport UDC to now read as follows:

[Note (1): See Exhibit “B” for revised Article 15.4 Neighborhood Participation Plan]

2. Amend “Pre-Application Meeting and Neighborhood Participation Plan” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.2. ZONING MAP AMENDMENT, Subsection 16.2.D.2 in the Shreveport UDC to now read as follows:

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2. Pre-Application Meeting and Neighborhood Participation Plan

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

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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.

[Note (2): See Exhibit “C” for revised Figure 16-2]

4. Amend “Pre-Application Meeting and Neighborhood Participation Plan” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.3. SPECIAL USE PERMIT, Subsection 16.3.D.2 in the Shreveport UDC to now read as follows:

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2. Pre-Application Meeting and Neighborhood Participation Plan

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

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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.

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

6. Amend “Procedures for Administrative Special Use Approval” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.4. ADMINISTRATIVE SPECIAL USE PERMIT, Subsection 16.4.A.2 in the Shreveport UDC to now read as follows.

* * *

2. Some applications for an administrative special use permit may be required to include a Neighborhood Participation Plan (NPP) report. If required, the application for an administrative special use permit will not be deemed complete until all mandatory NPP documents are submitted to MPC staff. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).

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7. Amend Figure 16-4 ADMINISTRATIVE SPECIAL USE PERMIT in ARTICLE 16, SECTION 16.4 ADMINISTRATIVE SPECIAL USE PERMIT to reflect the textual references in SECTION 16.4.

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

8. Amend “Pre-Application Meeting and Neighborhood Participation Plan” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.5. VARIANCE TO ZONING, Subsection 16.5.D.2 in the Shreveport UDC to now read as follows:

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2. Pre-Application Meeting and Neighborhood Participation Plan

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

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9. Amend Figure 16-5 VARIANCE TO ZONING in ARTICLE 16, SECTION 16.5 VARIANCE TO ZONING to reflect the textual references in SECTION 16.5.

[Note (6): See Exhibit “F” for revised Figure 16-5]

10. Add “Neighborhood Participation Plan” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.7. SITE PLAN REVIEW, Subsection 16.7.G.2 as “d” in the Shreveport UDC. All subsequent subsection shall be re-alphabetized accordingly.

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d. Neighborhood Participation Plan

Some preliminary site plan applications may be required to include a Neighborhood Participation Plan (NPP) report. If required, the application for a preliminary site plan will not be deemed complete until all mandatory NPP documents are submitted to MPC staff. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).

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11. Add Figure 16-7 SITE PLAN REVIEW in ARTICLE 16, SECTION 16.7 SITE PLAN REVIEW to reflect the textual references in SECTION 16.7.

[Note (7): See Exhibit "G" for revised Figure 16-7]

12. Amend "Neighborhood Participation Plan" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.8. PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS, Subsection 16.8.C.2 in the Shreveport UDC to now read as follows:

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2. Neighborhood Participation Plan

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

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13. Amend "Neighborhood Participation Plan" in ARTICLE 17. SUBDIVISION APPROVALS, SECTION 17.4. PRELIMINARY PLAT, Subsection 17.4.E in the Shreveport UDC to now read as follows:

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E. Neighborhood Participation Plan

Some applications for a preliminary plat, with the exception of applications listed below, may be required to 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).

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BE IT FURTHER ORDAINED that the Mayor of the City of Shreveport, or his/her designee, and the Executive Director of the Shreveport-Caddo Metropolitan Planning Commission, or his/her designee, shall be and is hereby authorized to do any and all things and to sign any and all documents in a form acceptable to the City Attorney, or his/her designee, necessary to effectuate the purposes set forth herein.

BE IT FURTHER ORDAINED that if any provision or item of this Ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Ordinance which can be given affect without the invalid provisions, items or applications and to this end the provisions of this Ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that all ordinances, resolutions or parts thereof in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall become effective in accordance with the provisions of [Shreveport City Charter Section 4.23](#).

THUS DONE AND ORDAINED by the City Council of the City of Shreveport, Louisiana.

APPROVED AS TO LEGAL FORM:

City Attorney's Office