



CADDO PARISH PLANNING AND ZONING COMMISSION
Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

STAFF REPORT
JUNE 22, 2022
AGENDA ITEM NUMBER: 14
MPC Staff Member: Adam Bailey
Parish Commission District: All Districts

CASE 22-1-CTAP: Code Text Amendments
APPLICANT: METROPOLITAN PLANNING COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Caddo Parish UDC

DESCRIPTION: 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.

Imagine a public participation scenario, called the ‘Neighborhood Participation Plan’ in which neighborhood stakeholders meet with the applicant of a proposed project, exploring creative solutions together in hopes of agreeing on a decision that is supported through consensus. Imagine—as well—that it becomes a requirement for the applicants of certain types of land development applications to actively seek and consider the input of neighborhood associations, and neighborhood residents, before the applicant goes before the MPC Board at a public hearing. Such a reality is not only possible; it is beginning to already take shape.

These proposed amendments create the provisions of a Neighborhood Participation Plan. The purpose of the Neighborhood Participation Plan is to achieve the following:

- 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;
- 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
- 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.

This staff report describes in detail the proposed amendments to the Caddo Parish UDC. A memorandum has also been posted on the MPC website for public review and comments.



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STAFF REPORT

BACKGROUND: The Planning and Zoning Commission discussed these proposed code text amendments at its June 2, 2022 work session and was generally supportive of the proposed changes.

REMARKS: The Caddo Parish Unified Development Code (UDC) was implemented in December of 2017. The purpose of the UDC was to update, consolidate, and reformat the former subdivision and zoning regulations. It was acknowledged that upon adoption that additional corrections and policy amendments to these regulations would be forthcoming in the future. MPC Staff is proposing the following amendments at this time:

- Amending the mailed notice general requirements for public hearings in Article 15.
- Adding new application procedures for the Neighborhood Participation Plan to *Article 15*.

Staff is proposing the following amendment to the Caddo Parish UDC:

Amendment 1.

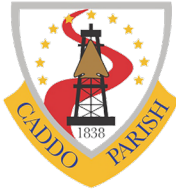
Amend Mailed Notice General Requirements in Article 15. On May 5th, the Caddo Parish Commission adopted a resolution urging and requesting the Temporary Caddo Parish Planning and Zoning Commission to increase the limits within which notice of public hearings on subdivision and zoning applications are required, from 300' to 1,500'.

Amendment 2.

Add new section *Project Neighborhood Participation Plan* in Article 15. 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.

APPROVAL STANDARDS: The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the Unified Development Code whenever the public necessity, convenience, general welfare, comprehensive plan, or appropriate land use practices justify or require doing so. In determining whether to recommend approval or denial of the proposed text amendment, the MPC shall weigh the relevance to which the proposed amendment:

- a. **Promotes the public health, safety, and welfare.**
The proposed text amendment promotes the public health, safety, and welfare.
- b. **Promotes the Master Plan and any adopted land use policies.**
The proposed text amendment is consistent with the Master Plan. 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.



STAFF REPORT

- c. **Promotes intent of this Code.**
This amendment will simplify current practices, thus promoting the intent of the Code.
- d. **Corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.**
The proposed amendment reflects changes in policy.
- e. **The extent to which the proposed amendment creates nonconformities.**
This amendment helps alleviate nonconformities, not create them.

**STAFF
RECOMMENDATION:**

Based on staff analysis, review of the above standards and facts of record, MPC Staff concludes that the recommendation to APPROVE these code text amendments is warranted. If approved by the Caddo Parish Commission, Article 15 of the Caddo Parish UDC would be amended, as described within. A majority vote of the PZC members present and voting is required to recommend approval to the Caddo Parish Commission.

Alternatively, based on information provided at the public hearing, the PZC may:

- Deny the proposed code text amendment;
- Deny specific provisions and/or amendments, and approve any subsequent amendments and/or provisions; or
- Modify specific language in the proposed amendment and approve, as modified.

PUBLIC ASSESSMENT: There was no support. There was no opposition.

**PZC
RECOMMENDATION:**

The board voted 3/1 to recommend amendment 1 for approval. The board voted 4/0 to recommend amendment 2 for approval.