

20.5 CLOSURE AND ABANDONMENT**A. Initiation**

Any abutting property owner, seeking the consent of the Shreveport City Council to abandon, vacate or close any public right-of-way or easement (or portion thereof), including, but not limited to streets, avenues, alleys, drainage rights-of-way or easements, or other municipal or public easement within the City of Shreveport, shall file a written petition with the City's Property Management office requesting that public right-of-way or easement (or portion thereof) be abandoned, vacated and closed.

1. The petition shall be signed by 66.666 percent of the property owners of the area to be affected by the closure and abandonment request, shall be part of the application submittal.
2. The petition must be accompanied by a boundary survey drawing with legal description, showing the public right-of-way or easement (or portion thereof) sought to be abandoned, vacated and closed. Drawn to a scale of not less than one inch equals 50 feet, the drawing shall include the area, both in square footage and in acreage of the public right-of-way or easement (or portion thereof) sought to be abandoned. Property Management may waive this requirement when, in their determination, a recorded plat contains sufficient evidence to determine the legal description and area of property to be abandoned, vacated and closed.
3. Petitions for closure and abandonment are processed through the City's Property Management office, where staff will work with petitioners to ensure that the proper format and notification to affected parties is followed.
4. Once the proper petitions and forms are received, Property Management will prepare an ordinance package and submit to the Office of the MPC. Included in ordinance package will be Property Management's recommendation, indicating their desire on whether or not the city should undertake the closure and abandon action requested in the petition.
5. The City of Shreveport, through Property Management, may also initiate a request to abandon, vacate or close any public right-of-way or easement (or portion thereof) by submitting an ordinance package to the Office of the MPC.

C. Action by the Executive Director

1. Upon the receipt of all documentation required by this section, the Executive Director, or his designee, shall forward copies of the ordinance package to, and request comments and recommendations from, the city attorney, department of public works, engineering department, fire, police, water and sewer and any other city department or public utility company that would be affected by the approval of the request. In making such recommendations, each department and/or office shall give due consideration to:
 - a. The present use or nonuse of the public right-of-way or easement, or portion thereof, sought to be closed (Public Works, Engineering, Public Utility Companies, LaDOT);
 - b. Traffic and drainage patterns in the area (Public Works, Streets and Drainage, LaDOT);
 - c. Proximity of other public right-of-way or easements, or portions thereof (Public Works, Streets and Drainage, LaDOT);
 - d. Major and minor thoroughfares in the area (Public Works, Streets and Drainage, LaDOT);
 - e. The city's master plans (MPC);
 - f. The effect of the proposed abandonment on access by fire and other emergency vehicles, and other city service vehicles, to adjacent properties (Police Department, Fire Department); and

- g.** The location of existing city water and sewer lines and storm water facilities and future extensions thereto which may be impacted by the abandonment, vacating or closing of such public right-of-way or easement, or portion thereof (Public Works, Water and Sewer).
- 2.** The Executive Director must evaluate the request based upon the evidence presented in the ordinance package, pursuant to the approval standards of this Article and shall recommend approval, recommend approval with conditions, or recommend denial of the closure and abandonment.
- 3.** The Executive Director must forward his or her recommendation to the Metropolitan Planning Commission.

D. Action by Metropolitan Planning Commission

- 1.** The Metropolitan Planning Commission shall consider the proposed closure and abandonment at a public hearing.
- 2.** The Metropolitan Planning Commission must evaluate the request based upon the evidence presented at the public hearing, pursuant to the approval standards of this Code and recommend approval, recommend approval with conditions, or recommend denial of the closure and abandonment.
- 3.** Following the close of the public hearing, the Metropolitan Planning Commission must forward its recommendation to the [City Council/Parish Commission].

E. Action by City Council

Upon receipt of the Metropolitan Planning Commission recommendation, the City Council will act on the request. The City Council must take action in the form of approval, approval with conditions, or denial of the request to abandon, vacate and close the public right-of-way or easement (or portion thereof) described in the petition filed under this Article.