

ORDINANCE NO. 114 OF 2020

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

**BY**  
**COUNCILMEMBER: GREEN**

**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 June 3, 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 July 1, 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 July 1, 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 Shreveport Times* (a newspaper of general circulation in the parish) and said Notice was published on June 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:

**ORDINANCE NO. 114 OF 2020**

**August 25, 2020**

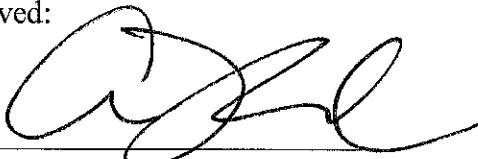
Read by title and as read motion by Councilman Green seconded by Councilman Bowman for Introduction.

**September 8, 2020**

Having passed first reading on August 25, 2020 was read by title and on motion ordered passed to third reading. Read by title and as read motion by Councilman Green seconded by Councilman Bowman for adoption. Approved by the following vote: Ayes: Councilmen Tabatha Taylor, LeVette Fuller, John Nickelson, Grayson Boucher, James Green, and Jerry Bowman, Jr. 6. Nays: 0. Absent: Councilman James Flurry. 1. Out of the Chamber: 0. Abstentions: 0.

  
\_\_\_\_\_  
LeVette Fuller, Vice Chairman

Approved:

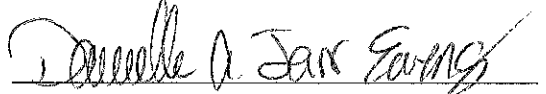
  
\_\_\_\_\_  
Adrian Perkins, Mayor

Approved by the City Council SEP 0 8 2020

Approved by the Mayor SEP 1 0 2020

And Effective on SEP 1 8 2020

at 12:01 O'clock A.M."

  
\_\_\_\_\_  
Danielle A. Farr-Ewing, Clerk of Council

**FACT SHEET**

**CITY OF SHREVEPORT, LOUISIANA**

**TITLE**

An ordinance to amend various articles and sections in the City of Shreveport, Louisiana, Unified Development Code and to otherwise provide with respect thereto.

**DATE**

August 25, 2020

**ORIGINATING DEPARTMENT**

Shreveport | Caddo Metropolitan Planning Commission (“MPC”)

**COUNCIL DISTRICT**

City-wide

**SPONSOR**

**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 be more user-friendly, with regard to various house-keeping and corrective changes due to oversight, grammatical mistakes, contradictions, or missing items. MPC Staff is proposing the following amendments at this time: amending Article 2, *Definitions and Rules of Measurement*, amending Article 4, *Zoning District Regulations*, amending Article 5, *Uses*, amending Article 6, *Use Standards*, amending Article 7, *On-Site Development Standards*, amending Article 8, *Off-Street Parking And Loading*, amending Article 9, *Signs*, amending Article 10, *Landscape and Tree Preservation*, amending Article 15, *Application Procedures*, amending Article 16, *Zoning Application Approval Processes*, amending Article 18, *Nonconformities*, amending Article 20, *Annexation Standards*, amending Article 20, Annexation Standards.

**TIMETABLE**

MPC Introduction:	July 1, 2020
MPC Review & Recommendation:	August 12, 2020
Introduction to City Council:	August 25, 2020
Final Passage by City Council:	September 8, 2020

**ATTACHMENTS**

Exhibit “A”	Memo outline amendments
Exhibit “B”	Table 5-1: Use Matrix
Exhibit “C”	Article 10.6
Exhibit “D”	Table 15-1
Exhibit “E”	Article 16.4
Exhibit “F”	Article 20.5
Exhibit “G”	MPC Staff Report with Decisions

**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 July 1 8, 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 July 1, 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 June 16, 2020 in *The Shreveport Times* (a newspaper of general circulation in the parish).

**FINANCES**

\$0

**SOURCE OF FUNDS**

NA

**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**

Adam Bailey, MPC

**BY:**

Community Planning and Design Manager

1. Add new abbreviation "ASUP" in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.2 GENERAL ABBREVIATIONS as "A" in the Shreveport UDC. All subsequent abbreviations will be re-alphabetized accordingly:

The following abbreviations are used within this Code:

- A. "ASUP" is an abbreviation for "administrative special use permit."

\* \* \*

2. Amend the following definitions in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3 DEFINITION OF GENERAL TERMS in the Shreveport UDC to now read as follows:

\* \* \*

**Accessory Structure.** A structure located on the same lot as the principal building, which may be detached or attached, that is incidental to the use of the principal building. An accessory structure is considered detached despite an intervening attached structure or shelter that is not enclosed. No living or sleeping quarters are permitted in accessory structures, unless as an accessory dwelling unit that has been approved as an administrative special use permit.

\* \* \*

**Aggrieved Party.** In the context of an appeal of a decision, an aggrieved party is any person(s) or entity(s) who are able to demonstrate that their property will be injured by a decision regarding a text (code) or map amendment (zoning change), administrative special use permit or special use permit, variance, administrative exception, planned unit development, sign permit, zoning interpretation, temporary use permit, zoning appeal, or subdivision preliminary or final plat.

\* \* \*

**Sign, Political.** A temporary sign identifying and urging voter support for a particular election issue, political party, or candidate in connection with any national, state, or local election.

\* \* \*

3. Amend a portion of Table 4-4 in ARTICLE 4. ZONING DISTRICT REGULATIONS by amending "Fenestration Design" in the Shreveport UDC to now read as follows:

TABLE 4-4: COMMERCIAL DESIGN STANDARDS						
	C-1	C-2	C-3	C-4	C-UC	C-UV
<b>Façade and Fenestration Design</b>						
All building facades that abut a public right-of-way, excluding alleys, must include a repeating pattern with no less than two of the following elements: color change, texture change, material module change, or a wall articulation change of no less than two feet in depth, such as a reveal, pilaster, or projecting rib. All elements must repeat at intervals of no more than 40 feet.	.	.	.	.	.	.
***	***	***	***	***	***	***

4. Amend ARTICLE 5. USES, SECTION 5.2 USE MATRIX in the Shreveport UDC to now read as follows:

**5.2 USE MATRIX**

Table 5-1: Use Matrix identifies the principal and temporary uses allowed within each zoning district. "P" indicates that the use is permitted by right in the district. "S" indicates that the use is a special use in the district and requires special use approval. "A" indicates that the use is an administrative special use in the district and requires administrative approval from the Executive Director. If a cell is blank, the use is not allowed in the district. In the case of temporary uses, a P indicates the temporary use is allowed in the district and may require approval of a temporary use permit. For accessory uses, see Article 7.

5. Amend Table 5-1 in Article 5. USES, Section 5.2 USE MATRIX in the Shreveport UDC with the following updates:

Update the following uses below to the new administrative special use in certain zoning districts. See attached "Exhibit B" for specific zoning districts.

- Amusement Facility – Indoor (A)
- Drive-Through Facility (A)
- Dwelling – Accessory Dwelling Unit (A)
- Financial Institution with Drive-Through (A)
- Greenhouse/Nursery - Retail (A)
- Industrial Design (A)
- Warehouse (A)
- Wholesale Establishment (A)

Update/Add "Commercial Facility for Pop-Up Use" as a permitted use in the following zoning districts.

- C-UC (P)
- C-UV (P)
- D-1-CBD (P)
- D-1-E (P)
- D-1-CMU (P)
- D-1-RMU (P)
- D-1-AC (P)
- D-1-HC (P)

Update/Add "Accessory Dwelling Unit" as an administrative special use in the following zoning districts.

- R-A (A)
- R-E (A)
- R-1-12 (A)
- R-1-7 (A)
- R-1-5 (A)
- R-UC (A)
- R-TH (A)
- R-2 (A)
- R-3 (A)

Add \* and note to the following temporary uses.

- Batch Plant/Rock Crushing Facility (Temporary) (P\*)
- Borrow Pit (P\*)

Add note to the bottom of Table 5-1.

*\* Even though Batch Plant/Rock Crushing Facility (Temporary) and Borrow Pit are permitted uses (P) by-right, these uses require MPC Board approval at a public hearing.*

**[Note (1): See Exhibit "B" for revised Table 5-1]**

6. Amend "Dwelling – Accessory Dwelling Unit" in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS, Subsection 6.1.N.3 in the Shreveport UDC to now read as follows:

\* \* \*

3. Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located 5 feet from any lot line and from any principal building.

\* \* \*

7. Amend "Exceptions to Lighting Standards" in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.2 EXTERIOR LIGHTING, Subsection 7.2.E.5 in the Shreveport UDC to now read as follows:

\* \* \*

- 5. Existing developments may be exempt from lighting plan restrictions if:
  - a. the existing development does not reside adjacent to residential zoning districts, and
  - b. the existing development does not add any new exterior freestanding lighting fixtures.

8. Amend "Detached Garages" in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3 ACCESSORY STRUCTURES AND USES, Subsection 7.3.N.2.b in the Shreveport UDC to now read as follows:

\* \* \*

- b. The area above the vehicle parking spaces in a detached garage may not contain a kitchen or sleeping area but may contain an office or recreation room, unless as an accessory dwelling unit that has been approved by an administrative special use permit.

\* \* \*

9. Add language to "General Requirements" in ARTICLE 8. OFF-STREET PARKING AND LOADING, Section 8.3 REQUIRED OFF-STREET VEHICLE AND BICYCLE PARKING SPACES, Subsection 8.3.A as "7" in the Shreveport UDC to now read as follows:

\* \* \*

- 7. The Executive Director may waive a requirement relating to the number or type of bicycle spaces or approve an alternate method of compliance after considering the characteristics of the use, the site, and the surrounding area.

10. Add the new sign type "Political Signs" in ARTICLE 9. SIGNS, SECTION 9.6 NO PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS, Subsection 9.6.C in the Shreveport UDC as "10." All subsequent subsections shall be renumbered accordingly.

\* \* \*

**10. Political Signs**

For the purposes of this Code, political signs shall follow all sign regulations of Section 9.6.C.13. Yard Signs, as well as the following:

- a. Political signs are permitted temporarily in all districts.
- b. Political signs shall not be erected within the City's public right-of-way, except as provided in Chapter 50 of the Shreveport City Code.
- c. Political signs erected in residential districts shall be no larger than 8 square feet.
- d. Political signs erected in non-residential districts shall be no larger than 16 square feet. Any political sign larger than 16 square feet is considering a freestanding sign and shall follow all freestanding sign regulations found in Section 9.7.H.

\* \* \*

11. Amend "Contents" in ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1 LANDSCAPE PLAN APPROVAL, Subsection 10.1.B in the Shreveport UDC by deleting provision "4." All subsequent provisions shall be renumbered accordingly.
12. Amend "D" in ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.3 LANDSCAPE MAINTENANCE STANDARDS in the Shreveport UDC to know read as follows:

\* \* \*

- D. If the total required landscape area for a development site is less than 2,000 sf, a hose bib and water spigot within 100 feet of all required landscaping may be used for irrigation. If the landscaping is not maintained in a livable condition, the Zoning Administrator may require an automatic irrigation system be installed.

\* \* \*

13. Repeal and Replace "'10.6 TREE PRESERVATION INCENTIVE" in ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1 LANDSCAPE PLAN APPROVAL, Subsection 10.1.B in the Shreveport UDC to know read as follows:

**[Note (2): See Exhibit "C" for revised 10.6 TREE PRESERVATION INCENTIVE]**

14. Amend "C. Interior Parking Lot Landscaping" in ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.9 NON-RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS in the Shreveport UDC to know read as follows:

**C. Interior Parking Lot Landscaping**

Parking lots that abut street right-of-way, excluding alleys, of ten or more spaces must provide interior landscaping per this Section. Parking lots that do not abut street right-of-way and are not visible from the street right-of-way of 20 or more spaces must provide interior landscaping per this Section. Building sites that are less than 1/2 acre in size are exempt from the interior parking lot landscaping requirements. When the calculation of interior parking lot landscape requirements results in a fraction, said fraction is rounded up to the nearest whole number.

\* \* \*

15. Amend Table 15-1 in Article 15. APPLICATION PROCEDURES, Section 15.1 Application, subsection 15.1.F in the Shreveport UDC to now read as follows:

TABLE 15-1: SUMMARY OF APPLICATION ACTIONS								
APPLICATIONS	ADMINISTRATORS							
	Zoning Administrator	Historic Preservation Commission (HPC)	Executive Director	Metropolitan Planning Commission (MPC)	Zoning Board of Appeals (ZBA)	City Council	Caddo Parish Civil District Court	Unified Development Code Source Cited
***	***	***	***	***	***	***	***	***
Executive Director								
Administrative Special Use Permit			R & D			A	A	Section 16.3
***	***	***	***	***	***	***	***	***
Zoning Administrator								
***	***	***	***	***	***	***	***	***
Certificate of Occupancy (CO)	R & D				A			Section 16.12

TABLE 15-1: SUMMARY OF APPLICATION ACTIONS								
APPLICATIONS	ADMINISTRATORS							
	Zoning Administrator	Historic Preservation Commission (HPC)	Executive Director	Metropolitan Planning Commission (MPC)	Zoning Board of Appeals (ZBA)	City Council	Caddo Parish Civil District Court	Unified Development Code Source Cited
***	***	***	***	***	***	***	***	***
Executive Director								
Administrative Special Use Permit			R & D			A	A	Section 16.3
Zoning Administrator								
***	***	***	***	***	***	***	***	***
Certificate of Occupancy (CO)	R & D				A			Section 16.12
Temporary Certificate of Occupancy (TCO)	R & D				A			Section 16.12
***	***	***	***	***	***	***	***	***

**[Note (3): See Exhibit "D" for complete TABLE 15-1: SUMMARY OF APPLICATION ACTIONS]**

16. Amend and add a new row to Table 15-2 in ARTICLE 15. APPLICATION PROCEDURES titled "Closure and Abandonment" in the Shreveport UDC to now read as follows:

TABLE 15-2: REQUIRED NOTICE			
Application	Notice Type		
	Published	Mailed	Posted
Code Text Amendment	•		
Zoning Map Amendment	•	•	•
Zoning Map Amendment: More Than 10 Parcels	•		
Special Use Permit	•	•	•
Administrative Special Use Permit	•	•	•
Variance to Zoning	•	•	•
Planned Unit Developments (PUD & SPUD) – Preliminary Site Plan	•	•	•
Appeal to Staff Administrative Decisions	•		
Subdivision Application (Major) – Preliminary Plat	•		
Annexation	•		
Closure and Abandonment	•		

17. Amend "Applicability" in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.4 PROJECT NEIGHBORHOOD PARTICIPATION PLAN, Subsection 15.4.B.2 to now read as follows:

\*\*\*

2. Administrative Special Use Permit or Special Use Permit

\*\*\*

18. Add new section "Administrative Special Use Permit" to ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, as SECTION "16.4" in the Shreveport UDC. All subsequent sections shall be renumbered accordingly.

**[Note (4): See Exhibit "E" for new Article 16.4 ADMINISTRATIVE SPECIAL USE PERMIT]**



19. Add new language to "Authority" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.5 ADMINISTRATIVE EXCEPTION TO ZONING, Subsection 16.5.C "9" in the Shreveport UDC to now read as follows:

\* \* \*

9. An increase in sign area or height of no more than 10%. This exception would apply to all sign types except billboards.

20. Amend ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.6 SITE PLAN REVIEW, Subsection 16.6.K.1.c in the Shreveport UDC to now read as follows:

\* \* \*

c. The existing structure or structures is increased in total building footprint by 50% or more.

\* \* \*

21. Add new section "Temporary Certificate of Occupancy" to ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, as "16.12" in the Shreveport UDC to now read as follows. All subsequent sections shall be renumbered accordingly.

#### **16.13 TEMPORARY CERTIFICATE OF OCCUPANCY**

##### **A. Intent**

A temporary certificate of occupancy (TCO) may be issued by the Zoning Administrator prior to the final certificate of occupancy (CO) being issued. The TCO is intended to acknowledge that some site features or building features may not be completed even though the site or building is safe for occupancy, or that a portion of the site or building can be safely occupied while work continues in another area. Then, upon application, the Zoning Administrator shall issue a CO when, after examination and inspection, it is found that the site and building, in all respects, conforms to the provisions of this Code, as well as all other regulatory codes, for the occupancy intended.

##### **B. Applicability**

1. A TCO shall only be issued for non-residential development in which the City Engineer, Zoning Administer, Fire Department and Chief Building Official have determined a plan for completing the appropriate work has been established. Commercial establishments that include food service will also need Caddo Parish Health Department authorization.
2. TCO's requires all the same inspections as a CO and should only be issued when incidental construction remains. For this reason, the applicant should not view the TCO as a short cut to occupying the structure.
3. The following items will be considered before a TCO is issued:
  - a. The scope of the remaining work and its impact on the use of the space,
  - b. How the space will be maintained safe and accessible while the remaining work is completed, and
  - c. The timeframe needed to complete the remaining work.

22. Amend ARTICLE 18. NONCONFORMITIES, SECTION 18.4. NONCONFORMING LOT, Subsection 18.4.B in the Shreveport UDC to now read as follows. Add “1” to the existing language and number all subsequent subsections accordingly.

**B. Use**

1. A nonconforming lot of record in a residential district may be used for a single-family dwelling.
2. A nonconforming lot of record may be used for a manufactured home in the R-A District or R-MHS District.
3. Duplexes may be constructed within the R-2 or R-3 District where the lot width is nonconforming. A variance would not be required.
4. Multiple nonconforming lots of record may be combined into one nonconforming lot of record. A variance would not be required.

23. Amend ARTICLE 18. NONCONFORMITIES, SECTION 18.5. NONCONFORMING SITE ELEMENTS, Subsection 18.5.C.1.c in the Shreveport UDC to now read as follows:

\* \* \*

- c. The existing principal structure is increased in total building footprint by 50% or more.

\* \* \*

24. Amend ARTICLE 18. NONCONFORMITIES, SECTION 18.6. NONCONFORMING SIGNS, Subsection 18.6.C in the Shreveport UDC to now read as follows:

\* \* \*

- C. Only nonconforming pole signs may be altered or enlarged up to a 10% expansion of its existing sign area. No other nonconforming sign types can be altered or enlarged in a way that increases the nonconformity of the sign or sign structure. This does not preclude normal maintenance and cleaning or changing of the sign face.

\* \* \*

25. Amend ARTICLE 20. ANNEXATION STANDARDS, SECTION 20.5 CLOSURE AND ABANDONMENT in the Shreveport UDC.

**[Note (5): See Exhibit “F” for revised Article 20.5 CLOSURE AND ABANDONMENT]**

**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.

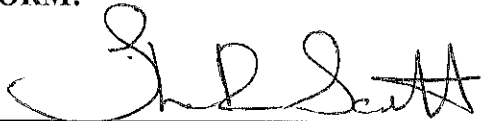
**BE IT FURTHER ORDAINED** that if any provision or item of this Ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Ordinance which can be given affect without the invalid provisions, items or applications and to this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

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

**APPROVED AS TO LEGAL  
FORM:**



\_\_\_\_\_  
City Attorney's Office

**RECOMMENDED UDC AMENDMENTS. August 5, 2020**

The City of Shreveport Unified Development Code (UDC) undergoes regular review in order to ensure that the Code promotes sound, stable, and desirable development within the jurisdiction of the City, to correct errors in the text or to accommodate changed or changing conditions in a particular area. Periodically, revisions are required to reflect the changing nature of business in our community, and are processed as either general amendments, suggested and reviewed by the MPC staff, or amendments which include those that are legally necessary, incorporate previously approved ordinances or determinations, or are emergency amendments (City designated). These proposed amendments are intended to be more user-friendly, with regard to various house-keeping and corrective changes due to oversight, contradictions, or missing items.

Staff is requesting the Shreveport UDC be amended as follows: [strikeout indicates deleted text, underline indicates added text].

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*Explanations are given for each amendment shown.*

1. Add new abbreviation "ASUP" in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.2 GENERAL ABBREVIATIONS as "A" in the Shreveport UDC. All subsequent abbreviations will be re-alphabetized accordingly:

The following abbreviations are used within this Code:

- A. "ASUP" is an abbreviation for "administrative special use permit."

\* \* \*

*Explanation:* *This amendment is part of the new administrative special use permit process.*

2. Amend the following definitions in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3 DEFINITION OF GENERAL TERMS in the Shreveport UDC to know read as follows:

\* \* \*

**Accessory Structure.** A structure located on the same lot as the principal building, which may be detached or attached, that is incidental to the use of the principal building. An accessory structure is considered detached despite an intervening attached structure or shelter that is not enclosed. No living or sleeping quarters are permitted in accessory structures, unless as an accessory dwelling unit that has been approved as an administrative special use permit.

\* \* \*

**Aggrieved Party.** In the context of an appeal of a decision, an aggrieved party is any person(s) or entity(s) who are able to demonstrate that their property will be injured by a decision regarding a text (code) or map amendment (zoning change), administrative special use permit or special use permit, variance, administrative exception, planned unit development, sign permit, zoning interpretation, temporary use permit, zoning appeal, or subdivision preliminary or final plat.

\* \* \*

**Sign, Political.** A temporary sign identifying and urging voter support for a particular election issue, political party, or candidate in connection with any national, state, or local election.

\* \* \*

*Explanation:* *These definitions need updating to include (a) the new administrative special use permit process and (b) to better identify political sign provisions.*

3. **Amend a portion of Table 4-4 in ARTICLE 4. ZONING DISTRICT REGULATIONS by amending "Fenestration Design" in the Shreveport UDC to now read as follows:**

TABLE 4-4: COMMERCIAL DESIGN STANDARDS						
	C-1	C-2	C-3	C-4	C-UC	C-UV
<b>Facade and Fenestration Design</b>						
Building facades that abut a public right-of-way, excluding alleys, must not contain blank wall areas that exceed 35 linear feet, measured parallel to the street.	A	A	A		A	A
Building facades in excess of 100 feet that abut a public right-of-way, excluding alleys, must include a repeating pattern with no less than two of the following elements: color change, texture change, material module change, or a wall articulation change of no less than two feet in depth, such as a reveal, pilaster, or projecting rib. All elements must repeat at intervals of no more than 40 feet.	A	A	A		A	A
All buildings of three or more stories must be designed with a definable base (ground floor), through the use of architectural features such as cornice treatments, recesses, corbeling, brick courses, and window designs.		A	A	A	A	
All buildings must have a public entrance from the sidewalk along the primary building frontage. Public entrances must be visually distinctive from the remaining portions of the facade along which they are located.	A	A	A		A	A
<b>Fenestration Design</b>						
Windows must be recessed no less than two inches, or projected out from the facade plane to provide depth and shadow.	A	A			A	A
The ground floor of the front facade must maintain a transparency of 30%, measured up to 14 feet in height from grade.	A	A	A	A	A	A
Upper floors of the front facade must maintain a transparency of 15% of the wall area of the story.	A	A			A	A
All building facades that abut a public right-of-way, excluding alleys, must include a repeating pattern with no less than two of the following elements: color change, texture change, material module change, or a wall articulation change of no less than two feet in depth, such as a reveal, pilaster, or projecting rib. All elements must repeat at intervals of no more than 40 feet.	A	A	A	A	A	A
***	***	***	***	***	***	***

**Explanation:** This amendment covers all of the design professionals issues needed for a quality building design.

4. **Amend ARTICLE 5. USES, SECTION 5.2 USE MATRIX in the Shreveport UDC to now read as follows:**

**5.2 USE MATRIX**

Table 5-1: Use Matrix identifies the principal and temporary uses allowed within each zoning district. "P" indicates that the use is permitted by right in the district. "S" indicates that the use is a special use in the district and requires special use approval. "A" indicates that the use is an administrative special use in the district and requires administrative approval from the Executive Director. If a cell is blank, the use is not allowed in the district. In the case of temporary uses, a P indicates the temporary use is allowed in the district and may require approval of a temporary use permit. For accessory uses, see Article 7.

**Explanation:** This revised language helps explain the new administrative special use permit process. Certain Special Uses in the Use Matrix would be allowed to be approved administratively by the Executive Director.

5. **Amend Table 5-1 in Article 5. USES, Section 5.2 USE MATRIX in the Shreveport UDC with the following updates:**

Update the following uses below to the new administrative special use in certain zoning districts. See attached "Exhibit B" for specific zoning districts.

- Amusement Facility – Indoor (S A)
- Drive-Through Facility (S A)
- Dwelling – Accessory Dwelling Unit (S A)
- Financial Institution with Drive-Through (S A)
- Greenhouse/Nursery - Retail (S A)
- Industrial Design (S A)
- Warehouse (S A)

- Wholesale Establishment (S A)

**Explanation:** Certain Special Uses in the Use Matrix would be allowed to be approved administratively by the Executive Director.

Update/Add "Commercial Facility for Pop-Up Use" as a permitted use in the following zoning districts.

- C-UC (S P)
- C-UV (S P)
- D-1-CBD (P)
- D-1-E (P)
- D-1-CMU (P)
- D-1-RMU (P)
- D-1-AC (P)
- D-1-HC (P)

**Explanation:** Certain Special Uses in the Use Matrix would be allowed to be approved administratively by the Executive Director.

Update/Add "Accessory Dwelling Unit" as an administrative special use in the following zoning districts.

- R-A (S A)
- R-E (S A)
- R-1-12 (S A)
- R-1-7 (S A)
- R-1-5 (A)
- R-UC (A)
- R-TH (A)
- R-2 (A)
- R-3 (S A)

**Explanation:** Allows ADUs as an Administrative Special Use Permit anywhere single-family homes are allowed in lieu of requiring a public hearing

Add \* and note to the following temporary uses.

- Batch Plant/Rock Crushing Facility (Temporary) (P\*)
- Borrow Pit (P\*)

Add note to the bottom of Table 5-1.

\* Even though Batch Plant/Rock Crushing Facility (Temporary) and Borrow Pit are permitted uses (P) by-right, these uses require MPC Board approval at a public hearing.

**Explanation:** To avoid confusion, a note and asterisk indicator needs to be added to Table 5-1 stating that even though these uses are a permitted use by-right, all applications require MPC Board approval before a public hearing.

**[Note (1): See Exhibit "B" for revised Table 5-1]**

6. Amend "Dwelling – Accessory Dwelling Unit" in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS, Subsection 6.1.N.3 in the Shreveport UDC to now read as follows:

\*\*\*

3. Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located 4@ 5 feet from any lot line and from any principal building.

\*\*\*

**Explanation:** This amendment reduces the required setback for ADU's from 10 feet to 5 feet.

**7. Amend "Exceptions to Lighting Standards" in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.2 EXTERIOR LIGHTING, Subsection 7.2.E.5 in the Shreveport UDC to now read as follows:**

\*\*\*

- 5. Existing developments may be exempt from lighting plan restrictions if:
  - a. the existing development does not reside adjacent to residential zoning districts, and
  - b. the existing development does not add any new exterior freestanding lighting fixtures.

***Explanation:** This amendment would exempt all existing developments from submitting a lighting plan unless new exterior lighting components are being proposed.*

**8. Amend "Detached Garages" in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3 ACCESSORY STRUCTURES AND USES, Subsection 7.3.N.2.b in the Shreveport UDC to now read as follows:**

\*\*\*

- b. The area above the vehicle parking spaces in a detached garage may not contain a kitchen or sleeping area but may contain an office or recreation room, unless as an accessory dwelling unit that has been approved by an administrative special use permit.

\*\*\*

***Explanation:** This accessory use standard needs updating to include the new administrative special use permit process.*

**9. Add language to "General Requirements" in ARTICLE 8. OFF-STREET PARKING AND LOADING, Section 8.3 REQUIRED OFF-STREET VEHICLE AND BICYCLE PARKING SPACES, Subsection 8.3.A as "7" in the Shreveport UDC to now read as follows:**

\*\*\*

- 7. The Executive Director may waive a requirement relating to the number or type of bicycle spaces or approve an alternate method of compliance after considering the characteristics of the use, the site, and the surrounding area.

***Explanation:** This amendment creates a waiver for the number or type of required bicycle spaces. Such waiver can be approved administratively by the Executive Director.*

**10. Add the new sign type "Political Signs" in ARTICLE 9. SIGNS, SECTION 9.6 NO PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS, Subsection 9.6.C in the Shreveport UDC as "10." All subsequent subsections shall be renumbered accordingly.**

\*\*\*

**10. Political Signs**

For the purposes of this Code, political signs shall follow all sign regulations of Section 9.6.C.13. Yard Signs, as well as the following:

- a. Political signs are permitted temporarily in all districts.
- b. Political signs shall not be erected within the City's public right-of-way, except as provided in Chapter 50 of the Shreveport City Code.
- c. Political signs erected in residential districts shall be no larger than 8 square feet.
- d. Political signs erected in non-residential districts shall be no larger than 16 square feet. Any political sign larger than 16 square feet is considering a freestanding sign and shall follow all freestanding sign regulations found in Section 9.7.H.

\*\*\*

***Explanation:** This amendment codifies political signs as a sign type in the Shreveport UDC. No such regulations currently exist.*

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11. Amend "Contents" in ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1 LANDSCAPE PLAN APPROVAL, Subsection 10.1.B in the Shreveport UDC by deleting provision "4." All subsequent provisions shall be renumbered accordingly.

\* \* \*

- ~~4. The existing and proposed grading of the site indicating contours to be shown by use of contour line intervals or spot grades. All proposed berming contours must also be indicated.~~

\* \* \*

***Explanation:** This amendment helps relax landscape plan triggers making landscape plan approval more predictable with less requirements.*

12. Amend "D" in ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.3 LANDSCAPE MAINTENANCE STANDARDS in the Shreveport UDC to know read as follows:

\* \* \*

- D. If the total required landscape area for a development site is less than 4,500 ~~2,000~~ sf, a hose bib and water spigot within ~~50~~ 100 feet of all required landscaping may be used for irrigation. If the landscaping is not maintained in a livable condition, the Zoning Administrator may require an automatic irrigation system be installed.

\* \* \*

***Explanation:** This amendment helps relax landscape plan triggers, specifically regarding irrigation requirements, making landscape plan approval more predictable with less requirements.*

13. Repeal and Replace "'10.6 TREE PRESERVATION INCENTIVE" in ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1 LANDSCAPE PLAN APPROVAL, Subsection 10.1.B in the Shreveport UDC to know read as follows:

**[Note (2): See Exhibit "C" for revised 10.6 TREE PRESERVATION INCENTIVE]**

***Explanation:** This amendment helps relax landscape plan triggers making landscape plan approval more predictable with less requirements, especially when it comes to tree preservation.*

14. Amend "C. Interior Parking Lot Landscaping" in ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.9 NON-RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS in the Shreveport UDC to know read as follows:

**C. Interior Parking Lot Landscaping**

Parking lots that abut street right-of-way, excluding alleys, of ten or more spaces must provide interior landscaping per this Section. Parking lots that do not abut street right-of-way and are not visible from the street right-of-way of 20 or more spaces must provide interior landscaping per this Section. Building sites that are less than ½ acre in size are exempt from the interior parking lot landscaping requirements. When the calculation of interior parking lot landscape requirements results in a fraction, said fraction is rounded up to the nearest whole number.

\* \* \*

***Explanation:** This amendment helps relax landscape plan triggers making landscape plan approval more predictable with less requirements, specifically when it comes to interior parking lot landscaping requirements.*



15. Amend Table 15-1 in Article 15. APPLICATION PROCEDURES, Section 15.1 Application, subsection 15.1.F in the Shreveport UDC to now read as follows:

TABLE 15-1: SUMMARY OF APPLICATION ACTIONS								
APPLICATIONS	ADMINISTRATORS							
	Zoning Administrator	Historic Preservation Commission (HPC)	Executive Director	Metropolitan Planning Commission (MPC)	Zoning Board of Appeals (ZBA)	City Council	Caddo Parish Civil District Court	Unified Development Code Source Cited
***	***	***	***	***	***	***	***	***
Executive Director								
<u>Administrative Special Use Permit</u>			<u>R &amp; D</u>			<u>A</u>	<u>A</u>	<u>Section 16.3</u>
***	***	***	***	***	***	***	***	***
Zoning Administrator								
***	***	***	***	***	***	***	***	***
<u>Certificate of Occupancy (CO)</u>	<u>R &amp; D</u>				<u>A</u>			<u>Section 16.12</u>
***	***	***	***	***	***	***	***	***
Executive Director								
<u>Administrative Special Use Permit</u>			<u>R &amp; D</u>			<u>A</u>	<u>A</u>	<u>Section 16.3</u>
Zoning Administrator								
***	***	***	***	***	***	***	***	***
<u>Certificate of Occupancy (CO)</u>	<u>R &amp; D</u>				<u>A</u>			<u>Section 16.12</u>
<u>Temporary Certificate of Occupancy (TCO)</u>	<u>R &amp; D</u>				<u>A</u>			<u>Section 16.12</u>
***	***	***	***	***	***	***	***	***

**[Note (3): See Exhibit "D" for complete TABLE 15-1: SUMMARY OF APPLICATION ACTIONS]**

Explanation: This amendment outlines the new administrative special use permit procedures and appeals process, as well as Certificate of Occupancy and Temporary Certificate of Occupancy.

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16. Amend and add a new row to Table 15-2 in ARTICLE 15. APPLICATION PROCEDURES titled "Closure and Abandonment" in the Shreveport UDC to now read as follows:

TABLE 15-2: REQUIRED NOTICE			
Application	Notice Type		
	Published	Mailed	Posted
Code Text Amendment	•		
Zoning Map Amendment	•	•	•
Zoning Map Amendment: More Than 10 Parcels	•		
Special Use Permit	•	•	•
Administrative Special Use Permit	•	•	•
Variance to Zoning	•	•	•
Planned Unit Developments (PUD & SPUD) – Preliminary Site Plan	•	•	•
Appeal to Staff Administrative Decisions	•		
Subdivision Application (Major) – Preliminary Plat	•		
Annexation	•		
Closure and Abandonment	•		

**Explanation:** This procedure currently does not exist. Amendment #18 addresses the proposed process.

17. Amend "Applicability" in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.4 PROJECT NEIGHBORHOOD PARTICIPATION PLAN, Subsection 15.4.B.2 to now read as follows:

\* \* \*

2. Administrative Special Use Permit or Special Use Permit

\* \* \*

**Explanation:** The Neighborhood Participation Plan provisions needs to include the new administrative special use permit process.

18. Add new section "Administrative Special Use Permit" to ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, as SECTION "16.4" in the Shreveport UDC. All subsequent sections shall be renumbered accordingly.

**[Note (4): See Exhibit "E" for new Article 16.4 ADMINISTRATIVE SPECIAL USE PERMIT]**

**Explanation:** This amendment outlines the new administrative special use permit procedures and appeals process.

19. Add new language to "Authority" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.5 ADMINISTRATIVE EXCEPTION TO ZONING, Subsection 16.5.C "9" in the Shreveport UDC to now read as follows:

\* \* \*

9. An increase in sign area or height of no more than 10%. This exception would apply to all sign types except billboards.

**Explanation:** Amendment allows for an existing sign to administratively expand its area or height by up to 10%.

20. Amend ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.6 SITE PLAN REVIEW, Subsection 16.6.K.1.c in the Shreveport UDC to now read as follows:

\* \* \*

- c. The existing structure or structures is increased in total building footprint by 25% 50% or more.

\* \* \*

*Explanation: Amendment allows for an existing structure to expand by up to 50% before any triggers would require site plan submittal.*

21. Add new section "Temporary Certificate of Occupancy" to ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, as "16.12" in the Shreveport UDC to now read as follows. All subsequent sections shall be renumbered accordingly.

16.13 TEMPORARY CERTIFICATE OF OCCUPANCY

**A. Intent**

A temporary certificate of occupancy (TCO) may be issued by the Zoning Administrator prior to the final certificate of occupancy (CO) being issued. The TCO is intended to acknowledge that some site features or building features may not be completed even though the site or building is safe for occupancy, or that a portion of the site or building can be safely occupied while work continues in another area. Then, upon application, the Zoning Administrator shall issue a CO when, after examination and inspection, it is found that the site and building, in all respects, conforms to the provisions of this Code, as well as all other regulatory codes, for the occupancy intended.

**B. Applicability**

1. A TCO shall only be issued for non-residential development in which the City Engineer, Zoning Administer, Fire Department and Chief Building Official have determined a plan for completing the appropriate work has been established. Commercial establishments that include food service will also need Caddo Parish Health Department authorization.
2. TCO's requires all the same inspections as a CO and should only be issued when incidental construction remains. For this reason, the applicant should not view the TCO as a short cut to occupying the structure.
3. The following items will be considered before a TCO is issued:
  - a. The scope of the remaining work and its impact on the use of the space.
  - b. How the space will be maintained safe and accessible while the remaining work is completed, and
  - c. The timeframe needed to complete the remaining work.

*Explanation: This amendment outlines the new temporary certificate of occupancy provisions and procedures.*

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**22. Amend ARTICLE 18. NONCONFORMITIES, SECTION 18.4. NONCONFORMING LOT, Subsection 18.4.B in the Shreveport UDC to now read as follows. Add "1" to the existing language and number all subsequent subsections accordingly.**

**B. Use**

1. A nonconforming lot of record in a residential district may be used for a single-family dwelling.
2. A nonconforming lot of record may be used for a manufactured home in the R-A District or R-MHS District.
3. Duplexes may be constructed within the R-2 or R-3 District where the lot width is nonconforming. A variance would not be required.
4. Multiple nonconforming lots of record may be combined into one nonconforming lot of record. A variance would not be required.

***Explanation:** (2) Amendment allows manufactured homes to be constructed on non-conforming lots when otherwise allowed in the zoning district. (3) Amendment allows duplexes to be constructed on R-2 and R-3 zoned property where the lot width is non-conforming. (4) Amendment allows existing non-conforming lots to be combined without the need for a variance when the combined total area is still less than the area required for the district.*

**23. Amend ARTICLE 18. NONCONFORMITIES, SECTION 18.5. NONCONFORMING SITE ELEMENTS, Subsection 18.5.C.1.c in the Shreveport UDC to now read as follows:**

\* \* \*

- c. The existing principal structure is increased in total building footprint by 25% 50% or more.

\* \* \*

***Explanation:** This amendment would allow for an existing structure to expand by up to 50% before any triggers would require full compliance for the site.*

**24. Amend ARTICLE 18. NONCONFORMITIES, SECTION 18.6. NONCONFORMING SIGNS, Subsection 18.6.C in the Shreveport UDC to now read as follows:**

\* \* \*

- C. Only nonconforming pole signs may be altered or enlarged up to a 10% expansion of its existing sign area. No other nonconforming sign types can be altered or enlarged in a way that increases the nonconformity of the sign or sign structure. This does not preclude normal maintenance and cleaning or changing of the sign face.

\* \* \*

***Explanation:** This amendment would allow for any existing pole sign to expand by up to 10% of the existing sign area.*

**25. Amend ARTICLE 20. ANNEXATION STANDARDS, SECTION 20.5 CLOSURE AND ABANDONMENT in the Shreveport UDC.**

**[Note (5): See Exhibit "F" for revised Article 20.5 CLOSURE AND ABANDONMENT]**

***Explanation:** This amendment brings the City's Code of Ordinances and the UDC in line with one another regarding closure and abandonment.*





Exhibit B

**TABLE 5-1: USE MATRIX**

PRINCIPAL USE	R-A	R-E	R-12	R-17	R-15	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MHS	R-MIP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	H-U	H-1	H-2	NA	OS	IC	USE STANDARD		
Retail Sales of Alcohol - Beer/Wine	P																																Sec. 6.1.FF		
Retail Sales of Alcohol - Liquor																																	Sec. 6.1.FF		
Salvage Yard																																	Sec. 6.1.GG		
Self-Service Ice Vending Unit	S																																Sec. 6.1.HH		
Self-Storage Facility - Climate-Controlled																																	Sec. 6.1.II		
Self-Storage Facility - Outdoor																																	Sec. 6.1.JJ		
Sexually Oriented Business																																	Sec. 6.1.V		
Shelter Housing																																	Sec. 6.1.KK		
Suitcase Room Occupancy																																	Sec. 6.1.LL		
Social Service Center																																	Sec. 6.1.MM		
Solar Farm																																	Sec. 6.1.NN		
Soup Kitchen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Soup Kitchen - Accessory																																			
Specialty Food Service																																			
Storage Yard - Outdoor	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Sec. 6.1.GG		
Transient Vacation Rental																																		Sec. 6.1.LL	
Truck Repair																																			
Truck Stop																																			
Utility																																			
Vehicle Dealership - Enclosed																																			
Vehicle Dealership - With Outdoor Storage/Display																																			
Vehicle Dealership - With Outdoor Storage/Display																																			
Vehicle Repair/Service - Major																																			
Vehicle Repair/Service - Minor																																			
Warehouse																																			
Wholesale Establishment																																			
Wind Energy System																																			
Winery																																			
Wireless Telecommunications - New Facility																																			
Wireless Telecommunications - Attachments to Existing Structures (Other than Towers)																																			
Wireless Telecommunications - Modifications (Eligible Facility)																																			
Wireless Telecommunications - Modifications (Non-Eligible Facility)																																			

TEMPORARY USE	R-A	R-E	R-12	R-17	R-15	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MHS	R-MIP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	H-U	H-1	H-2	NA	OS	IC	USE STANDARD
Batch Plant/Rock Crushing Facility (Temporary)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Borrow Pit	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Fairness Market	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Temporary Outdoor Events	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Temporary Sale of Non-Seasonal Merchandise	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Temporary Seasonal Sales	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Temporary Seasonal Sales Offices	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

\* Even though Batch Plant/Rock Crushing Facility (Temporary) and Borrow Pit are permitted uses (P), these uses require MPC Board Approval.





**10.6 TREE PRESERVATION INCENTIVE**

The purpose of this section is to encourage the preservation and maintenance of the City urban forest and rural character.

**A. Tree Credit Option**

1. All property owners are encouraged to preserve as many existing mature trees as possible in the design and implementation of the landscape plan.
2. Credit for tree preservation will be granted only for trees eight inches or greater in caliper and can be located anywhere on the site to receive tree credits towards the landscape plan.
3. For each existing tree preserved and incorporated into the landscape design, all preserved trees will receive a 1:1 tree credit.
4. Each individual tree may be credited only once.
5. Preserved trees may provide up to 50% of the minimum tree requirement.
6. Any tree proposed for use as a tree credit to satisfy a development's tree planting requirements must be shown on the landscape plan and approved as part of the underlying site plan review process.
7. Trees identified for tree preservation that are damaged or destroyed during construction must be replaced.

**~~A. Applicability~~**

- ~~1. The terms and provisions of the section apply to all new development and redevelopment for non-residential (including mixed-use), townhouse, and multi-family developments, including additions and alterations. Rights-of-way, streets, parks, and any other public property under the jurisdiction of the City of Shreveport are governed by the requirements of this section. This section does not apply to lots where a site plan or preliminary site plan has been approved on the effective date of this Code.~~
- ~~2. This section does not apply to the maintenance of overhead or underground utility lines.~~

**~~B. Tree Credit Option~~**

- ~~1. Credit for tree preservation will be granted for only trees eight inches or greater in caliper within a property's landscape buffer or other City-owned property. However, the applicant may select certain trees to be preserved elsewhere on the site and receive tree credits towards the landscape plan.~~
- ~~2. All property owners are encouraged to preserve as many existing mature trees as possible in the design and implementation of the landscape plan.~~
- ~~3. Each individual tree may be credited only once.~~
- ~~4. A tree proposed for use as a credit to satisfy a development's tree planting requirements must be shown on a tree preservation plan and approved as part of the underlying site plan review process.~~
- ~~5. For each existing tree preserved, maintained in living and growing condition, and incorporated into the landscape design, the following credits are applied to the minimum tree requirements:~~

DBH* of Preserved Trees	Number of Trees Credited (Existing: Required)
-------------------------	--

8—11 inches	1:4
12—18 inches	1:5
19—24 inches	1:6
25—29 inches	1:7
Greater than 30 inches	1:8

<sup>3</sup>The DBH of a preserved tree is rounded to the nearest inch.

6. Preserved trees included on the Tree and Plant Palette may provide up to 50% of the minimum tree requirement. Preserved trees may only be used as credit where adequate green area, as required herein, is provided to maintain the tree in a healthy condition.
7. The landscape area surrounding a preserved tree must be located so that the trunk of the tree is as close to the center of the landscape area as possible. The applicant must incorporate generally accepted preservation practices that insure exchange of water and oxygen to the root system.

**C. Tree Preservation Plan**

In order to receive credit for preserved trees, the applicant must include as part of the landscape plan a Tree Preservation Plan.

1. The Tree Preservation Plan must include the location, size and condition of each tree or grove to be preserved, along with an indication of proposed development features, which may impact such trees, and any other pertinent information as required by this Article to evaluate existing and proposed conditions.
2. The Tree Preservation Plan must include a detailed description of all methods to be used to ensure the survival of all trees scheduled for preservation credit.

**D. Tree Protection During Construction**

For existing trees that are to be preserved and credited, the following best practices should be followed:

1. Existing trees to be preserved must be clearly tagged and have a barricade or fence along the tree's drip line prior to grading and construction. Areas to remain preserved are to be barricaded so that construction practices in the field will protect existing trees from compaction of soil, harmful grade changes, trenching, or injury from machines.
2. Pavement or building foundations should not encroach into the critical root zone.
3. Sidewalks or other forms of hard surfaces that do not require soil compaction and are not intended for vehicular use may be located within the critical root zone.
4. No wall, pavement, or porous pavement may be placed closer than one foot for every two inches in caliper or five feet, whichever is greater, to the trunk of the tree.
5. Root pruning may be necessary when the critical root zone is to be disturbed.

**E. Replacement of Preserved Trees Lost During Construction**

Trees identified on the tree preservation plan (per item C above), but were damaged or destroyed during construction and removed, must be replaced. Replacement trees must meet the landscape design standards of Section 10.2 of this Article.

1. The following ratio for replacement trees are applied to the minimum tree requirements:

**EXHIBIT C**

DBH* of Lost Tree	Tree Ratio (Existing: Replaced)
8-11 inches	1:2
12-18 inches	1:3
19-24 inches	1:4
25-29 inches	1:5
Greater than 30 inches	1:6

~~2. If the physical limitations of the subject property cannot accommodate all required replacement trees, the developer may locate the extra trees in public rights-of-way, medians, on private open space areas, or in public park land with the approval of the Director of Shreveport Public Assembly and Recreation Department (SPAR), or the Director of Public Works for the City.~~

**EXHIBIT D**

**TABLE 15-1: SUMMARY OF APPLICATION ACTIONS**

APPLICATIONS	ADMINISTRATORS							
	Zoning Administrator	Historic Preservation Commission (HPC)	Executive Director	Metropolitan Planning Commission (MPC)	Zoning Board of Appeals (ZBA)	City Council	Caddo Parish Civil District Court	Unified Development Code Source Cited
<b>City Council</b>								
Code Text Amendment			RR	PH & RR		D	A	Section 16.1
Zoning Map Amendment (Zoning Change)			RR	PH & RR		D	A	Section 16.2
Planned Unit Developments (PUD & SPUD)			RR	PH & RR		D	A	Section 16.7
<b>Zoning Board of Appeals (ZBA)</b>								
Variance to Zoning			RR		PH & D		A	Section 16.4
Appeal to Staff Administrative Decisions					R & D		A	Section 16.11
<b>Metropolitan Planning Commission (MPC)</b>								
Special Use Permit			RR	PH & D		A	A	Section 16.3
Site Plan Review – MPC			RR	D			A	Section 16.6
Subdivision – Major			RR	PH & D		A	A	Article 17
Subdivision – Minor			RR	D		A	A	Article 17
<b>Executive Director</b>								
Administrative Special Use Permit			R & D			A	A	Section 16.3
Administrative Exception to Zoning			R & D		A			Section 16.5
Site Plan Review – Administrative			R & D	A				Section 16.6
Zoning Interpretation	R		R & D		A			Section 16.9
Subdivision – Administrative			R & D			A	A	Article 17
Certificate of Appropriateness		RR	R & D		A		A	Article 21
Certificate of Demolition		RR	R & D		A		A	Article 21
<b>Zoning Administrator</b>								
Sign Permit	R & D				A			Section 16.8
Temporary Use Permit	R & D		R		A			Section 16.10
Certificate of Occupancy (CO)	R & D				A			Section 16.12
Temporary Certificate of Occupancy (TCO)	R & D				A			Section 16.12
<b>KEY</b>								
R = Review      RR = Review & Recommendation      PH – Public Hearing      D = Decision      A = Appeal								

#### 16.4 ADMINISTRATIVE SPECIAL USE PERMIT

An applicant may seek the Executive Director's approval of an Administrative Special Use Permit (ASUP) for any use identified as "A" in Table 5-1: USE MATRIX, pursuant to the standards and procedures outlined in this section.

##### A. Procedures for Administrative Special Use Approval

1. An applicant for an ASUP shall file an application with the Executive Director on such forms and subject to such procedures as the Executive Director may establish for the purpose.
2. Applications for an administrative special use permit may include a Neighborhood Participation Plan (NPP) report. If an applicant chooses to participate in the Neighborhood Participation Plan, the application for an administrative special use permit will not be deemed complete until all required NPP documents are submitted to MPC staff. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).
3. Notice of a pending ASUP application shall be made in a newspaper of general circulation in the city, posted on the subject property, given to nearby civic, business, and /or neighborhood associations by email or equivalent electronic notice, and prominently posted on the MPC's web page on a list of pending ASUP applications for review by the public. Such notice shall be given at least 21 days prior to the approval of an ASUP application. The public may submit comments to the Executive Director regarding the application.
4. The application shall be reviewed for compliance with all approval standards as described in Section 16.3.H.2 below.
5. As an alternative to an ASUP approval, an applicant may choose to seek special use permit approval pursuant to section 16.3 of this article.
6. After review the Executive Director may approve, approve with conditions, or deny the application. An approval by the Executive Director shall be deemed to have the force and effect of a Special Use Permit.
7. At any time during the review process for an ASUP, the Executive Director may determine that an administrative approval is not appropriate and that special use permit approval shall be required if the proposal will not be compatible with the adjacent and surrounding properties, if the applicant fails to meet the standards for the permit, or if the applicant fails to consent to the conditions of the administrative permit.
8. In the event any person, whether owner, leasee, principal, agent, employee or otherwise, materially fails to comply with any administrative special use standard of this subsection, the Executive Director may suspend or revoke the administrative special use approval in whole or in part and on such terms and conditions as deemed necessary to effect the cure of such failure. The applicant may appeal this suspension or revocation to the City Council.

##### B. Administrative Special Use Approval Standards

1. The listing of a use as an administrative special use within a zoning district does not constitute an assurance or presumption that such administrative special use will be approved. Rather, each administrative special use permit must be evaluated on an individual basis, in relation to all applicable standards of this Code. In considering each administrative special use permit application, the Executive Director or, on appeal, the City Council will review the overall compatibility of the proposed administrative special use with surrounding property as well as such specific items, including but not limited to, screening, parking, and landscaping to make sure that the impact of the administrative special use is minimal and that little or no adverse effects occur to nearby property.
2. The Executive Director or, on appeal, the City Council must consider the following development standards and design specifications. The approval of an administrative special use permit is based on a balancing of these development standards and design specifications:

1. The design, location, and operating plans must be such that the public health, safety and/or welfare is protected.
2. The proposed special use is compatible with the general land use of adjacent properties and other property within 300 feet.
3. The special use conforms to the regulations of the zoning district where it will be located.
4. The location and dimensions of all public rights-of-way on or abutting the proposed special use.
5. Existing and proposed vehicular and pedestrian circulation systems; including streets, alleys, walkways, service areas and loading areas, the location and arrangement of off-street parking areas and all points of vehicular entrance and exit.
6. The outdoor surfacing and paving for all parking and loading areas.
7. The proposed perimeter treatment of the property, with indication of screening materials to be used, including fences, walls, and plants, together with a description of uses, setbacks and the relationship to surrounding areas.
8. A landscape plan showing proposed treatment of the areas designated as either buffers or open space.
9. The location and dimensions of all existing and proposed easements and public improvements on the site.
10. The location and size of all structures, distances between buildings, and distances from structures to property lines.
11. The location and description of all signage, including facade signs on buildings.
12. The proposed use of all structures and their dimensions, i.e., height, floor areas, entrances, and loading areas.

**C. Conditions**

1. The Executive Director or, on appeal, the City Council may impose conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the administrative special use permit as may be deemed necessary with the intent of minimizing the impact on nearby properties for the protection of the public health, safety, and welfare.
2. All conditions required for an administrative special use permit must be complied with before any part of the use can be occupied.

**D. Violations**

Violation of any term, condition, requirement, or duration of an administrative special use permit approved under this section is unlawful, and will constitute a violation of this Code, and will subject the violator to the penalties set forth in Article 19 (Enforcement). In addition, the special use permit may be revoked or suspended by the City Council due to such violation, following public hearings by the Metropolitan Planning Commission and the City Council.

**E. Minor Modifications to Approved Administrative Special Uses**

The Executive Director may approve the following minor modifications to an approved administrative special use permit when it is determined by the Executive Director that such changes are in substantial conformance with the approved administrative special use. No notice is required for an administrative modification. Minor modifications are as follows:

1. A change of ownership or name of the business.

2. Changes required during construction when related to final engineering issues such as topography, drainage, underground utilities, or structural safety.
3. Changes in building design, including building materials that continue to meet the requirements of this Code and any conditions of the final plan approval.
4. Any additions or enlargements to a structure where the area devoted to a special use is increased by less than 10%.
5. The modification of existing accessory structures or the addition of new accessory structures related to the special use when in conformance with the requirements of this Code. This does not include the addition or modification of any outdoor service components, which are considered a minor modification.
6. A reduction in the amount of bicycle or vehicle parking spaces so long as the remaining number of spaces is in conformance with the requirements of this Code.
7. The modification of existing signs or the addition of new signs related to the special use when in conformance with the requirements of the sign regulations.
8. Any additions or enlargements to a structure where the area devoted to a special use is increased by 10% up to a maximum of 25%.
9. The addition or modification of new outdoor service components, such as seating or dining areas.
10. Modifications to the approved landscape plan that result in a reduction of the total amount of plant material from that shown on the approved special use permit.

**F. Major Modifications to Approved Administrative Special Use Permits**

Proposed major modifications to an approved administrative special use permit must follow the process for approval of a new special use permit of this section.

**G. Term and Expiration**

**1. Term**

An administrative special use permit is approved indefinitely unless otherwise specified by the Executive Director or, on appeal, the City Council.

**2. Expiration**

An administrative special use permit approval expires if any one of the following events or circumstances occurs:

- a. When an approved administrative special use is changed to or replaced by another use.
- b. For new construction or additions or enlargements to an existing structure, the administrative special use permit approval expires within 180 days of the date of approval if a building permit has not been issued.
- c. For administrative special uses within existing structures or on lots where no structure is planned, the administrative special use permit approval expires within 180 days of the date of approval if the licenses or permits required for the operation or maintenance of the use have not been obtained.

**3. Appeals of an Administrative Special Use Approval**

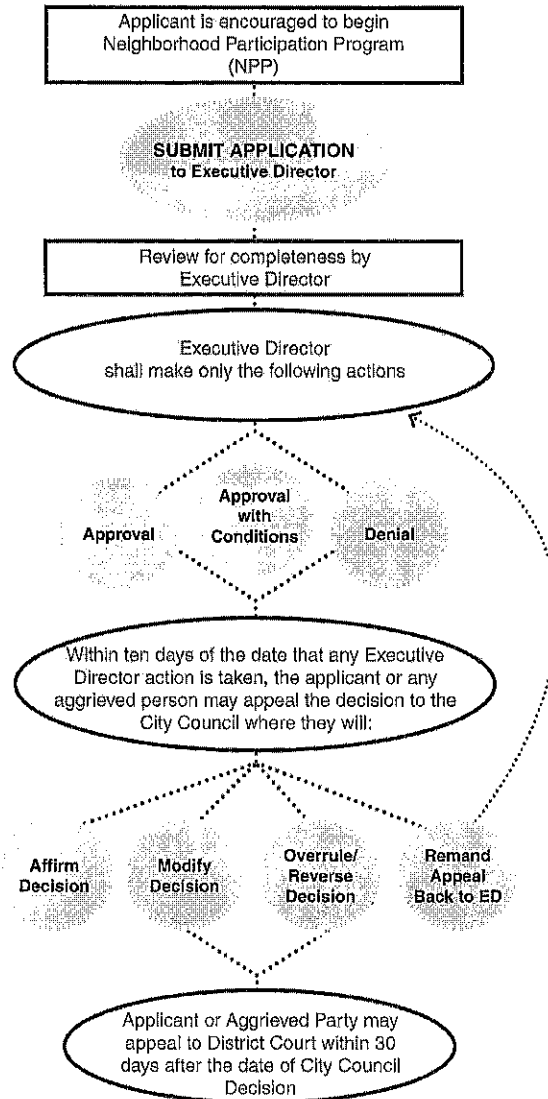
- a. Within ten (10) days after the date of the decision for an administrative special use permit by the Executive Director, the applicant or any aggrieved party may appeal to City Council, by filing a notice of appeal, in writing, stating the grounds on which the aggrieved party is affected and the grounds of appeal, with the City Clerk.

- b. The City Council shall conduct a public hearing on any administrative SUP appeal filed pursuant to this section. Following the conclusion of the hearing, City Council may affirm, reverse or modify the decision of the Executive Director, or vacate the decision and remand the matter to the Metropolitan Planning Commission or the Executive Director for further consideration.
- c. Within 30 days after the date of the decision by City Council on the appeal, regarding an administrative special use permit, the applicant or any aggrieved party may appeal the City Council decision to Caddo Parish Civil District Court.



FIGURE 16-4: ADMINISTRATIVE SPECIAL USE PERMIT

### Administrative Special Use Permit



**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





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## **STAFF REPORT - CITY OF SHREVEPORT**

AUGUST 12, 2020

**AGENDA ITEM NUMBER: 8**  
**MPC Staff Member: Adam Bailey**  
**City Council District: All Districts**  
**Parish Commission District: All Districts**

**CASE NUMBER:** 20-93-C: City of Shreveport UDC Code-Text Amendments  
**APPLICANT:** METROPOLITAN PLANNING COMMISSION  
**REQUEST:** Code Text (Ordinance) Amendments to the Shreveport UDC

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**DESCRIPTION:** The City of Shreveport Unified Development Code (UDC) undergoes regular review in order to ensure that the Code promotes sound, stable, and desirable development within the jurisdiction of the City, to correct errors in the text or to accommodate changed or changing conditions in a particular area. Amendments to the UDC are processed as either general amendments, suggested and reviewed by the MPC staff, or amendments which include those that are legally necessary, incorporate previously approved ordinances or determinations, or are emergency amendments (City designated). Below is information on all proposed amendments under review or consideration.

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**BACKGROUND:** The Shreveport Unified Development Code (UDC) serves as the official land use and development regulatory ordinance for the City of Shreveport. 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.

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### **PROPOSED UDC CODE TEXT AMENDMENT(S):**

The Shreveport Unified Development Code (UDC) was implemented in May 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. Staff is proposing the following amendments at this time:

- Amending Article 2, *Definitions and Rules of Measurement*
- Amending Article 4, *Zoning District Regulations*
- Amending Article 5, *Uses*
- Amending Article 6, *Use Standards*
- Amending Article 7, *On-Site Development Standards*
- Amending Article 8, *Off-Street Parking And Loading*
- Amending Article 9, *Signs*
- Amending Article 10, *Landscape and Tree Preservation*
- Amending Article 15, *Application Procedures*
- Amending Article 16, *Zoning Application Approval Processes*
- Amending Article 18, *Nonconformities*
- Amending Article 20, *Annexation Standards*

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The information stated herein is the result of discussion by a staff review team. The Planning Commission and its Members will use all information made available to them in making their decision. A Planning Commission approval is a use approval only. The applicant is still responsible for complying with all other applicable Zoning Ordinance requirements and obtaining all necessary permits and approvals from other departments or agencies. This shall include, but not be limited to the requirements of the Zoning Administrator, building permits, liquor licenses, the parish health unit, and Certificates of Occupancy.

## **STAFF REPORT - CITY OF SHREVEPORT**

### **Amendment 1.**

Add new *ASUP* abbreviation to in Article 2. This amendment is part of the new administrative special use permit process.

### **Amendment 2.**

Amend the definitions *Accessory Structure* and *Aggrieved Party* in Article 2. Add new definition *Sign, Political* in Article 2. These definitions need updating to include the new administrative special use permit process. *Sign, Political* is currently undefined.

### **Amendment 3.**

Amend *Table 4-4 Commercial Design Standards* in Article 4. This amendment covers all of the design professionals issues needed for a quality building design.

### **Amendment 4.**

Amend intro paragraph for subsection 5.2 in Article 5. This revised language helps explain the new administrative special use permit process. Certain Special Uses in the Use Matrix would be allowed to be approved administratively by the Executive Director.

### **Amendment 5.**

Amend *Table 5-1: Use Matrix* in Article 5. Certain Special Uses in the Use Matrix would be allowed to be approved administratively by the Executive Director. This amendments also allows ADUs as an Administrative Special Use Permit anywhere single-family homes are allowed in lieu of requiring a public hearing.

### **Amendment 6.**

Amend the use standards for *Dwelling – Accessory Dwelling Unit* in Article 6. This amendment reduces the required setback for ADU's from 10 feet to 5 feet.

### **Amendment 7.**

Amend for *Lighting Plans* provisions in Article 7. This amendment would exempt all existing developments from submitting a lighting plan unless new exterior lighting components are being proposed.

### **Amendment 8.**

Amend *Detached Garages* provisions in Article 7. This accessory use standard needs updating to include the new administrative special use permit process.

### **Amendment 9.**

Amend *General Requirements* provisions in Article 8. This amendment creates a waiver for the number or type of required bicycle spaces. Such waiver can be approved administratively by the Executive Director.

### **Amendment 10.**

Add new sign-type *Political Signs* in Article 9. This amendment codifies political signs as a sign type in the Shreveport UDC. No such regulations currently exist.



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## **STAFF REPORT - CITY OF SHREVEPORT**

### **Amendment 11.**

**Amend Contents provisions in Article 10.** This amendment helps relax landscape plan triggers making landscape plan approval more predictable with less requirements.

### **Amendment 12.**

**Amend Landscape Maintenance provisions in Article 10.** This amendment helps relax landscape plan triggers, specifically regarding irrigation requirements, making landscape plan approval more predictable with less requirements.

### **Amendment 13.**

**Amend Tree Preservation Incentive provisions in Article 10.** This amendment helps relax landscape plan triggers, specifically regarding irrigation requirements, making landscape plan approval more predictable with less requirements.

### **Amendment 14.**

**Amend Interior Parking Lot Landscaping provisions in Article 10.** This amendment helps relax landscape plan triggers making landscape plan approval more predictable with less requirements, specifically when it comes to interior parking lot landscaping requirements.

### **Amendment 16.**

**Amend Table 15-1: Summary of Application Actions in Article 15.** This amendment outlines the new administrative special use permit procedures and appeals process, as well as Certificate of Occupancy and Temporary Certificate of Occupancy.

### **Amendment 16.**

**Amend Table 15-2: Required Notice in Article 15.** This amendment outlines the new administrative special use permit procedures and appeals process, as well as Certificate of Occupancy and Temporary Certificate of Occupancy.

### **Amendment 17.**

**Amend Table 15-2: Required Notice in Article 15.** This amendment add the required notice process for the administrative special use permit. This procedure currently does not exist. Amendment #17 addresses the proposed process.

### **Amendment 18.**

**Add new Administrative Special Use Permit process to Article 16.** This amendment outlines the new administrative special use permit procedures and appeals process.

### **Amendment 19.**

**Amend Authority provisions to Article 16.** Amendment allows for an existing sign to administratively expand its area or height by up to 10%.

### **Amendment 20.**

**Amend Site Plan Review provisions to Article 16.** Amendment allows for an existing structure to expand by up to 50% before any triggers would require site plan submittal.

## **STAFF REPORT – CITY OF SHREVEPORT**

### **Amendment 21.**

**Add new *Temporary Certificate of Occupancy* provisions to Article 16.** This amendment outlines the new temporary certificate of occupancy provisions and procedures.

### **Amendment 22.**

**Amend *Temporary Nonconforming Lot* provisions to Article 18.** (2) Amendment allows manufactured homes to be constructed on non-conforming lots when otherwise allowed in the zoning district. (3) Amendment allows duplexes to be constructed on R-2 and R-3 zoned property where the lot width is non-conforming. (4) Amendment allows existing non-conforming lots to be combined without the need for a variance when the combined total area is still less than the area required for the district.

### **Amendment 23.**

**Amend *Temporary Nonconforming Site Elements* provisions to Article 18.** This amendment would allow for an existing structure to expand by up to 50% before any triggers would require full compliance for the site.

### **Amendment 24.**

**Amend *Temporary Nonconforming Signs* provisions to Article 18.** This amendment would allow for any existing pole sign to expand by up to 10% of the existing sign area.

### **Amendment 25.**

**Amend *Closure and Abandonment* provisions to Article 20.** This amendment brings the City's Code of Ordinances and the UDC in line with one another regarding closure and abandonment.

#### **See Attachments:**

- Exhibit "A" for memorandum describing these amendments in full detail;**
- Exhibit "B" for revised *Table 5-1: Use Matrix*;**
- Exhibit "C" for revised provisions for *Article 10.6 Tree Preservation Incentive***
- Exhibit "D" for revised *Table 15-1: Summary of Application Procedures***
- Exhibit "E" for new provisions for *Article 16.4 Administrative Special Use Permit***
- Exhibit "F" for revised provisions for *Article 20.5 Closure and Abandonment***

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**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 amendments promotes the public health, safety, and welfare.*
- b. **Promotes the Master Plan and any adopted land use policies.**

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The information stated herein is the result of discussion by a staff review team. The Planning Commission and its Members will use all information made available to them in making their decision. A Planning Commission approval is a use approval only. The applicant is still responsible for complying with all other applicable Zoning Ordinance requirements and obtaining all necessary permits and approvals from other departments or agencies. This shall include, but not be limited to the requirements of the Zoning Administrator, building permits, liquor licenses, the parish health unit, and Certificates of Occupancy.



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## **STAFF REPORT - CITY OF SHREVEPORT**

*The proposed text amendments are consistent with the Master Plan.*

- c. **Promotes intent of this Code.**  
*These amendments will clarify 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.**  
*Staff finds the proposed amendments would improve compatibility among uses and would assist in ensuring efficient development within the City.*
- e. **The extent to which the proposed amendment creates nonconformities.**  
*N/A.*

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**STAFF  
RECOMMENDATION:**

Based on analysis and review of the above standards, MPC staff requests **APPROVAL** of the proposed code-text amendments.

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**PUBLIC ASSESSMENT:** There was no support or opposition present.

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**MPC BOARD  
RECOMMENDATION:**

The Board voted 5-0 to recommend this application for approval.

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