



**CADDO PARISH  
PLANNING AREA  
DEVELOPMENT CODE**

**DRAFT February 2021**  
AMENDED FEBRAURY 2023



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## ARTICLE 1. TITLE, PURPOSE, AND APPLICABILITY

- 1.1 TITLE
- 1.2 EFFECTIVE DATE
- 1.3 EXISTING CODES TO BE REPEALED
- ~~1.2.4~~ PURPOSE
- ~~1.3.5~~ APPLICABILITY
- ~~1.4.6~~ TRANSITION RULES
- ~~1.5.7~~ SEVERABILITY

### 1.1 TITLE

This Planning Area Development Code ("PADC"), which incorporates the Official Zoning Map for the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, is known, cited, and referred to as the "Planning Area Development Code of Caddo Parish" or "Planning Area Development Code." The term "Code," as used within this document shall mean the Planning Area Development Code of Caddo Parish.

### 1.2 EFFECTIVE DATE

The Effective Date of this Code shall be January 1, 2022 for the area of Caddo Parish that falls the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.

### 1.3 EXISTING CODES TO BE REPEALED

Upon the Effective Date of this Code, the following ordinances that are currently in effect and any subsequent amendments to them shall be repealed:

Caddo Parish. Ordinance 5701 of 2017

### 1.2.4 PURPOSE

This Code is adopted for the purposes of guiding development in accordance with the future needs of Caddo Parish in order to protect, promote and improve the public health, safety, morals, convenience, order, appearance, prosperity and general welfare. The regulations hereby enacted are designed to exercise the full range of authority available to the Parish under Louisiana law to:

- A. Promote the public health, safety and general welfare, while recognizing the rights of real property owners, by adopting a comprehensive zoning ordinance for the area of Caddo Parish that falls the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, and providing for administrative procedures and development standards.
- B. Prevent the overcrowding of land and avoid undue concentration of population by creating zoning districts consistent with the character of each area within the for the area of Caddo Parish that falls the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport and its peculiar suitability for particular uses by adopting an Official Zoning Map consistent with the creation of such districts.
- C. Lessen congestion in the streets and to secure safety from natural disaster, fire, panic and other dangers by establishing open space requirements within each zoning district, and further by providing a means by which the rate of growth can be monitored and managed for the area of Caddo Parish that falls the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.
- D. Facilitate the adequate provision of transportation, water, sewerage, drainage, schools, parks, and other public requirements by providing a means for regulating the impact of development on community infrastructure.
- E. Regulate the subdivision and development of land, ensuring its orderly development and the concurrent provision of appropriate and necessary public facilities.

F. Maintain a balance between the total development for the area of Caddo Parish that falls the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, and the capacity of such land and its infrastructure to serve such development.

G. Carry out such other purposes in the public interest as may be specifically cited hereinafter.

~~The intent of this Code is to establish land use regulations for the area of Caddo Parish that falls the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport. The purpose of this Code is to:~~

~~A. Promote the public health, safety, and general welfare of the residents' quality of life through orderly development.~~

~~B. Protect the character of established residential neighborhoods and rural areas by dividing the jurisdictional area into zoning districts, according to use of land and structures, as deemed best suited to carry out the purposes of this Code.~~

~~C. Promote economic development while providing for preservation and protection of natural resources.~~

~~D. Maintain, develop, and plan for public facilities and utilities in an economical and environmentally sound manner.~~

~~E. Provide for the protection of public investment in transportation, water, stormwater management systems, sewage treatment and disposal, solid waste treatment and disposal, schools, recreation, public facilities, open space, and other public requirements.~~

~~F. Focus growth by preserving open space and natural areas, reducing traffic congestion, utilizing existing infrastructure and resources, and preserving quality of life.~~

~~G. Plan, construct, and maintain an accessible, efficient, multi-modal, transportation system that meets the needs of the public and commerce, while minimizing risks to health, safety and the environment.~~

~~H. Provide for efficiency and economy in the process of development.~~

### 1.35 **APPLICABILITY**

#### **A. Territorial Application**

1. This Code applies to all land, uses, and structures within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.

2. A map of the Planning Area, as of the effective date of this Code, shall be depicted on a map that has been formerly adopted by the Shreveport-Caddo Metropolitan Planning Commission, and is included, for reference purposes only, in Appendix A: Planning Area Map for Reference of this document ~~for reference purposes only.~~

4.3. The Metropolitan Planning Commission keeps official record of the Planning Area boundaries and applicability is verified with the Metropolitan Planning Commission.

#### **B. General Application**

In their interpretation and application, the provisions of this Code are held to be the minimum requirements for the promotion and protection of the public health, safety, and welfare.

#### **C. Relation to Private Agreements**

This Code does not nullify any private agreement or covenant. However, where this Code is more restrictive than a private agreement or covenant, this Code controls. Those charged with administration and enforcement of this Code do not enforce any private agreement.

#### **D. Relation to Other Laws and Regulations**

Unless otherwise specifically provided, this Code controls over less restrictive statutes, ordinances, or regulations, and more restrictive statutes, ordinances, or regulations control over the provisions of this Code.

**E. Rules Regarding Illustrations and Graphics**

Any illustrations, graphics, and/or photos contained in this Code are to assist the reader in understanding and applying the Code. If there is any inconsistency between the text of the Code and any such illustration, graphic, and/or photo, the text controls unless specifically stated otherwise.

**1.46 TRANSITION RULES**

**A. New Development**

Upon the effective date of this Code or any subsequent amendment, any new building, structure, or any use of land shall be used, constructed or developed only in accordance with all applicable provisions of this Code.

**B. Existing Development**

Any existing use, lot, site element, building or other structure legally established prior to the effective date of this development code that does not comply with any provision of this development code shall be subject to the nonconforming provisions stipulated in Article 18, Nonconformities.

**C. Existing Illegal Structures and Uses**

A structure or use that is illegal at the time of the adoption of, but is made legal by the provisions of this Code, is deemed lawful as of the effective date of this Code.

**D. Previously Issued Building Permits**

If a building permit for a structure was lawfully issued prior to the effective date of this Code, or any subsequent amendment to this Code, and if construction has begun within 90 days of the issuance of that permit, the structure may be completed in accordance with the plans on the basis of which the building permit was issued and may, upon completion, be occupied for the use originally intended.

**F. Previously Granted Variances**

All variance approvals granted prior to the effective date of this Code, or any subsequent amendment to this Code, remain in full force and effect. The recipient of the variance may proceed to develop the property in accordance with the approved plans and all applicable conditions.

**E. Pending Applications**

An application that has been received and deemed complete, and scheduled for a public hearing or meeting, is subject to the rules in effect on the date the application was deemed complete.

**1.57 SEVERABILITY**

Should any section or provision of this Code be decided by the courts to be unconstitutional or invalid, such decisions will not affect the validity of the Code as a whole or any part of it other than the ones held to be unconstitutional or invalid.

## **ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT**

- 2.1 RULES OF INTERPRETATION**
- 2.2 GENERAL ABBREVIATIONS**
- 2.3 DEFINITIONS OF GENERAL TERMS**

### **2.1 RULES OF INTERPRETATION**

The terms in the text of this Code must be interpreted in accordance with the following rules of construction:

- A.** The singular number includes the plural, and the plural the singular.
- B.** The word “lot” shall include the words “plot,” “parcel,” or “tract”;
- C.** The word “building” shall include the word “structure.”
- D.** The present tense includes the past and future tenses, and the future tense includes the present.
- E.** The terms “must,” “shall,” and “will” are mandatory, while the word “may” is permissive.
- F.** The terms “must not,” “will not,” “shall not,” and “may not” are prohibiting.
- G.** The masculine gender includes the feminine and neuter.
- H.** Whenever a defined word or term appears in the text of this Code, its meaning must be construed as set forth in the definition. Words not defined must be interpreted in accordance with the definitions considered to be normal dictionary usage.

### **2.2 GENERAL ABBREVIATIONS**

The following abbreviations are used within this Code:

- A.** “BTL” is an abbreviation for “built-to line.”
- B.** “BTZ” is an abbreviation for “built-to zone.”
- C.** “DBH” is an abbreviation for “diameter at breast height.”
- D.** “GFA” is an abbreviation for “gross floor area.”
- E.** “ft” is an abbreviation for “feet.”
- F.** “N/A” is an abbreviation for “not applicable.”
- G.** “sf” is an abbreviation for “square feet.”
- H.** “SF-D” is an abbreviation for “single-family - detached.”
- I.** “SF-A” is an abbreviation for “single-family - attached.”
- J.** “SUP” is an abbreviation for “special use permit.”
- K.** “2F” is an abbreviation for “two-family.”
- L.** “TH” is an abbreviation for “townhouse.”
- M.** “WTFP” is an abbreviation for “wireless telecommunications facility permit.”
- N.** “MF” is an abbreviation for “multi-family.”

### 2.3 DEFINITION OF GENERAL TERMS

**172 Meander Line.** The 172 Meander Line applies to Cross Lake, determined by the 172 Meander Line Survey, where specific rules and regulations regarding ownership, use, and construction of the Caddo Parish Code of Ordinances apply.

**Abandoned Sign.** Cessation of the use of a sign by either the owner of the sign or the occupant of the property on which the sign is placed, or through the removal or relocation of the previous occupant of the property, or a sign that has ceased to be used through the removal of its sign copy or the deterioration of its sign copy through lack of maintenance. "Cessation of use" shall not include temporary or short-term periods of remodeling, refurbishment or maintenance of the sign.

**Abut or abutting.** To share a common Property line or zoning district line without being separated by a street or alley.

**Access.** A means of vehicular or pedestrian approach, entry to, or exit from property.

**Accessibility Ramp.** A ramp or similar structure that provides wheelchair or similar access to a structure.

**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.

**Accessory Use.** A use of land or a structure, or portion thereof, customarily incidental and subordinate to the principal use of the land or structure. An accessory use is prohibited without the principal use to which it is related.

**Addition/Enlargement.** Construction that increases the size of a structure in terms of building footprint, height, or floor area.

**Adjacent.** To have touching or contiguous.

**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), special use permit, variance, administrative exception, planned unit development, sign permit, zoning interpretation, temporary use permit, zoning appeal, or subdivision preliminary or final plat.

**Agriculture.** The cultivation of the soil or nutrient solution, including but not limited to indoor agriculture, the growing of crops and/or plants, animal and poultry husbandry, dairying, grazing and accessory uses

**Agriculture, commercial.** Means conducting the business of agriculture with the intent to sell the products of the enterprise for profit.

**Agriculture, indoor.** Means agriculture entirely indoors within a fully enclosed facility for any purpose *including* but not limited to *commercial* or retail. This definition does not *include* animal and poultry husbandry, dairying, or grazing.

**Alley.** A right-of-way designed and intended to provide a secondary means of access to property abutting thereon.

**Alteration.** Means any change in size and shape of a building.

**Ancillary.** In regard to principal uses per Article 5, a structure or use that provides support and/or is typically integral to a principal structure or use.

**Antenna.** A device, dish, or array used to transmit or receive telecommunications signals. This definition is not intended to include private residence mounted satellite dishes or television antennas or amateur radio equipment including ham or citizen band radio antennas.

**Apiary.** A structure for the keeping of honeybees.

**Aquaculture/Aquaponics.** A structure designed for the farming of aquatic organisms such as fish, crustaceans, mollusks, and aquatic plants under controlled conditions

**Arbor.** A freestanding structure to support vines or trained climbing plants.

**Architectural Feature.** A part or projection that contributes to the aesthetics of a structure, exclusive of signs, that is not necessary for the structural integrity of the structure or to make the structure habitable.

**Attention Getting Device.** Sails, pennants, banners, and similar devices or ornamentations designed to attract attention. Flags of nations, states, and cities, or fraternal, religious and civic organizations, permanent commercial flags, or temporary holiday decorations are not considered attention getting devices. Certain types of attention getting devices are specifically prohibited by this Code in Article 9.

**Awning.** A roof-like cover that projects from the wall of a building for the purpose of shielding a doorway, or window from the elements. Awnings are often made of fabric or flexible plastic supported by a rigid frame, and may be retracted into the face of the building.

**Balcony.** A roofed or unroofed platform that projects from the exterior wall of a structure above the ground floor, which is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

**Banner.** A sign other than a flag, made of paper, cloth, thin plastic or similar lightweight pliable material, and usually containing a message or logo.

**Banner - Exhibition.** A sign that is printed or displayed upon flexible material with or without frames in conjunction with a special exhibit for an educational facility, government building, or cultural facility.

**Base Flood Elevation (BFE).** The computed elevation to which floodwater is anticipated to rise during the base flood. BFEs are shown on Flood Insurance Rate Maps (FIRM) and on the flood profiles. The BFE is the regulatory requirement for the elevation or flood proofing of structures.

**Base Floor Elevation** Lowest floor is defined by the National Flood Insurance Program (NFIP) as the lowest floor of the lowest enclosed area, including a basement. An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements.

**Basement.** That portion of a building included between the upper surface of its floor and the upper surface of the floor next above, having one-half or more of its height below the average elevation of the finished lot grade adjoining the building.

**Bay Window.** A window that projects outward from the structure, which does not rest on the building foundation or on the ground.

**Bedroom.** A room marketed and/or designed to function primarily for sleeping by humans.

**Berm.** An earthen mound designed to provide visual interest on a site, screen undesirable views, reduce noise, or fulfill other similar purposes.

**Billboard.** A permanent structure sign which meets any one or more of the following criteria: a) it is used for the outdoor display of off-site commercial messages; b) it is used for general advertising for hire; c) it functions as a principal or separate principal use of the land on which it is located, in contrast to functioning as an accessory or auxiliary to a principal use which is not a sign. The term billboard applies to all physical parts of the sign, including display faces, structure, support poles, attached ladders, attached catwalks, and appurtenant lighting systems, and visual display systems.

**Billboard, Electronic.** A billboard that uses electronic technology that is capable of displaying changeable or intermittent images, such as by turning on or off various lighting elements. The term includes any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times when such sign is in use, or which changes the visual image more than one time per 24 hour period. The term includes display technology such as LED (light emitting diode) or digital displays which can vary in color or intensity, or any system that is functionally equivalent even if the message is static. The term also includes any display, or device, which changes the static message or copy on the sign, in slide show fashion, by electronic means.

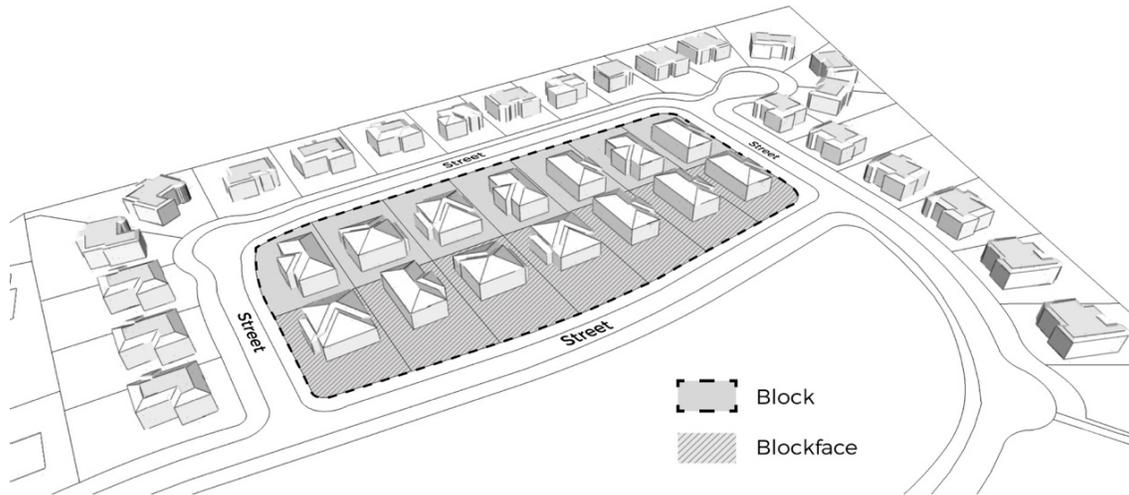
**Billboard Setback.** The distance from the property line to the nearest part of the sign face, measured perpendicularly to the property line.

**Billboard, Static.** A billboard which displays a single visual image that does not change more frequently than once per 24-hour period and does not include LED or functionally electronic equivalent technology.

**Block.** A tract of land bounded by streets, or a combination of streets and railroad rights-of-way, shorelines of waterways, or municipal boundary lines.

**Block face.** A portion of a block or tract of land facing the same side of a single street and lying between the closest intersecting streets.

**FIGURE 2-1: BLOCK AND BLOCKFACE**

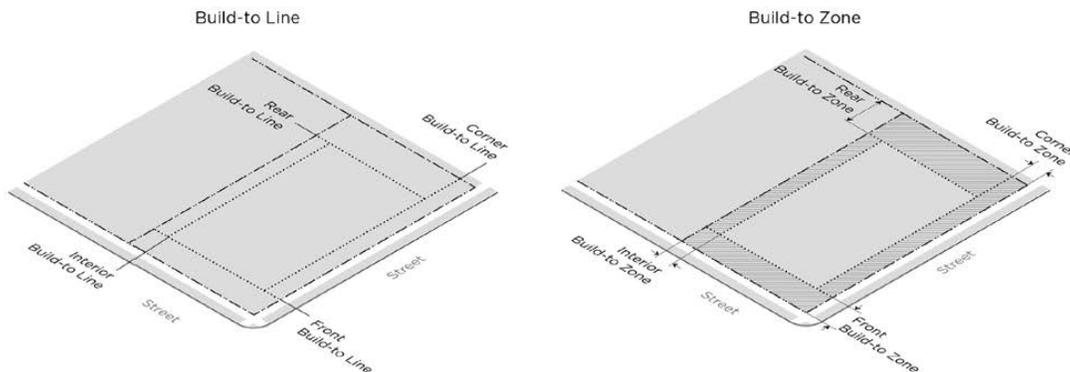


**Blue Roof.** A roof designed to store water and discharge rainfall.

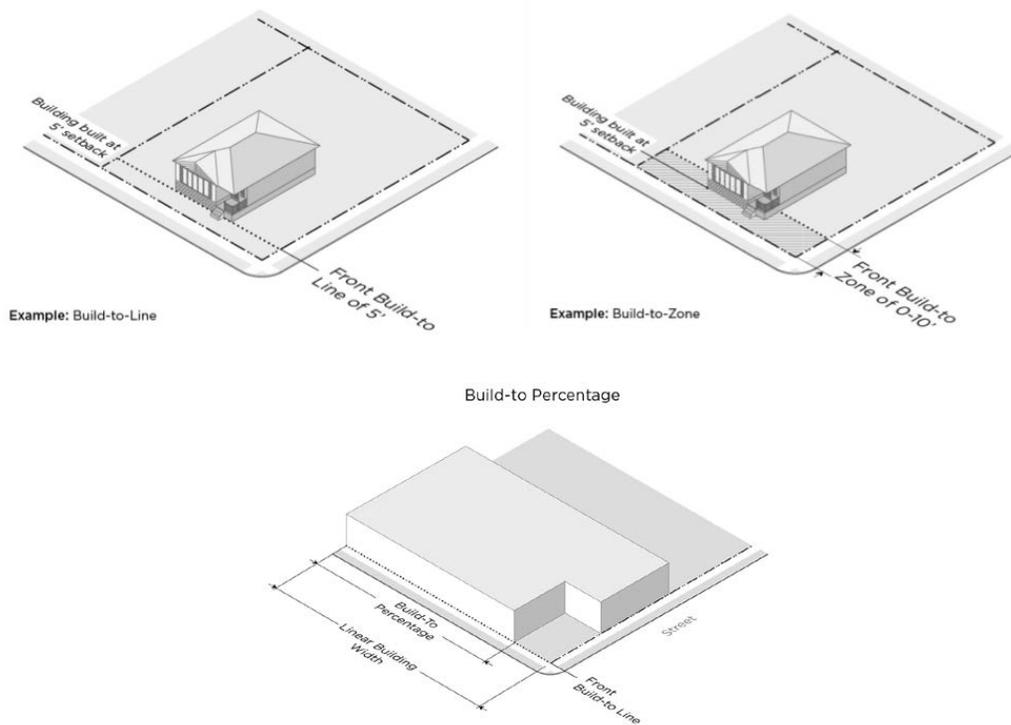
**Boarding House.** Any dwelling in which more than three (3) persons and less than fifteen (15) persons are provided with sleeping facilities and where meals, or lodging and meals, are provided for compensation by previous arrangement.

**Buffer Yard.** Land area with landscape plantings and other components used to separate one use from another and to shield or block noise, lights, or other nuisances.

**FIGURE 2-2: BUILD-TO DIMENSIONS**



*The following are examples of how build-to lines (BTL) and build-to zones (BTZ) are applied. When the front setback BTL is indicated as 5', the structure must be built at 5' from the front lot line. When the front setback BTZ is indicated as 0' to 10', the structure must be built within that range, shown in the example below as 5'; the property owner may choose any setback within that range.*



**Build-To Line (BTL).** A set building line on a lot, measured parallel from the front and/or corner side lot line, where the structure must be located.

**Build-To Zone (BTZ).** The area on a lot, measured parallel from the front and/or corner side lot line, where a structure must locate within the minimum and maximum range of setback provided.

**Build-To Percentage.** Specifies the percentage of the building facade that must be located within a build-to line or build-to zone. Facade articulation, such as window or wall recesses and projections, do not count against the required build-to percentage.

**Buildable Area.** The portion of a lot not included within the yards or open spaces, excluding required setbacks, where a structure or building improvements may be erected. Restrictions and conditions defined in Section 2.4.

**Building.** Any covered structure designed or built or used for the support, enclosure, shelter or protection of persons, animals, chattels or property of any kind. A building shall include such extended structures as arctic entries, balconies, carports, decks, exterior stairways, garages, porches, wannigans and windows. Where independent units with separate entrances are not joined by a common wall and/or ceiling or floor, each unit shall be considered as a separate building. This definition does not include a fence or retaining wall.

**Building, Accessory.** A building which is subordinate to and serves a principal building or use. An accessory building is subordinate in extent and/or purpose to the principal building or use and contributes to the comfort, convenience, and/or necessity of the occupants of the principal building or use being served.

**Building Coverage.** That portion of the lot that is or may be covered by buildings and accessory structures.

**Building Envelope.** The three-dimensional space within which a structure is permitted to be built on a lot and which is defined by regulations governing building setbacks, maximum height, and bulk, by other regulations, and/or by any combination thereof.

**Building Footprint.** The outline of the total area covered by a building's perimeter at the ground level.

**Building Height.** A vertical distance from grade to the top of the highest point of the building.

1. Building height is measured as the vertical distance from grade to the top of the highest point of the roof or structure. This method of building height applies to all structures unless specifically exempted by this Code. The distance excludes spires, chimneys, flag poles, and the like, as described in item 2 below.
2. The following structures or parts thereof are exempt from maximum height limitations, unless otherwise limited by any height restriction imposed by any airport authority, or other similar federal, state, or local authority.
  - a. Public utility poles, towers, and wires. This does not include wireless telecommunication towers and wind turbines that are regulated separately by this Code.
  - b. Water tanks and standpipes.
  - c. Building appurtenances such as chimneys, parapet walls, skylights, steeples, flag poles, smokestacks, cooling towers, elevator bulkheads, fire towers, monuments, water towers, stacks, stage towers, or scenery lofts, tanks, ornamental towers and spires, rooftop accessory structures, recreational facilities, necessary mechanical appurtenances, or penthouses to house mechanical appurtenances.
3. A story is that portion of a building between the upper surface of any floor and the upper surface of the floor next above, including any portion of a building used for human occupancy between the topmost floor and the roof.
4. In any zoning district, except in the downtown sub-districts, any main structure may be erected or altered to a height in excess of that specified for the district in which the structure is located provided that each required front, side, and rear yard is increased one foot for each foot of such excess height; provided, further, that where no front yard is required the part of the structure exceeding the height specified for the district shall be set back from the vertical planes of all street lines one foot for each two feet of such excess height.

**FIGURE 2-3: BUILDING HEIGHT**

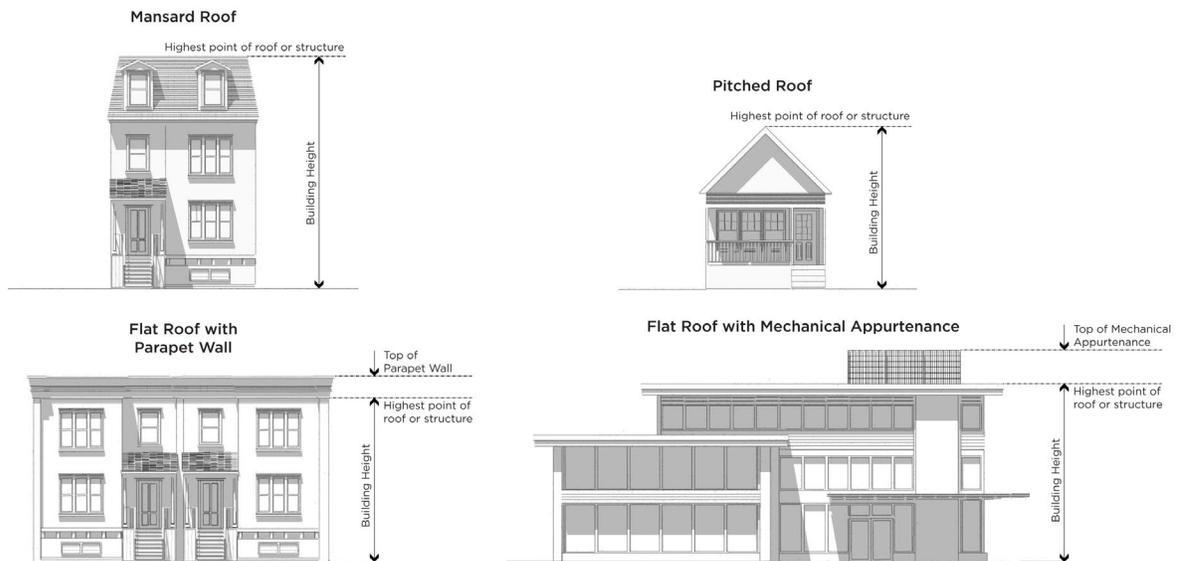
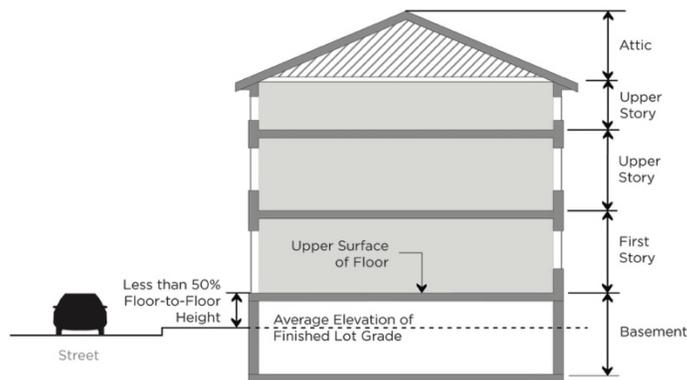


FIGURE 2-4: STORY HEIGHT



**Building Line.** A line measured at the building wall of a structure between parallel lot lines. For the purposes of establishing a building line, the building wall does not include permitted encroachments of architectural features, such as bay windows, eaves, and steps and stoops.

**Building, nonconforming.** A building the size, dimension or location of which was lawful prior to the adoption, revision or amendment to this title, but fails by reason of the adoption, revision or amendment to conform to the present requirements of the zoning district in which it is located.

**Building, principal.** Means a building in which is conducted the principal use of the lot on which it is located.

**Building Pad.** The actual foundation area of a building and a ten foot clear area around the foundation necessary for construction and grade transitions.

**Building, temporary.** A building not designed or intended to be permanently located, placed or affixed in the place where it is located.

**Business.** An occupation, employment, or enterprise that occupies time, attention, labor and materials, where merchandise is exhibited or sold, or where services are offered.

**Caddo Parish Code.** Is referring to the Code of Ordinances, Caddo Parish, Louisiana.

**Caliper.** Tree caliper is the diameter of a tree trunk, measured at four and one-half feet above the adjacent ground.

**Canopy - Non-Structural.** A roof-like non-structural cover that projects from the wall of a structure with support posts that extend to the ground.

**Canopy - Structural.** A permanent structure that serves as an overhanging shelter or shade that forms the structure of a building and is constructed in such a manner as to allow pedestrians or vehicles to pass underneath.

**Carpport.** An open-sided roofed vehicle shelter, usually formed by extension of the roof from the side of a building, but may be freestanding.

**Certificate of Occupancy (CO).** Official certification that a premise conforms to provisions of the unified development code and all building codes and may be used or occupied. Such a certificate of occupancy (CO) is granted for new construction, alteration, addition, or change of occupancy to existing structures. The Zoning Administrator must issue a CO in order for a building or structure to be lawfully occupied.

**Chicken Coop.** A structure where hens are kept.

**Chimney.** A vertical shaft of reinforced concrete, masonry or other approved material enclosing one or more flues, for the purpose of removing products of combustion from solid, liquid, or gaseous fuel.

**Clear-Cutting.** The random cutting, plowing, or grubbing of trees without regard to type or size for the purpose of clearing the land.

**Cold frame Structure.** A transparent roofed enclosure constructed low to the ground used to protect plants from excessively cold or wet weather. It functions similar to a greenhouse to help extend the growing season.

**Commercial Message.** Any sign, wording, logo, or other representation that directly or indirectly, names, advertises, or calls attention to a business, product, service or other commercial activity.

**Commercial Vehicle.** Any motor vehicle, trailer, or semi-trailer, or similar vehicle not ordinarily used for personal transportation, designed or used to carry freight, passengers for a fee, or merchandise in the furtherance of any commercial enterprise and having a gross weight of more than 10,000 pounds.

**Contiguous.** To share a common wall or lot line without being separated by a street or alley.

**Contour Line.** Contour lines denote elevation or altitude and depth on maps.

**Cross-Access.** A vehicular and/or pedestrian connection between abutting properties that connects the two sites and allows vehicles and/or pedestrians to travel between sites without having to exit to the street.

**Cutoff.** The point at which all light rays emitted by a lamp, light source or luminaire are generally eliminated (cutoff) at a specific angle above the ground, acknowledging that some light trespass may occur.

**Day.** A calendar day.

**Deck.** A roofless outdoor space built as an above ground platform projecting from the wall of a structure and connected by structural supports at grade or by the structure.

**Demolition or Demolish(ed).** Any act or process that destroys or removes 75 percent or more of the exterior walls of a structure.

**Development.** The construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure, any mining, excavation, landfill or land disturbance, or any change in use, or alteration or extension of the use of land.

**Driveway.** A pathway for motor vehicles from a street to a lot used only for service purposes or for access to the lot.

**Dwelling.** A building, or portion thereof, designed or used exclusively for residential purposes, including single-family dwellings - detached and attached, two-family dwellings, townhouse dwellings, multi-family dwellings, and modular dwelling, but excluding manufactured homes or trailers and hotels, motels, guest room, boarding homes, nursing homes. Restrictions and conditions defined in Section 5.3.

**Dwelling Unit.** A room or group of rooms constituting all or part of dwelling which are arranged, designed, used or intended for use exclusively as living quarters for one family, including permanent provisions for living, sleeping, eating, cooking, and sanitation. This definition includes a manufactured home but not a mobile home.

**Easement.** A land designed by lawful agreement between the owner(s) of the land and a person(s) for a specified use only by such person(s). Easement may also be referred to as a servitude.

**Eave.** The projecting lower edges of a roof overhanging the wall of a structure.

**Encroachment.** The extension or placement of any structure, or a component of such, into a required setback or right-of-way.

**Erect.** To build, construct, attach, hang, place, suspend, or affix.

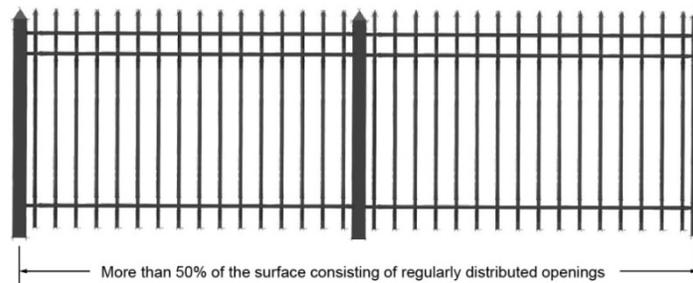
**Exterior Lighting.** The illumination of an outside area or object by any man-made device that produces light by any means.

**Family.** One of the following, together with customary household helpers: 1) an individual; 2) two or more people related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit in a dwelling unit; or 3) a group of four or less people, who are not related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit in a dwelling unit. Family does not apply to accommodations for persons protected by the Federal Fair Housing Act or fraternity/sorority.

**Fence.** An artificial barrier of any material or combination of materials erected to enclose or screen areas of land excluding vegetation.

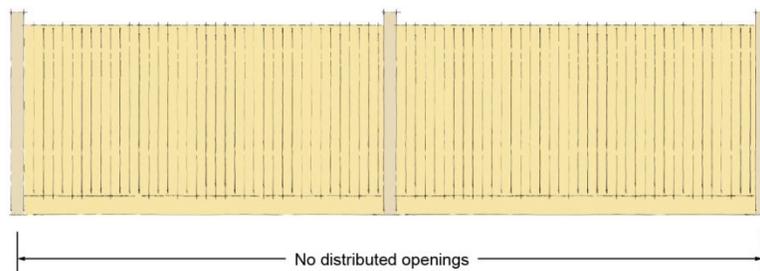
**Fence - Open.** A fence that has, over its entirety, more than 50% of the superficial surface consisting of regularly distributed openings.

**FIGURE 2-5: FENCE - OPEN**



**Fence - Solid.** A fence that has, over its entirety, no distributed openings. A shadowbox design fence is considered a solid fence. A chain link fence with slats is not considered a solid fence.

**FIGURE 2-6: FENCE - SOLID**



**Fenestration.** Typically, the window treatment in a building or building facade. Also, a general term used to denote the pattern or arrangement of openings and doors, in a façade or a surface.

**Fixture.** The assembly that houses the lamp or lamps, which may include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

**Flag.** A sign made of paper, woven natural or synthetic fabric, thin plastic or similar lightweight pliable material that is normally displayed by flying from a pole as a wind-activated device.

**Flagpole.** A single pole structure that is freestanding or is attached to a building and used for the sole purpose of displaying flags.

**Flood Zone.** Geographic areas that the Federal Emergency Management Agency (FEMA) has defined according to varying levels of flood risk. These zones are depicted on the Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map. Each zone reflects the severity or type of flooding in the area.

**Floodlight.** An attention-getting device where an artificial light of high intensity is shined upward in a focused beam to attract attention to a location. A floodlight is not focused on a sign or sign face.

**Forest.** A forest is a land region with a high concentration of trees, which is divided into an overstory (canopy or upper tree layer) and an understory of vegetation, which may be further divided into a shrub layer, herb layer and, depending on the ecosystem, a moss layer.

**Gazebo.** A freestanding outdoor structure designed for recreational use and not for habitation.

**Glare.** Light emitting from a luminaire with an intensity great enough to reduce a viewers' ability to see, cause discomfort, and, in extreme cases, cause momentary blindness.

**Grade.** A reference plane representing the average of finished ground level adjoining the building at all exterior walls. When the finished ground level slopes away from the exterior walls, the reference plane is established by the lowest points within the area between the building and the lot line or, when the lot line is more than six feet from the building, between the building and a point six feet from the building.

**Green Roof.** A building roof partially or completely covered with vegetation and a growing medium planted over a waterproofing membrane. It may also include additional layers such as a root barrier and drainage and irrigation systems.

**Greenhouse (Accessory).** A structure constructed chiefly of glass, glasslike or translucent material, cloth, or lath, which is devoted to the protection or cultivation of flowers or other tender plants.

**Gross Floor Area (GFA).** A sum of the gross horizontal areas of all floors of the structure as measured from the exterior faces of the exterior walls or from the centerline of walls separating two buildings.

**Groundcover.** Living landscape materials or low-growing plants, other than turf grasses, installed in such a manner so as to provide a continuous cover of the ground surface, and which upon maturity normally reach the average height of 24 inches.

**Hedge.** A row of closely planted shrubs, bushes, or any kind of plant forming a boundary.

**Home Occupation.** Any commercial activity carried out for economic gain by a resident, conducted as an accessory use in the resident's dwelling unit.

**Illumination System.** The totality of the equipment installed to provide exterior lighting on a developed property. Illumination system includes all structures, canopy, pole, and ground-mounted luminaires, including all wiring, circuitry, and other devices installed to create exterior lighting.

#### **Impervious Surface Coverage.**

1. Impervious surface coverage is a measure of intensity of land use that represents the portion of a site that is occupied by structures, pavement, and other impervious surfaces that do not allow for the absorption of water into the ground. Maximum impervious surface of a lot is calculated as the percentage of all impervious surface area against the total area of the lot.
2. When pervious paving is used, it is calculated at a reduced percentage of impervious coverage as follows:
  - a. Pervious concrete and open grid paving systems are calculated as 50% impervious surface, provided that no barrier to infiltration is installed beneath the material. Open grid pavers must be installed on a sand base, without an impervious liner, to qualify.
  - b. Other types of pervious surfaces, such as permeable pavers, porous asphalt, or gravel-crete, are credited based upon field performance data and coefficients of permeability provided by the manufacturer.

**Infrastructure.** Facilities and services needed to sustain residential, commercial, industrial, institutional, and other activities, including, but not limited to, water lines, sewer lines, and rights-of-way.

**Internal Illumination (Sign).** Illumination from a light source that is contained within a sign.

**Intensity of Use.** Square feet of gross floor area, number of dwelling units, number of employees, or other factor used as a basis for requiring off-street parking or loading facilities.

**Lamp.** The component of a luminaire that produces the actual light.

**Lamp Wattage.** The amount of power of a lamp expressed in watts.

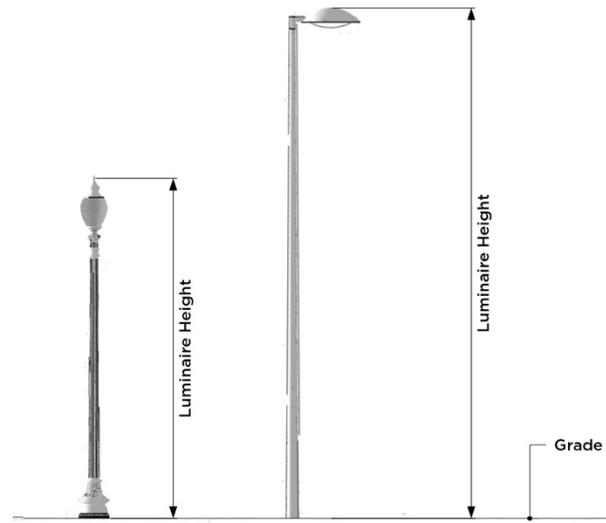
**Lawful.** Means not in violation of any local, state or federal law.

**Lighting.** Means electric, man-made, or artificial lighting.

1. **Luminaire Height.** The total height of a luminaire is measured to the top of the pole or luminaire, whichever is higher, from grade.

2. **Foot-candle.** A foot-candle (FC) is a unit of illumination produced on a surface, all points of which are one foot from a uniform point source of one standard candle. Foot-candle is measured utilizing a direct reading, portable light meter mounted in a horizontal position.

**FIGURE 2-7: LUMINAIRE HEIGHT**



**Light, Direct.** Light emitted directly from the lamp, off a reflector or reflector diffuser, or through the refractor or diffuser lens of a luminaire.

**Light, Indirect.** Direct light that has been reflected or has scattered off of other surfaces.

**Light Trespass.** The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

**Living Screen.** A screening wall composed of vegetation to screen areas, such as parking lots or loading/service areas, from view or to provide privacy to a side yard and/or strengthen the spatial definition of the public realm.

**Livestock, domestic.** Any quantity of farm animals raised and/or kept for personal use, occasional competitive use, or incidental sales of animal products.

**Livestock.** Domestic animals where permitted, outdoors or in an accessory structure, for personal use, occasional competitive use, or incidental sales of animal products. These animals may be kept either in open fields or structures for training, boarding, home use, sales, or breeding and production, including but not limited to: cattle, riding and draft horses, hogs, sheep, miniature goats, goats, miniature horses, llamas, alpacas, rabbits, chickens, ducks, geese, turkeys, and honey bees.

**Loading Berth.** A space within a loading facility exclusive of driveways, aisles, maneuvering areas, ramps, columns, landscape, and structures for the temporary parking of a commercial delivery vehicle while loading or unloading goods or materials.

**Lot.** A lot is the basic land development unit. A lot area, depth, and other dimensional regulations, and boundaries have been established by an approved subdivision plat filed with the Caddo Parish Clerk of Courts and which is recognized as a separate legal entity for purposes of transfer of title.

**Lot Area.** The total area within the boundaries of a lot, excluding any street right-of-way, usually defined in acres or square feet.

**Lot, Corner.** A corner lot is a lot situated at the junction of, and abutting on, two or more intersecting streets.

**Lot Depth.** The distance measured from the front lot line to the rear lot line. For lots where the front and rear lot lines are not parallel, the lot depth is the depth calculated at the deepest part of the lot.

**Lot, Interior.** An interior lot is a lot other than a corner or through lot, bounded by two interior side lot lines.

**Lot Line.** A line of record bounding a lot, as indicated on an approved, filed, and recorded subdivision plat, which divides one lot from another lot or from a public or private street or any other public or private space.

**Lot, reverse corner.** A reverse corner lot is a corner lot where the side lot line adjoining a street is substantially a continuation of the front lot line of the first lot to its rear.

**Lot Line, Corner.** On a corner lot, the corner side lot line is perpendicular or approximately perpendicular to the front lot line and is the longer street abutting lot line of a corner lot.

**Lot Line, Front.** A front lot line is the lot line separating a lot from a street right-of-way. The front lot line of a corner lot is the shortest street lot line of a corner lot abutting a street. A front lot line for a through lot is both lot lines that abut a street.

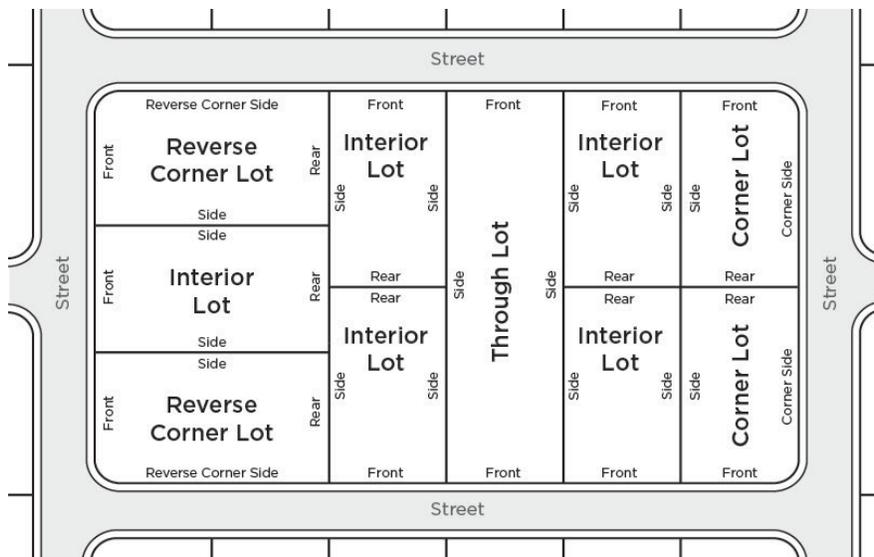
**Lot Line, Interior.** On an interior lot, the interior side lot line is perpendicular or approximately perpendicular to the front lot line and abuts the adjacent lot.

**Lot Line, Rear.** A rear lot line is the lot line opposite and most distant from the front lot line, or in the case of triangular or otherwise irregularly shaped lots, an assumed line at least ten feet in length entirely within the lot, parallel to and at a maximum distance from the front lot line.

**Lot Line, Street.** A street lot line is any lot line separating a lot from a street right-of-way.

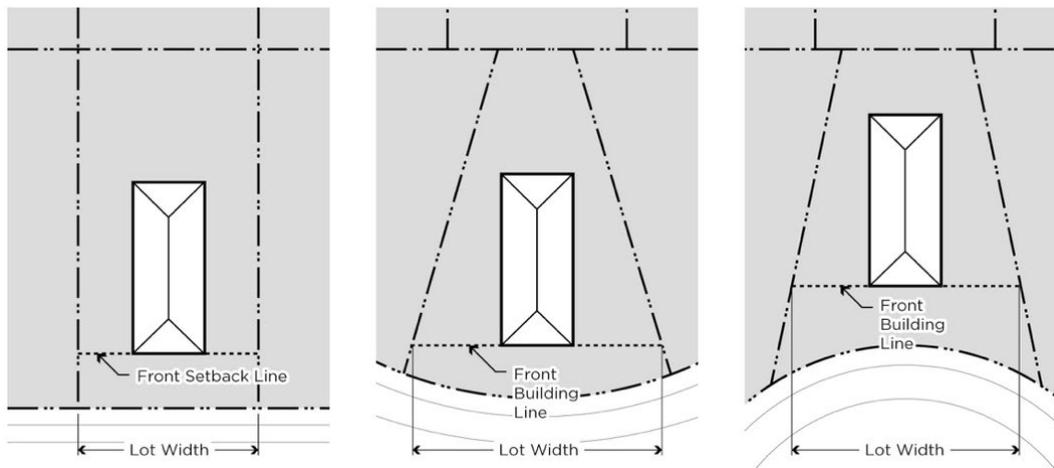
**Lot, Through.** A through lot is a lot which fronts upon two parallel streets, or which fronts upon two streets which do not intersect at the boundaries of the lot. A through lot is also called a double frontage lot.

FIGURE 2-8: LOT TYPES



**Lot Width.** Lot width is the horizontal distance between the side lot lines measured at right angles to its depth along a straight line parallel to the front lot line at the minimum front setback line. For cul-de-sac lots or pie-shaped lots, lot width is measured at the front building line of the structure between side lot lines.

FIGURE 2-9: LOT WIDTH



**Luminaire.** A complete lighting unit consisting of a light source and all necessary mechanical, electrical, and decorative parts.

**Luminaire, Cut-Off Type.** A luminaire containing elements such as shields, reflectors, or refractor panels that direct and cut off a direct view of the light source at a cut off angle.

**Manufactured Home.** A manufactured home dwelling is a prefabricated structure that is regulated by the U.S. Department of Housing and Urban Development (HUD), via the Federal National Manufactured Housing Construction and Safety Standards Act of 1974, rather than local building codes. A manufactured home is built in a factory on an attached chassis before being transported to a site. Manufactured homes include those transportable factories built housing units built prior to the Federal National Manufactured Housing and Safety Standards Act (HUD Code), also known as mobile homes. Modular buildings and modular homes are not considered manufactured homes, and refer to a method of construction.

**Modular buildings.** Modular buildings and modular homes are not considered manufactured homes, and refer to a method of construction. Modular buildings and modular homes are built in multiple sections called modules at a facility and then delivered to the site where one or more modules are set onto the building's foundation and joined together to make a single building. Modular buildings and modular homes must conform to all zoning requirements for the dwelling type and must meet all local building code requirements.

**Marquee.** A permanent roof-like structure constructed of durable material extending from the wall of a structure with no supports extending to the ground with a portion of the structure dedicated to sign area that may be changed.

**Multi-Tenant Retail Center.** A group of two or more commercial establishments that is planned, owned, and/or managed as a single property. The two main configurations of multi-tenant retail centers are large shopping centers/malls and strip centers.

**Nonconforming Lot.** A lot of record that at one time conformed to the lot dimension requirements (lot area, lot width, lot depth) of the zoning district in which it is located but because of subsequent amendments to the Code no longer conforms to the applicable lot dimensions.

**Nonconforming Sign.** A sign that once conformed to zoning district regulations but because of subsequent amendments to the Code no longer conforms to applicable sign regulations.

**Nonconforming Site Element.** A site development element, such as landscape, fences or walls, lighting, and parking, that at one time conformed to the requirements of this Code, but because of subsequent amendments, has been made nonconforming.

**Nonconforming Structure.** A principal or accessory structure that once conformed to zoning district regulations but because of subsequent amendments to the Code no longer conforms to applicable dimensional standards.

**Nonconforming Use.** The use of a structure or land that at one time was an allowed use within a zoning district but

because of subsequent amendments to the Code is no longer allowed.

**Non-Residential Use.** A structure or land arranged, designed, used, or intended to be used for non-residential uses, which includes, but is not limited to, retail, office, entertainment, recreation, public, institutional, and other non-residential uses. Structures with dwellings above ground floor non-residential uses are considered mixed-use development and considered a non-residential use for the purposes of this Code.

**Off-Street Parking.** The storage space for an automobile on premises other than streets or rights-of-way.

**Open Space.** That portion of land, either landscaped or left unimproved, which is used to meet active or passive recreation or spatial needs, and/or to protect water, air, or plant resources.

**Outdoor Display and Sales Area.** Part of a lot used for outdoor sales and/or display of goods accessory to the principal use.

**Outlet.** An area of land set aside within a retail center for a separate principal building that shares a circulation system and may share common parking with the larger retail center development but is separated from the principal building or buildings, typically located along the property line.

**Overlay District.** A district established in the Code that is superimposed on one or more zoning districts or parts of zoning districts. The standards and requirements associated with an overlay district may be more or less restrictive than those in the underlying districts.

**Owner.** Any person, including the owner of the title or a mortgage whose interest is shown of record in the mortgage and conveyance records of Caddo Parish; a person shown as owner in the records of the tax assessor of the parish in which the property is situated; or the agent of any such person and those in possession of a dwelling, dwelling unit or premises.

**Parapet.** The extension of a false front or wall above a roof-line.

**Parkway.** That part of the pedestrian way that is designated for street trees, landscape, transit stops, street lights, outdoor dining, site furnishings, and the like, as well as for motorists to access cars parked at the curb. Parkway may also be referred to as neutral ground.

**Party Wall.** A wall starting from the foundation and extending continuously through all stories to or above the roof that separates one building from another, but is in joint use by each building.

**Patio.** A hard surface designed and intended for recreational use by people and not used as a parking space.

**Pennant.** Any lightweight plastic, fabric or similar material designed to move in the wind; pennants are often suspended from a rope, wire, or string in series. The term "pennant" shall not include a "banner" or a "flag" as regulated in this Code.

**Performance Standards.** A set of criteria or limits relating to elements that a particular use or process must either meet or may not exceed.

**Pergola.** A freestanding, open structure that forms a partially shaded pedestrian walkway, passageway, or sitting area, and is constructed of a semi-open roof and vertical posts that support cross-beams and a sturdy open lattice. It may also be used as an extension of a building entryway.

**Pervious Paving.** A range of sustainable materials and techniques for permeable paving with a base and sub-base that allow the movement of storm water through the surface. Gravel and loose rock are not considered pervious paving.

**Porch.** An architectural feature that projects from the exterior wall of a structure, has direct access to the street level of the building, and is covered by a roof or eaves.

**Porch – Unenclosed.** A porch that is open on all sides that do not abut a principal building wall.

**Porch – Enclosed.** A porch enclosed by walls, screens, lattice or other material. A screened-in porch is an enclosed porch.

**Porte Cohere.** A permanent structure built over a driveway or entry drive that provides temporary shelter to persons exiting a vehicle, but not serving as the only covered or enclosed vehicle shelter on-site.

**Property Line.** See lot line.

**Principal Building.** A non-accessory structure in which a principal use of the lot on which it is located is conducted.

**Principal Use.** The main use of land or structures as distinguished from an accessory use.

**Raceway.** A mounting bar or similar device that is used to attach channel letters to a building. Raceways often conceal the electrical components of channel letter signs.

**Railroad Right-of-Way.** A strip of land with tracks and auxiliary facilities for track operation, but not including depots, loading platforms, stations, train sheds, warehouses, car shops, car yards, locomotive shops, or water towers.

**Recreational Vehicle.** Any vehicle or boat designed and/or used for temporary living quarters, recreation, and/or temporary human habitation, equipped with wheels to facilitate movement from place to place, and not used as a commercial vehicle including, but not limited to, the following: boat/watercraft, camper trailer, motorized trailer/home, off-road vehicle, racing car or cycle, travel trailer, towed trailer, folding camping trailer, fifth wheel, and truck camper.

**Redevelopment.** Any proposed expansion, addition, or major facade change to an existing building, structure, site, parking lot or parking facility, including, but not limited to, the following:

1. The existing principal structure is demolished and a new structure is constructed.
2. A new principal structure is constructed.
3. The existing principal structure is increased in total building footprint by 25% or more.
4. An existing parking lot of 20 or more spaces is fully reconstructed, or an existing parking lot area is expanded by 50%.

**Residential Use.** A structure arranged, designed, used, or intended to be used for residential occupancy by one or more families or households, which includes, but is not limited to, the following types: single-family – detached and attached, two-family, townhouse, and multi-family dwellings. Structures with dwellings above ground floor non-residential uses are considered mixed-use development, which are considered a non-residential use for the purposes of this Code.

**Right-of-Way.** A strip of land dedicated for use as a public way. In addition to the roadway, it typically incorporates the curbs, parkways, sidewalks, and shoulders.

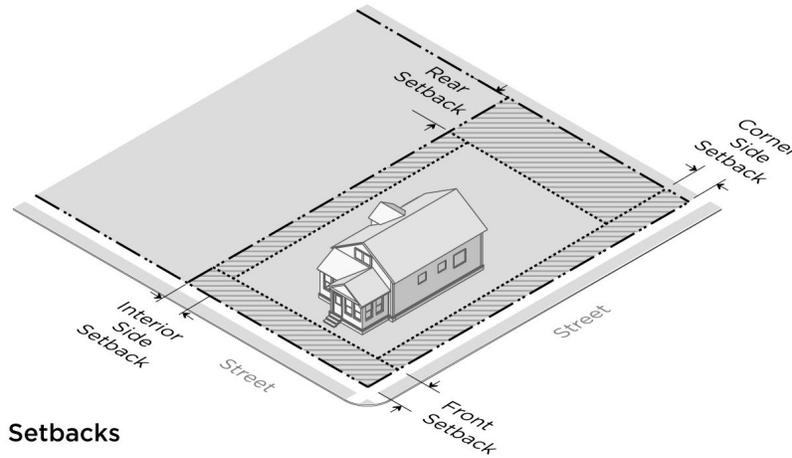
**Roofline.** The top edge of a roof or building parapet, whichever is higher, excluding any cupolas, pylons, chimneys or minor projections.

**Satellite Dish Antenna.** A dish antenna designed for transmitting signals to a receiver or receiving station or for receiving television, radio, data, communication or other signals from other antennas, satellites or other services.

**Servitude.** Land designed by lawful agreement between the owner(s) of the land and a person(s) for a specified use only by such person(s). Servitude may also be referred to as an easement.

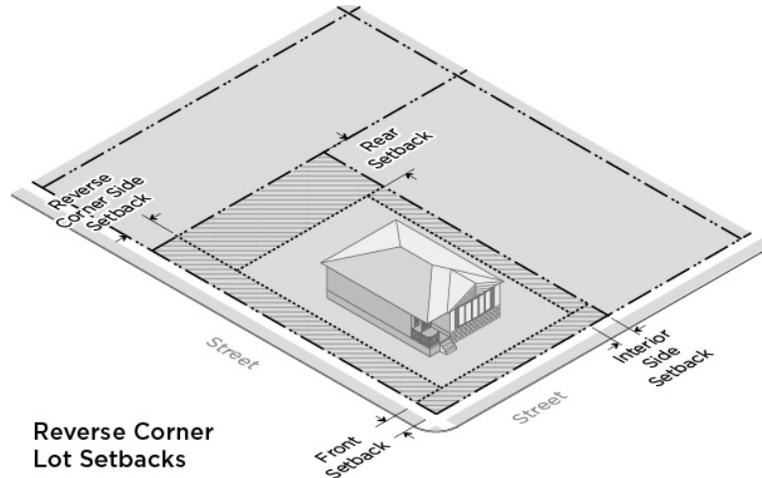
**Setback.** A setback is located along a lot line for the minimum depth specified by the zoning district in which such lot is located.

FIGURE 2-10: SETBACK



Setbacks

FIGURE 2-11: SETBACK, REVERSE CORNER LOT



Reverse Corner Lot Setbacks

**Setback, Front.** A front setback is the required minimum distance per the zoning district that a principal building must be located from the front lot line. The front setback extends the full width of the lot between side lot lines measured perpendicular to the front lot line.

**Setback, Interior Side.** An interior side setback is the required minimum distance per the zoning district that a principal building must be located from the interior side lot line. Interior side setback extends along the interior side lot line between the front and rear yard and setback, measured perpendicular to the interior side lot line. For townhouse developments, interior side setback is applicable to end units only. For semi-detached dwellings, the interior side setback do not apply to the lot line where the party wall is located

**Setback, Corner Side.** A corner side setback is the required minimum distance per the zoning district that a principal building must be located from the corner side lot line. The corner side setback extends along the corner side lot line between the front setback and the rear lot line, measured perpendicular to the corner side lot line.

**Setback, Rear.** A rear setback is the required minimum distance per the zoning district that a principal building must be located from the rear lot line. The rear yard and rear setback extend between interior side lot lines, measured perpendicular to the rear lot line. In the case of a corner lot, the rear setback extends between the interior side lot line to the required corner side setback and measured perpendicular to the rear lot line.

**Setback, Reverse Corner Side.** A reverse corner side setback is the required minimum distance per the zoning district that a principal building must be located from corner side lot line. The reverse corner side setback extends along the corner side lot line between the front yard and the rear lot line, measured perpendicular to the corner side lot line.

**Shed.** An accessory structure, often purchased pre-built or as a kit in pre-fabricated sections, that is not designed to be served by heat or plumbing and does not need to be placed on a permanent foundation. A shed is typically intended to store lawn, garden, or recreational equipment.

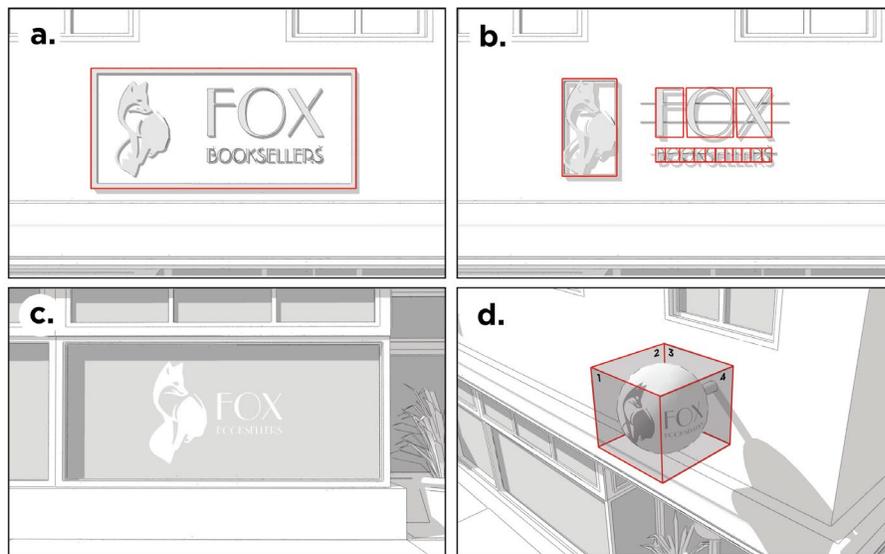
**Sign.** Any identification, description, illustration, or device illuminated or non-illuminated that is visible to the public from adjoining streets or adjoining properties and that directs attention to a product, service, place, activity, person, institution, business, or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, banner, pennant, placard, temporary sign, lights, balloons or other device designed to attract attention, advertise, identify or convey information. Building details that are an integral part of the overall architectural design of a building or works of art accessory to a building are not be considered signs.

**Sign, Animated.** Any sign that uses movement or change of lighting to depict action or create a special effect or scene. Animated signs include video screens, television screens, plasma screens, and holographic displays, but do not include electronic message center signs.

**Sign Area.** Sign area is measured as follows:

- a. For signs on a background, the entire area of the background is calculated as sign area, including any material or color forming the sign face and the background used to differentiate the sign from the structure against which it is mounted. Sign area does not include any supports or bracing.
- b. For signs consisting of freestanding letters or logos, the sign area is calculated as the total area of each square, circle, rectangle, or triangle, or combination thereof, which encompasses each individual letter or logo. Sign area does not include any supports or bracing.
- c. Window signs printed on a transparent film and affixed to the interior or exterior of a windowpane are calculated as individual letters or logos, provided that the portion of the transparent film around the perimeter of the individual letters or logos maintains 100% transparency of the window.
- d. The sign area of a three-dimensional, free-form, or sculptural (non-planar) sign is calculated as 50% of the sum of the area of the four vertical sides of the smallest cube that will encompass the sign.

FIGURE 2-13: SIGN AREA



**Sign, Cabinet Box Wall.** A type of wall sign constructed in the form of a cabinet or box where the sign face is not an integral part of the structure and is specifically designed to allow the sign face to be changed repeatedly, which may or may not be internally illuminated. A cabinet box wall sign does not include pan-faced wall signs, molded wall signs, or similar designs. Typically, a cabinet box wall sign is designed by applying vinyl printed with the sign message onto acrylic sheets and then inserted into the cabinet.

**Sign, Electronic Message.** A sign or component of a sign that uses LED illumination systems or other similar electronic components to form a message(s) that are electronically programmed or modified by electronic processes.

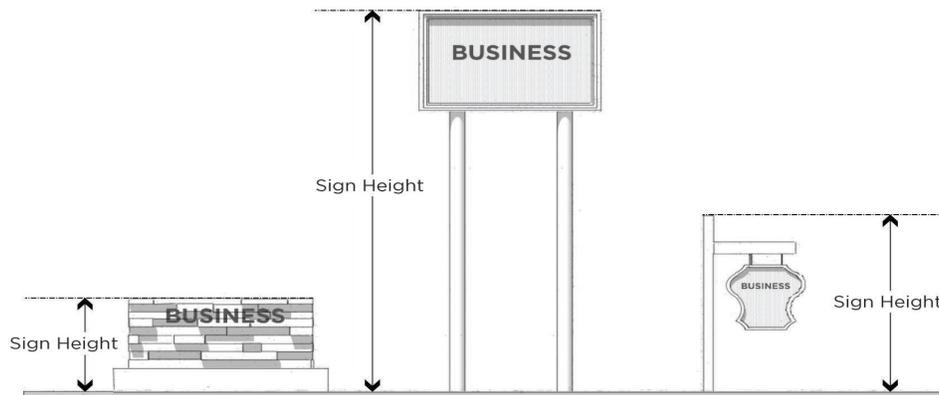
**Sign, Flashing.** Any illuminated sign that contains an intermittent or flashing light source or that changes light intensity in sudden transitory bursts, but do not include electronic message center signs.

**Sign, Freestanding.** Any sign on a frame, pole, or other support structure that is not attached to any building.

**Sign, Ghost.** A painted wall sign that remains from an earlier time or advertises the use of a building that provides evidence of the history of the use of the building or activities of the community.

**Sign Height.** For freestanding signs, height is calculated as the vertical distance measured from the ground adjacent to where the sign is to be installed to the highest point of the sign.

FIGURE 2-13: SIGN HEIGHT



**Sign, Menuboard.** A sign displaying goods or services available as part of the drive-through lane of a drive-through facility.

**Sign, Moving.** Any sign that revolves, rotates, swings, undulates, or other motion by moving parts, whether operated by mechanical equipment or by natural sources, not including flags or banners. A tri-vision sign where triangular prisms rotate inside a frame to show a new message and/or information is an example of a moving sign.

**Sign, Obsolete.** Any sign that identifies or advertises a business, service, owner, product, or activity that is no longer available at the premises.

**Sign, Off-Premise - Permanent.** See billboard.

**Sign, Off-Premise - Temporary.** A temporary sign that advertises a business, commodity, service, event, or other activity that is sold, offered, or conducted other than on the premises where the sign is located.

**Sign, On-Premise.**

**Sign, Portable.** Any sign not permanently attached to the ground, a building, or other structure and is readily movable. Any sign attached to a sign structure with wheels is considered a portable sign. Portable signs do not include those types of temporary signs or non-permanently attached signs that are specifically permitted by this Code, such as certain attention-getting devices and A-frame signs.

**Sign, Projecting.** Any sign that is attached to a building or other structure and extends beyond the line of the building or structure or beyond the surface of that portion of the building or structure to which it is attached by more than 15 inches.

**Sign, Roof.** Any sign erected, constructed, and maintained above the parapet on a building with a flat roof or above the fascia board on a building with a pitched roof.

**Sign, Snipe.** A sign painted, pasted or otherwise affixed to any tree, rock, retaining wall, fence, utility pole, hydrant, bridge, sidewalk, curb or street, bench, or trash receptacle. Logos and labels located on mechanical equipment, recycling bins, trash containers or dumpsters, which are part of the equipment as manufactured and/or installed, are not snipe signs.

**Sign Structure.** Any structure that supports a sign, including any decorative cover.

**Sign, Wall.** A sign that is fastened directly to or is placed or painted directly upon the exterior wall of a building, with the sign face parallel to the wall, and extending from the surface of the wall no more than 18 inches.

**Sign, Window.** A sign posted, painted, placed, or affixed in or on a window exposed to public view. A sign that is interior to the building that faces a window exposed to public view that is located within two feet of the window face is a window sign for the purposes of calculating the total area of all window signs. Merchandise used in a window display is not considered a window sign.

**Sign, Vehicular.** Any sign placed, mounted, painted on or affixed to a motor vehicle, freight, flatbed or storage trailer or other conveyance when same are placed or parked in such a manner as to be viewed or intended to be viewed from a public right-of-way, except that this definition shall not apply when:

- a. Such conveyances are actively being used to transport persons, goods or service in the normal course of business;
- b. When such conveyances are parked in an inconspicuous area; or
- c. When such conveyances are actively being used for storage of construction materials for, and on the same lot with a bona fide construction project for which building and other applicable permits have been issued and where construction is underway and provided said conveyances are located within designated storage areas.

**Sign, Yard.** Also known as lawn signs, bandit signs, placards, political signs, and road signs (among other names), are small advertising signs that can be placed on a street-facing lawn or elsewhere on a property that promote a business, a yard or garage sale, or to express the support for an election candidate, or political position, by the property owner or sometimes.

**Special Flood Hazard Area (SFHA).** The land area covered by the floodwaters of the base flood on National Flood Insurance Program (NFIP) maps. The SFHA is the area where the NFIP's floodplain management regulations must be enforced and the area where the mandatory purchase of flood insurance applies.

**Stacking Space.** A space specifically designed and designated as a waiting area for vehicles patronizing a drive-through facility or service bay.

**Stoop.** An exterior floor typically constructed of stone, concrete, and/or masonry, with a finished floor elevation higher than the adjacent ground level, often with steps leading up to it, and utilized primarily as an access platform to a structure. A stoop may be roofed and designed with railings, but cannot be enclosed.

**Street.** A public or private right-of-way that affords a primary means of vehicular access to abutting property, but does not include alleys or driveways.

**Structural Alteration.** Any change, other than incidental repairs, which would prolong the life of supporting members of a structure, such as the addition, removal, or alteration of bearing walls, columns, beams, girders or foundations.

**Structure.** A combination of materials to form a construction for use, occupancy, or ornamentation, whether installed on, above, or below, the surface of land or water.

**Swimming Pool.** A receptacle for water and/or an artificial pool of water over 24 inches in depth, either at a private residence intended only for the use of the individual owner, his family and friends, or at a multi-tenant development intended only for the use of the tenants of the building and their families and friends.

**Tenant.** A natural person, business or other entity that occupies land or buildings by title, under a lease, or through payment of rent; an occupant, inhabitant, or dweller of a place.

**Trailer.** A motorless vehicle without motive power equipped with wheels and used for carrying property on its own structure and designed to be drawn by a truck, tractor or another motor vehicle.

**Tree.** Any self-supporting woody perennial plant which has a trunk diameter of one-half inches or more when measured by caliper inch at a point of four feet above ground level and which normally attains a height of at least 15 feet at maturity.

**Tree Preservation Plan.** An optional part of the landscape plan which allows all future developments to receive credit for preserving trees. The tree preservation plan shall be submitted showing major site construction features, existing trees to remain, existing trees that may be removed, and replacement trees showing species, location, number and size. The Tree Preservation Plan information may be included on the landscape plan if all information can be clearly delineated.

**Trellis.** A lattice frame made of bars of wood or metal, fixed to a wall, to support vines or trained climbing plants.

**Unified Control.** The combination of two or more tracts of land wherein each owner has agreed that his tract of land will be developed under the same development approvals.

**Use.** The purpose or activity for which the land or structure is designed, arranged, or intended, or for which it is occupied or maintained.

**Wall.** A constructed solid barrier of concrete, stone, brick, tile, or similar type of material that closes, marks, or borders a field, yard, or lot, and that limits visibility and restricts the flow of air and light.

**Waters.** All surface waters including all waters of the territorial sea, tidewaters, all inland waters of any river, stream, brook, pond, or lake, and wetlands, as well as all groundwater.

**White Roof.** A roof designed to deliver high solar reflectance, reducing heat transfer to the building and the ability to radiate absorbed, or non-reflected solar energy.

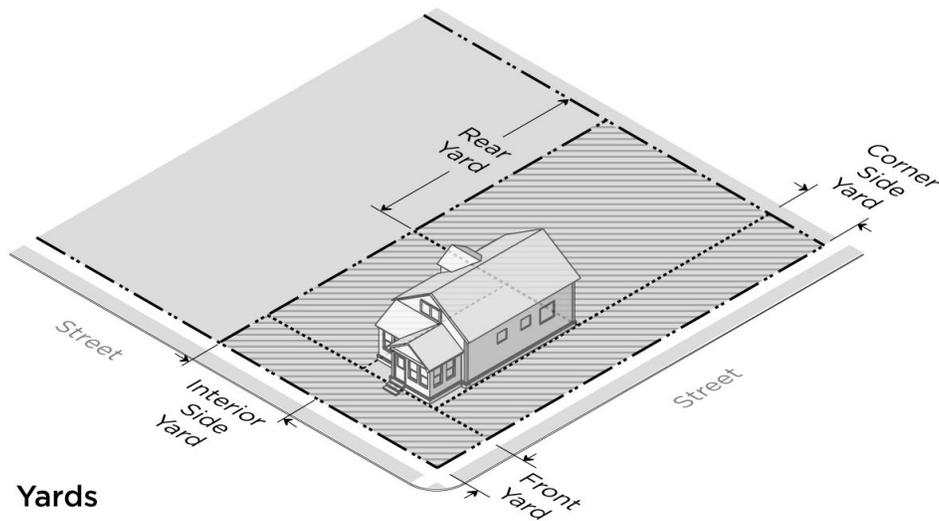
**Workshop.** An accessory structure that is generally served by electricity and/or plumbing and is placed on a permanent foundation. A workshop is typically intended for amateur woodworking, sculpting, painting, and similarly associated activities.

**Vegetable Garden.** The cultivation of fruits, flowers, vegetables, or ornamental plants on a lot grown for the use of the property owner or tenant.

**Video Display Sign.** A sign, or portion of a sign, that displays a video, whether pre-recorded or streaming.

**Yard.** A yard is the open space area between the building line of a principal building and the adjoining lot lines.

FIGURE 2-14: YARD



## Yards

**Yard, Front.** A front yard is located between a principal building line and the front lot line. The front yard and extend the full width of the lot between side lot lines measured perpendicular to the front lot line.

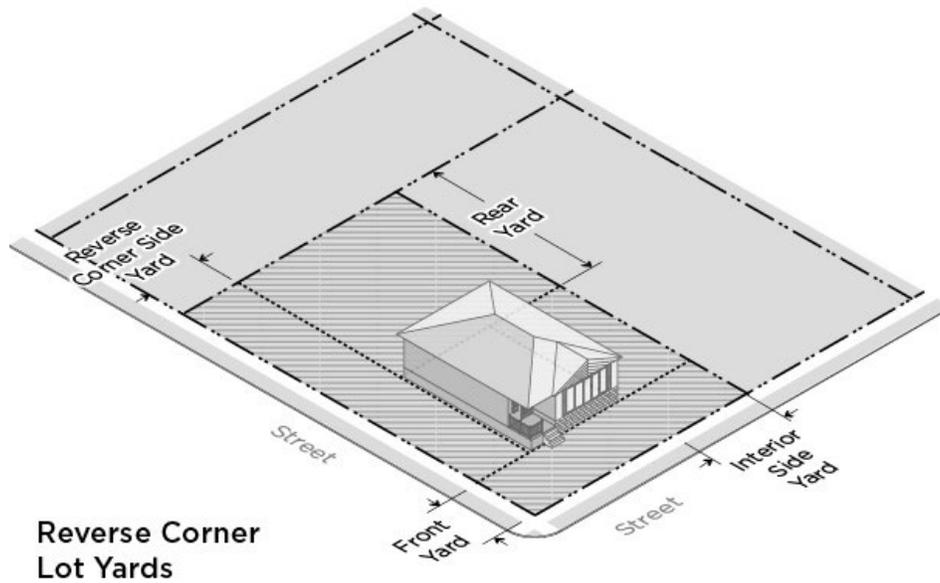
**Yard, Interior Side.** An interior side yard is located between a principal building line and the interior side lot line. The interior side yard extends along the interior side lot line between the front and rear yard, measured perpendicular to the interior side lot line. For townhouse developments, the interior side yard is applicable to end units only. For semi-detached dwellings, the interior side yard does not apply to the lot line where the party wall is located.

**Yard, Corner Side.** A corner side yard is located between a principal building line and the corner side lot line. The corner side yard extends along the corner side lot line between the front yard and the rear lot line, measured perpendicular to the corner side lot line.

**Yard, Rear.** A rear yard is located between a principal building line and the rear lot line. The rear yard extends between interior side lot lines, measured perpendicular to the rear lot line. In the case of a corner lot, the rear yard extends between the interior side lot line to the required corner side setback and measured perpendicular to the rear lot line.

**Yard, Reverse Corner Side.** A reverse corner side yard is located between a principal building and the corner side lot line, where the corner side lot line adjoining a street is substantially a continuation of the front lot line of the first lot to its rear. The reverse corner side yard extends along the corner side lot line between the front yard and the rear lot line, measured perpendicular to the corner side lot line.

FIGURE 2-15: YARD, REVERSE CORNER SIDE



**Zoning Lot.** A lot or combination of lots within a single block, which is designated by its owner or developer to be used, developed, or built upon as a unit. A zoning lot may or may not coincide with a lot of record.

**Zoning Map.** The map or maps that are a part of this Code and which delineate the boundaries of all mapped zoning districts within the physical boundary of the MPC's Planning Area.

**ARTICLE 3. ZONING DISTRICTS AND ZONING MAP**

- 3.1 ZONING DISTRICTS
- 3.2 ZONING MAP

**3.1 ZONING DISTRICTS**

In order to carry out the purpose and intent of this Code, the City of Shreveport is divided into the following zoning districts:

**A. Residential Districts**

- R-A Rural-Agricultural Zoning District
- R-E Residential Estate Zoning District
- R-1-12 Single-Family Residential Zoning District
- [R-1-10 Single-Family Residential Zoning District](#)
- R-1-8 Single-Family Residential Zoning District
- R-1-5 Single-Family Residential Zoning District
- R-2 Multi-Family Residential Zoning District
- R-MHS Residential Manufactured Home Subdivision Zoning District
- R-MHP Residential Manufactured Home Park Zoning District

**B. Commercial Districts**

- C-1 Corridor Commercial Zoning District
- C-2 General Commercial Zoning District

**C. Industrial Districts**

- I-1 Light Industrial Zoning District
- I-2 Heavy Industrial Zoning District

**D. Special Purpose Districts**

- [NA Natural Areas Zoning District](#)
- [OS Open Space Zoning District](#)
- RMUV Residential Mixed-Use Village Zoning District
- RVD Recreational Vehicle and Travel Trailer Parks District

**E. Special Development Types**

Planned unit developments (PUD) and small planned unit developments (SPUD) are included in Article 16 of this Code as a special type of development. PUDs and SPUDs are not zoning districts but rather special approvals.

**3.2 ZONING MAP**

**A. Location of Districts**

1. The location and boundaries of the zoning districts established by this Code are set forth in the Official Zoning Map, as periodically amended. The Official Zoning Map is incorporated into, and made an integral part of, this Code.
2. Any land lying within the jurisdiction of the Metropolitan Planning Commission’s planning area, but outside of the corporate limits of the City of Shreveport, but not shown on the Official Zoning Map as being included within a zoning district, is classified as the R-A District.

**B. Interpretation of Boundary Lines**

1. Where a district boundary line is shown as being within or along a street, other public or private way, or an extension of any of them, or as being within or along a non-navigable stream, the boundary is the centerline of that street, other public or private way, extension of any of them, or stream.

2. Where a district boundary line is shown as along a lot line, the boundary is that lot line.
3. Where the location of a district boundary line is indicated by a designated number of feet, that distance controls.
4. Where a district boundary line is shown as being along a railroad right-of-way, the boundary line of that railroad right-of-way controls.
5. Where a district boundary line is shown as along a navigable waterway and is not otherwise fixed, the boundary is:
  - a. The line that coincides with the pierhead line.
  - b. Where no pierhead line has been established, the line that coincides with the mean low tide line.

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## ARTICLE 4. ZONING DISTRICT REGULATIONS

- 4.1 GENERAL ZONING DISTRICT REGULATIONS
- 4.2 RESIDENTIAL DISTRICTS
- 4.3 COMMERCIAL DISTRICTS
- 4.4 INDUSTRIAL DISTRICTS
- 4.5 SPECIAL PURPOSE DISTRICTS
- 4.6 SPECIAL DEVELOPMENT TYPES

### 4.1 GENERAL ZONING DISTRICT REGULATIONS

All development on a zoning lot is subject to the standards of this Article for the applicable zoning district and the standards of this Code.

### 4.2 RESIDENTIAL DISTRICTS

#### A. Purpose Statements

##### 1. R-A Rural and Agricultural Zoning District

The intent of the R-A Rural and Agricultural District is to permit very low density residential development of Single-Family or Two-Family within agricultural uses of land. All residences within this district must be compatible with surrounding agricultural operations, and must maintain and preserve agricultural activities. Regulations are structured to protect the agricultural character of the district.

##### 2. R-E Rural Estate Zoning District

The purpose of the R-E Rural Estate District is to provide for small scale agriculture uses of land for estate-type residential areas of Single-family that create a low density environment that relates to the natural setting. Limited non-residential uses are allowed that are compatible with the low density, open character of the district.

##### 3. R-1-12 Single-Family Residential Zoning District

The R-1-12 Single-Family Residential Zoning District is intended to provide for a neighborhood environment of single-family detached dwellings located on larger lots of 12,000 square feet or more. Limited non-residential uses that are compatible with surrounding residential neighborhoods may be permitted.

##### 4. [R-1-10 Single-Family Residential Zoning District](#)

[The R-1-10 Single-Family Residential Zoning District is intended to provide for a neighborhood environment of single-family detached dwellings located on 10,000 square foot lots that reflect the predominant pattern of single-family residential development in the Planning Area. Limited nonresidential uses that are compatible with surrounding residential neighborhoods may be permitted](#)

##### 5. R-1-8 Single-Family Residential Zoning District

The R-1-8 Single-Family Residential Zoning District is intended to provide for a neighborhood environment of single-family detached dwellings located on 8,000 square foot lots that reflect the predominant pattern of single-family residential development. Limited non-residential uses that are compatible with surrounding residential neighborhoods may be permitted.

##### 6. R-1-5 Single-Family Residential Zoning District

The R-1-5 Single-Family Residential Zoning District is intended to provide for a neighborhood environment of single-family detached dwellings located on 5,000 square foot lots that have been established with a smaller lot size than the predominant pattern of single-family residential development. Limited non-residential uses that are compatible with surrounding residential neighborhoods may be permitted.

**4.7. R-MF Multi-Family Residential Zoning District**

The R-MF Multi-Family Residential Zoning District is intended to provide for an environment of various dwelling types, including, two-family, townhouse, and multi-family dwellings, including low-rise and mid-rise developments. Limited non-residential uses that are compatible with surrounding residential neighborhoods may be permitted.

**7.8. R-MHS Residential Manufactured Home Subdivision Zoning District**

The R-MHS Residential Manufactured Home Subdivision Zoning District is intended for a mix of manufactured homes approved by the Department of Housing and Urban Development and typical single-family dwellings. The district regulations are designed to protect the residential character of the area. Limited non-residential uses that are compatible with surrounding residential neighborhoods may be permitted.

**8.9. R-MHP Residential Manufactured Home Park Zoning District**

The R-MHP District is intended for manufactured home parks, which are areas containing manufactured home sites arranged on a large tract, usually under single ownership, and designed to accommodate manufactured homes.

**B. Uses**

Article 5 lists permitted and special principal uses and temporary uses for the residential districts.

**TABLE 4-1: RESIDENTIAL DISTRICTS DIMENSIONAL STANDARDS**

	R-A	R-E	R-1-12	<u>R-1-10</u>	R-1-8	R-1-5	R-MF	R-MHS
<b>BULK</b>								
Minimum Lot Area	1 acre	25,000sf	12,000sf	<u>10,000sf</u>	8,000sf	5,000sf	TH& 2F: 6,000sf MF: 1,500sf/du	90,000sf Non-residential: 10,000sf
Minimum Lot Width	90'	80'	70'	<u>70'</u>	60'	50'	TH & 2F: 60' MF: 80'	50'
Maximum Building Height	35'	35'	35'	<u>35'</u>	35'	35'	TH, 2F: 35' MF: 40'	35'
<b>SETBACKS</b>								
Minimum Front Setback	30'	30'	25'	<u>20'</u>	25'	20'	30'	20'
Minimum Interior Side Setback	20'	20'	15'	<u>10'</u>	15'	10'	TH, 2F: 5' MF: 10'	5'-10'
Minimum Corner Side Setback	30'	30'	25'	<u>15'</u>	25'	10'	10'	10'
Minimum Reverse Corner Side Setback	30'	30'	25'	<u>15'</u>	25'	10'	10'	10'
Minimum Rear Setback	20'	20'	15'	<u>15'</u>	15'	15'	15'	10

**C. R-MHP District Standards**

Development in the R-MHP District is limited to manufactured home parks, which are subject to the following standards.

**1. Dimensional Standards**

TABLE 4-2: R-MHP DISTRICT DIMENSIONAL STANDARDS		
	Manufactured Home Park	Manufactured Home Site
<b>BULK</b>		
Minimum Lot/Site Area	10 acres	5,000sf
Minimum Lot/Site Width	250'	45'
Maximum Building Height	--	20'
Minimum Separation Between Sites	--	20' as measured from the walls of manufactured homes
<b>SETBACKS</b>		
Minimum Front Setback	50'	Dedicated internal street: 20' Private access drive: 10'
Minimum Interior Side Setback	50'	10'
Minimum Corner Side Setback	50'	10'
Minimum Rear Setback	50'	10'

**2. Design and Operation Standards**

- a. Manufactured home sites within parks must meet the following design standards:
  - i. All manufactured home parks require site plan review.
  - ii. Manufactured home parks shall be enclosed with an approved fence not less than six (6) feet in height, with no openings to adjoining property other than the required entrances and exits to streets. A landscape buffer of ten (10) feet in width shall be required along all property lines.
  - iii. The boundaries of each manufactured home site must be clearly marked.
  - iv. There must be at least 20 feet between the sides of manufactured homes. Bay windows, porches or other projections are considered sides of a mobile home when determining these requirements. Such projections must meet the requirements of the Building Code.
  - v. Each manufactured home shall be installed per HUD Code.
  - iv. There must be a designated area, made of concrete, asphalt or gravel, alongside of each manufactured home site of at least 12 feet by 30 feet to be used as a parking space for the occupants of the manufactured home.
  - v. All manufactured homes must be designed with skirting that is constructed of noncombustible or fire-resistant material that meets the requirements of the building code.
  - vi. The front entry of a manufactured home should be a dominant feature of a manufactured home using features such as porches, steps or stoops with overhangs or railings.

**4.3 COMMERCIAL DISTRICTS**

**A. Purpose Statements**

**1. C-1 Neighborhood Commercial Zoning District**

The C-1 Neighborhood Commercial District is intended to accommodate local non-residential uses that predominantly serve the needs of the nearby residential neighborhoods and are similar in character of the surrounding residential neighborhood.

**2. C-2 General Commercial Zoning District**

The purpose of the C-2 General Commercial Zoning District is to accommodate regional commercial centers. The C-2 District provides for medium- and large-scale development that may generate a sizeable amount of traffic and typically requires significant off-street parking.

**B. Uses**

Article 5 lists permitted and special principal uses and temporary uses for the commercial districts.

**C. Dimensional Standards**

TABLE 4-3: COMMERCIAL DISTRICTS DIMENSIONAL STANDARDS		
	C-1	C-2
<b>BULK</b>		
Minimum Lot Area	None	10,000sf
Minimum Lot Width	None	80'
Maximum Gross Floor Area for Retail Use	None	None
Minimum Building Height	14'	18'
Maximum Building Height	35'	50'
<b>SETBACKS</b>		
Minimum Front Setback	None	20'
Minimum Interior Side Setback	None, unless abutting residential district then 10'	10', unless abutting residential district then 20'
Minimum Corner Side Setback	None	20'
Minimum Rear Setback	None, unless abutting residential district then 15'	10', unless abutting residential district then 20'

**D. Commercial Design Standards**

The following design standards apply to new construction and additions to an existing structure.

**1. Façade and Fenestration Design**

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. 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.~~
- ~~b. 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.~~
- ~~c. 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 façade along which they are located.~~

**2. Fenestration Design**

- ~~a. Windows must be recessed no less than two inches, or projected out from the façade plane to provide depth and shadow.~~
- ~~b. The ground floor of the front facade must maintain a transparency of 20%, measured up to 14 feet in height from grade.~~

- ~~c. Upper floors of the front facade must maintain a transparency of 15% of the wall area of the story.~~

### **3.2. Retail Center Siting**

- a. Parking lots must be designed to provide safe designated walkways for pedestrians. Walkways must connect building entrances with parking areas and with public sidewalks along adjacent streets.
  - b. A cohesive character is required through the use of coordinated hardscape treatment (special paving materials, lighting, street furniture, etc.) and landscaping.
  - c. Outlot buildings must include showcase windows and entrances oriented toward both the street and the interior parking lot.
  - d. If outlot buildings are part of a multi-tenant retail center, outlot buildings must define the street frontage by placement within zero feet to 25 feet of the lot line. Outlot buildings may be placed within a required setback to comply with this standard.
  - e. A street presence for a mixed-use retail center must be created by locating part of the center or outlot buildings within zero feet to 25 feet of the lot line for at least 30% of the frontage. The center or outlot buildings may be placed within a required setback to comply with this standard.
4. The following building ~~materials are limited on any façade facing a public right-of-way, excluding alleys, or any façade that abuts a lot in residential use. However, such~~ materials may be used as decorative or detail elements for up to 50% of the facade, or as part of the exterior construction that is not used as a surface finish material.
- a. Plain concrete block
  - b. Corrugated metal
  - c. Aluminum, steel, or other metal sidings
  - d. Exposed aggregate (rough finish) concrete wall panels
  - e. T-111 composite plywood siding
  - f. Plastic
  - g. Vinyl

## **4.4 INDUSTRIAL DISTRICTS**

### **A. Purpose Statements**

#### **1. I-1 Light Industrial Zoning District**

The purpose of the I-1 Light Industrial Zoning District is to provide for a wide variety of light manufacturing, fabricating, processing, wholesale distributing, and warehousing uses. Light industrial uses are enclosed, low-intensity, non-nuisance light fabrication and assembly-type manufacturing, as well as office and research and development facilities with little to no outside impacts.

#### **2. I-2 Heavy Industrial Zoning District**

The purpose of the I-2 Heavy Industrial Zoning District is to provide for a wide variety of general manufacturing, fabricating, processing, wholesale distributing and warehousing uses. Commercial uses and open storage of materials are allowed. The industrial uses include fabrication, warehousing and assembly-type manufacturing, as well as office and research and development facilities, which may result in some moderate external effects such as smoke, noise, glare or vibration, and typically include outdoor storage and related outdoor activities.

**B. Uses**

Article 5 lists permitted and special principal uses and temporary uses for the industrial districts.

**C. Dimensional Standards**

TABLE 4-4: INDUSTRIAL DISTRICTS DIMENSIONAL STANDARDS		
	I-1	I-2
<b>BULK</b>		
Minimum Lot Area	10,000sf	10,000sf
Maximum Building Height	60'	70'
<b>SETBACKS</b>		
Minimum Front Setback	20'	20'
Minimum Interior Side Setback	None, unless abutting residential district then 15'	15', unless abutting commercial or residential district then 25'
Minimum Corner Side Setback	20'	20'
Minimum Rear Setback	15'	15', unless abutting commercial or residential district then 25'

**D. Industrial Design Standards**

The following design standards apply to new construction and additions to an existing structure.

1. Large expanses of highly reflective wall surface material and mirror glass on exterior walls are prohibited.
2. Entries to office or guest facilities must address the street, with direct access to office or guest facilities from street frontages and parking areas.

**4.5 SPECIAL PURPOSE DISTRICTS**

**A. NA Natural Areas Zoning District**

**1. Purpose Statement**

The NA Natural Areas Zoning District is intended to protect and preserve existing natural areas such as forest areas, wetlands, and waterways.

**2. Uses**

Article 5 lists permitted and special principal uses and temporary uses for the NA Natural Areas Zoning District.

**3. Dimensional Standards**

These regulations apply to all uses within each district unless a different standard is listed for a specific use.

TABLE 4-5: NA DISTRICT DIMENSIONAL STANDARDS	
	NA-District
<b>BULK</b>	
Minimum Lot Area	1 acre
Maximum Building Height	25'
<b>SETBACKS</b>	
Minimum Front Setback	20'
Minimum Interior Side Setback	20'
Minimum Corner Side Setback	20'
Minimum Rear Setback	20'

**4.—Design Standards**

- a.—Trails and related public amenities for passive recreation are encouraged but must not create any negative impacts on environmentally sensitive areas.
- b.—Native vegetation, such as grasses, shrubs, and trees, may only be disturbed to control noxious or invasive vegetation or to remove dead, dying, or diseased vegetation.
- c.—Building materials used for structures or public amenities must use muted, natural colors. Bright colors and reflective material are prohibited.

**B.—OS Open Space Zoning District**

**1.—Purpose Statement**

The OS Open Space Zoning District is intended to provide and protect open space and public recreational facilities, both outdoor and indoor, located within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport. Larger regional open spaces/parks may include both active and passive recreation areas and certain ancillary commercial activities, such as cultural facilities, performance venues, and restaurants.

**2.—Uses**

Article 5 lists permitted and special principal uses and temporary uses for the OS Open Space Zoning District.

**3.—Dimensional Standards**

<b>TABLE 4-6: OS DISTRICT DIMENSIONAL STANDARDS</b>	
	<b>OS District</b>
<b>BULK</b>	
<b>Minimum Lot Area</b>	10,000sf
<b>Maximum Building Height</b>	35'
<b>SETBACKS</b>	
<b>Minimum Front Setback</b>	15'
<b>Minimum Interior Side Setback</b>	15'
<b>Minimum Corner Side Setback</b>	15'
<b>Minimum Rear Setback</b>	15'

**C. RMUV Residential Mixed-Use Village Zoning District**

**1. Purpose Statement**

The intent of the Redevelopment Mixed Use Village District is to permit a variety of residential uses and limited non-residential uses within the same development creating a coordinated mixed use environment. It is intended that the development will blend residential commercial, cultural institutional or entertainment uses into one space where those functions are to some degree physically and functionally integrated so that a pedestrian friendly environment is created. Although not specifically regulated under this code, detached and semi-detached dwelling units under the size of 500 square feet per unit (commonly referred to as Tiny Houses) are taken into consideration in the development of this district.

**2. Uses**

The following uses are permitted for any use or group of uses that are developed either separately or as a unit with certain site improvements shared in common within the Residential Mixed Use Village (RMUV) District.

**a. Residential Uses**

- i. Residential uses may be in the form of detached or attached units and may be in a single structure or within a multi-use building. Residential units may be developed within an area within the development boundaries or may be included with a building with non-residential uses.

- ii. **Permitted Uses and Special Uses**

[Article 5 lists permitted and special principal uses and temporary uses for the Residential Mixed Use Village \(RMUV\) District.](#)

- ~~1. Dwelling Above the Ground Floor~~
- ~~2. Dwelling Age Restricted Housing~~
- ~~3. Dwelling Single Family Detached~~
- ~~4. Dwelling Single Family Attached~~
- ~~5. Dwelling Two Family~~

- iii. **Special Uses**

- ~~1. Manufactured Homes~~
- ~~2. Recreational Vehicles~~

**b. Non-Residential Uses**

- i. Non-Residential uses may be developed as a singular non-residential buildings or a mix of residential and non-residential uses.
- ii. Non-residential buildings (not including Community Center) shall not exceed a total of ten (10) thousand gross square feet in a single detached building.
- iii. Non-Residential Uses (not including Community Center) shall not exceed fifty (50) percent of the total gross building area of the entire development.

**3.1. Planned Building Groups**

Planned Building Groups (PBGs) are permitted by right in this district. PBGs allow separate buildings and uses to be constructed on a single lot. This concept will allow multiple one family, duplexes, and non-residential structures to be placed within one property boundary without the need to subdivide each building site. For the purposed of this code, the use descriptions of residential dwelling types including single family dwellings will still be valid although they are not required to be placed on separate lots. The placement of all improvements within the site will be subject to site plan review to insure that the overall development is in compliance with all required standards and best practices.

**4.2. Dimensional Standards**

TABLE 4-7: RMUV DISTRICT DIMENSIONAL STANDARDS							
	Planned Building Groups	SF-D, over 500sf	SF-D, less than 500sf	SF-A and 2F, over 500sf	SF-A and 2F, less than 500sf	Mixed Residential	Non-Residential
<b>BULK</b>							
Minimum Lot Area for a Single Lot	25,000sf						
Minimum Lot Area for Individual Lots		4,000sf	1,200sf	5,000sf	2,500sf	None	None
Minimum Lot Width for Individual Lots	75'	50'	20'	60'	40'	50'	75'
Maximum Building Height	40'	35'	35'	35'	35'	35'	40'
<b>SETBACKS</b>							
Minimum Front Setback	20'	20'	20'	20'	20'	20'	20'
Minimum Interior Side Setback, Single Story	5'	5'	5'	5'	5'	5'	5'
Minimum Interior Side Setback, Multi-Story	10'	10'	10'	10'	10'	10'	10'
Minimum Corner Side Setback	10'	10'	10'	10'	10'	10'	10'
Minimum Rear Setback	15'	15'	15'	15'	15'	15'	15'

**a. Zero Lot Line**

Single Family Residential Lots may be allowed to be placed on the interior side property line without a setback, provided that the opposite side yard setback is at least double the setback distance required by code. If employed as a part of the development, care should be taken to insure that pattern remains consistent so that minimum required building separation is maintained. Zero lot line setbacks will not be allowed at the lot lines on the perimeter of the development.

**b. Minimum Building Separation**

The minimum spacing between buildings shall be 10 feet unless otherwise required to be a greater dimension by fire and building codes.

**5.3. Required Landscaped Buffer**

When abutting any residential district a minimum 10 foot wide landscaped buffer will be required in accordance with Article 10.9-A. The Executive Director may consider existing vegetation that will remain undisturbed as alternative compliance to this requirement

**6.4. Design Standards**

**a. Non-Residential Structures**

**i. Building Materials**

The following building ~~materials are limited on any facade facing a public right-of-way, excluding alleys. However, such~~ materials may be used as decorative or detail elements for up to 40% of the facade, or as part of the exterior construction that is not used as a surface finish material.

1. Plain concrete block
2. Corrugated metal
3. Aluminum steel, or other metal sidings
4. Exposed aggregate (rough finish) concrete wall panels

5. T-111 composite plywood siding
6. Plastic
7. Vinyl

**ii. Façade Design**

1. 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.
2. 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.

**iii. Fenestration Design**

Any façade facing a public right-of-way, excluding alleys shall have a minimum fenestration requirement of 20 percent.

**7.5. Vehicular Parking**

**a. Minimum Required Parking**

- i. Residential uses – 1 parking spaces per dwelling unit
- ii. Non-Residential Uses – 1 parking space for every 500 SF.

**b. Minimum Required Parking For Developments that Exclusively House the Homeless**

- i. Residential uses - 0.2 parking spaces per dwelling unit.
- ii. Non-Residential Uses- One parking space for every 1,000 SF.

~~**c. Parking Maximum**~~

- ~~i. There are no parking maximum limits for this district.~~

**dc. Parking Exemptions**

- i. Parking is not required for the following uses:
  1. Bus Transfer Station
  2. Community Center
  3. Community Garden
  4. Industrial Artisan
  5. Industrial Light

**D. RVD Recreational Vehicle and Travel Trailer Parks District**

**1. Purpose Statement**

The purpose of the RVD district is to provide an area, outside the normal use of the commercial district, on which to establish a planned, desirable living area with adequate open space and health considerations for the placement of recreational vehicles on a temporary basis.

**2. Uses**

Article 5 lists permitted and special principal uses and temporary uses for the RVD district.

**3. Area Regulations**

- a. Article 5 lists permitted and special principal uses and temporary uses for the RVD district. Where applicable, uses are required to comply with all use standards of Article 6.
- b. Management headquarters, recreational facilities, coin operated laundry facilities, cabins for counselors, overnight accommodations, living space, and other uses and structures customarily associated with the operation of a campground, RV or trailer park shall be permitted to be placed within the RVD district.

**4.6 SPECIAL DEVELOPMENT TYPES**

Planned unit developments are included in this Code in Article 16 as a special type of development. The planned unit development technique is intended to encourage and allow more creative and flexible development of land than is possible under base district zoning regulations. Planned unit development is a special approval granted under the provisions of Article 16. Planned unit developments are of two types: a planned unit development (PUD), which must be a minimum of five acres, and a small planned unit development (SPUD), which may be less than five acres in area and is planned all in one stage. Planned unit developments (PUD) and small planned unit development (SPUD) are not zoning districts but rather special approvals.

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TABLE 5-1: USE MATRIX

PRINCIPAL USE	R-A	R-E	R-1-12	R-1-7	R-1-5	R-2	R-MHS	R-MHP	C-1	C-2	I-1	I-2	NA	OS	RMUV	RVD	USE STANDARD
Agriculture	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Airport											S	S					Sec. 6.1.A
Amusement Facility - Indoor									P	P							
Amusement Facility - Outdoor											S						
Animal Care Facility									P	P	P						Sec. 6.1.B
Animal Shelter									P	P	P				S		Sec. 6.1.B
Animal Shelter – Operated by Public Authority	P	P							P	P	P	P					Sec. 6.1.B
Art Gallery									P	P					P		
Arts Studio									P	P					P		
Automated Teller Machine - Standalone									P	P	P	P					Sec. 6.1.G
Bar									S	S	P						Sec. 6.1.DC
Bed and Breakfast	P	P	P	P													Sec. 6.1.ED
Body Modification Establishment									P	P					S		
Brewery										S	P						
Broadcasting Facility TV/Radio - With Antennae											P	S					
Broadcasting Facility TV/Radio - Without Antennae									P	P	P	S					
Bus Transfer Station		P	P	P	P	P			P	P	P	P		P	P		Sec. 6.1.FE
Business Support Services										P							
Campground	P													P		P	Sec. 6.1.GE
Car Wash									S	P	P						Sec. 6.1.H
Casino																	Sec. 6.1.I
Cemetery	P	P												P			
Commercial Breeder	S	S									S						Sec. 6.1.B
Commercial Facility For Pop-Up Use									P	P							Sec. 6.1.J
Community Center	P	P	P	P	P	P	P		P	P				P	P	P	
Community Garden	P	P	P	P	P	P	P	P	P	P	P			P			Sec. 6.1.K
Contractor Office										S	P	P					Sec. 6.1.GG
Convention Center																	
Conservation Area	P	P											P	P			
Country Club	S	S	S	S										P			

TABLE 5-1: USE MATRIX

PRINCIPAL USE	R-A	R-E	R-1-12	R-1-7	R-1-5	R-2	R-MHS	R-MHP	C-1	C-2	I-1	I-2	NA	OS	RMUV	RVD	USE STANDARD
Cultural Facility				S	S	S			P	P			P	P			
Day Care Center									P	P	P						Sec. 6.1. <a href="#">LG</a>
Day Care Home	P	P	P	P	P	P	P										Sec. 6.1. <a href="#">LG</a>
Detention or Penal Institution										S	S	S					
Distillery										S	P						
Drive-Through Facility									S	P							<a href="#">Sec. 6.1.M</a>
Dwelling – Above the Ground Floor									P	P					P		
Dwelling – Accessory Dwelling Unit	S	S	S	S													Sec. 6.1. <a href="#">NH</a>
Dwelling – Age-Restricted Housing						P				S					P		
Dwelling – Manufactured Home	P	S					P	P									Sec. 6.1. <a href="#">OI</a>
Dwelling - Multi-Family						P				S					S		Sec. 6.1. <a href="#">PJ</a>
Dwelling - Townhouse						P											Sec. 6.1. <a href="#">PJ</a>
Dwelling - Single-Family Detached	P	P	P	P	P	P	P								P		Sec. 6.1. <a href="#">QK</a>
Dwelling – Single-Family Attached						P									P		Sec. 6.1. <a href="#">QK</a>
Dwelling - Two-Family						P									P		Sec. 6.1. <a href="#">QK</a>
Educational Facility - Primary or Secondary	P	P	S	S	S	P	P		P	P							
Educational Facility - University or College									S	P							
Educational Facility - Vocational School									S	P	S	P					
Financial Institution									P	P	P						
Financial Institution with Drive-Through									P	P							<a href="#">Sec. 6.1.R</a>
Food Truck and Trailer Vendor									P	P	P	P		P			<a href="#">Sec. 6.1.S</a>
Food Truck Park									S	S	S	S			S		<a href="#">Sec. 6.1.T</a>
Fraternity/Sorority																	
Freight Terminal											P	P					
Funeral Home									S	P							
Furniture, Furnishings and Equipment Sales										P	P	S					
Gas Station									S	P	P	P					Sec. 6.1. <a href="#">UL</a>
Golf Course/Driving Range	S	S	S											P			
Government Office									P	P	P	P					
Greenhouse/Nursery - Retail										S	P						
Group Home	P	P	P	P	P	P											Sec. 6.1. <a href="#">VM</a>
Halfway House																	Sec. 6.1. <a href="#">VM</a>
Healthcare Institution									P	P							
Heavy Retail, Rental, and Service										S	P	S					

TABLE 5-1: USE MATRIX

PRINCIPAL USE	R-A	R-E	R-1-12	R-1-7	R-1-5	R-2	R-MHS	R-MHP	C-1	C-2	I-1	I-2	NA	OS	RMUV	RVD	USE STANDARD
Helipad											S						Sec. 6.1.A
Heliport											S	S					Sec. 6.1.A
Hotel									S	P							
Industrial - Artisan										S	P				S		
Industrial - Heavy												P					
Industrial - Light											P	P			S		
Industrial Design										S	P						
Industrial Services										P	P						
Live Entertainment - Ancillary Use									S	S							Sec. 6.1.WN
Live Performance Venue										P							Sec. 6.1.WN
Lodge/Meeting Hall	S	S	S	S	S	S	S		P	P	P	P					Sec. 6.1.XO
Manufactured Home Park								P									
Marina										S	S			S			
Medical/Dental Office									P	P					P		
Movie Studio											P						
Neighborhood Commercial Establishment			S	S	S	S	S										Sec. 6.1.YP
Nightclub										S							Sec. 6.1.WN
Office									P	P	P	P			P		
Outdoor Dining									P	P							Sec. 6.1.Z
Parking Lot (Principal Use)									S	P	P			P			Sec. 6.1.AAQ
Parking Structure (Principal Use)									S	P	P			P			Sec. 6.1.AA
Pay Day/Title Loan Agency									S	P	S						Sec. 6.1.BBR
Passenger Terminal										P	S						
Personal Service Establishment									P	P	P				P		
Place of Worship	P	P	P	P	P	P	P		P	P					P		
Public Park	P	P	P	P	P	P	P		P	P				P			
Public Safety Facility	S	S	S	S	S	S	S		P	P	P	P					
Public Works Facility											P	P					
Reception Facility									S	P					S		Sec. 6.1.CC
Recreational Vehicle Park										S				S	S		Sec. 6.1.CE
Research and Development										S	P	P					
Residential Care Facility						P				P							Sec. 6.1.DD
Restaurant									P	P	P	P			P		Sec. 6.1.EES

TABLE 5-1: USE MATRIX

PRINCIPAL USE	R-A	R-E	R-1-12	R-1-7	R-1-5	R-2	R-MHS	R-MHP	C-1	C-2	I-1	I-2	NA	OS	RMUV	RVD	USE STANDARD
Retail Goods Establishment									P	P	P	P			P		
Retail Sales of Alcohol – Beer/Wine									P	P	P	P					Sec. 6.1.FFI
Retail Sales of Alcohol - Liquor									S	S	S	S					Sec. 6.1.FFI
Salvage Yard												P					Sec. 6.1.GGU
Self-Service Ice Vending Unit	S								P	P	P	P					Sec. 6.1.HHV
Self-Storage Facility: Climate-Controlled									S	P	P				P		Sec. 6.1.HWV
Self-Storage Facility: Outdoor										S	P	S					Sec. 6.1.HWV
Sexually Oriented Business										S							Sec. 6.1.JJ
Shelter Housing									S	S					P		Sec. 6.1.V
Single Room Occupancy						P				S							Sec. 6.1.PJ
Social Service Center									S	S					P		Sec. 6.1.VM
Solar Farm											P	P					Sec. 6.1.KK
Soup Kitchen									P	P	P	P					
Soup Kitchen, Accessory	P	P	P	P	P	P	P	P	P	P					P		
Specialty Food Service									P	P	P				P		
Storage Yard - Outdoor										S	P	P					Sec. 6.1.GGU
Transient Vacation Rental	S	S	S	S	S	S											Sec. 6.1.LL
Truck Repair											P	P					
Truck Stop											P	P					
Utility	S	S	S	S	S	S	S	S	S	S	P	P					Sec. 6.1.MMY
Vehicle Dealership – Enclosed										P							
Vehicle Dealership – With Outdoor Storage/Display										S							
Vehicle Operation Facility											P	P					
Vehicle Rental – Enclosed										P							
Vehicle Rental – With Outdoor Storage/Display										S							
Vehicle Repair/Service– Major										S	P	S					Sec. 6.1.NNZ
Vehicle Repair/Service – Minor									S	P	P	S			S		Sec. 6.1.NNZ
Warehouse										S	P	P					
Wholesale Establishment										S	P	S					
Winery										S	P						

TABLE 5-1: USE MATRIX

PRINCIPAL USE	R-A	R-E	R-1-12	R-1-7	R-1-5	R-2	R-MHS	R-MHP	C-1	C-2	I-1	I-2	NA	OS	RMUV	RVD	USE STANDARD
Wireless Telecommunications – New Facility	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Sec. 22.9
Wireless Telecommunications – Attachments to Existing Structures (Other than Towers)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 22.9
Wireless Telecommunications – Modifications (Eligible Facility)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 22.9
Wireless Telecommunications – Modifications (Non-Eligible Facility)									S	S	S	S	S	S			Sec. 22.9

TEMPORARY USE	R-A	R-E	R-1-12	R-1-7	R-1-5	R-2	R-MHS	R-MHP	C-1	C-2	I-1	I-2	NA	OS	RMUV	RVD	USE STANDARD
Batch Plant/Rock Crushing Facility (Temporary)	P	P	P								P	P					Sec. 6.2.A
Borrow Pit	P	P	P								P	P					Sec. 6.2.B
Farmers' Market	P	P	P	P	P	P	P		P	P				P	P	P	Sec. 6.2.C
Temporary Outdoor Events	P	P	P	P	P	P	P		P	P	P			P	P	P	Sec. 6.2.D
Temporary Sale of Non-Seasonal Merchandise									P	P	P						Sec. 6.2.E
Temporary Seasonal Sales	S	S	S	S	S	S	S		P	P	P				P		Sec. 6.2.F
Temporary Subdivision Sales Office or Model Home	P	P	P	P	P	P	P	P							P	P	<a href="#">Sec. 6.2.H</a>

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## ARTICLE 5. USES

- 5.1 GENERAL USE REGULATIONS
- 5.2 USE MATRIX
- 5.3 USE DEFINITIONS

### 5.1 GENERAL USE REGULATIONS

- A. No structure or land may be used or occupied unless allowed as a permitted or special use within the zoning district.
- B. All uses must comply with any applicable federal and state requirements, and any additional Caddo Parish ordinances. For select uses, specific Caddo Parish ordinances are cross-referenced but this is not intended to indicate that only those ordinances apply to such uses or that other uses within this Code are not subject to additional ordinances not referenced.
- C. Any use that is not included in the use matrix is prohibited in all districts.
- D. A site may contain more than one principal use, so long as each principal use is allowed in the district. Each principal use is approved separately. In certain cases, uses are defined to include ancillary uses that provide necessary support or are functionally integrated into the principal use.
- E. All uses must comply with the use standards of Article 6, as applicable, as well as all other regulations of this Code.

### 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. 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.

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### 5.3 USE DEFINITIONS

All uses within Section 5.1 and Table 5-1 are defined in this section. Certain uses are defined to be inclusive of many uses. When a use meets a specific definition, it is regulated as such and is not regulated as part of a more inclusive use category.

**Airport.** Land, water, and/or structures used for the landing and takeoff of aircraft, including airport buildings, hangars, and maintenance equipment. An airport includes passenger terminals for that airport and any ancillary uses within the passenger terminal, such as restaurants and retail goods establishments.

**Amusement Facility - Indoor.** A facility for spectator and participatory uses conducted within an enclosed building, principally devoted to recreational activities or nongambling games, leisure and recreation services to the public or to members. Examples include the following uses when they are conducted indoor: ice or roller skating rinks, bingo parlors, billiard parlors, pool halls, miniature golf courses, amusement arcades, tennis clubs, swimming pools, play courts, batting cages, go-cart or dirt-bike courses, skateboard areas, water slides or water parks, movie theaters, gymnasiums (excluding those within public parks), sports arenas, bowling centers, tumbling centers, skating centers, roller rinks, and escape room/physical adventure game facilities. Indoor amusement facilities do not include live performance venues. An indoor amusement facility may include uses such as, but not limited to, concession stands, restaurants, and retail sales as ancillary uses. All movie theaters where alcohol is served are regulated by Chapter 4 of the Caddo Parish Code of Ordinances.

**Amusement Facility - Outdoor.** A facility for spectator and participatory uses conducted outdoors or within partially enclosed structures, such as outdoor sports stadiums and arenas, outdoor roller or ice-skating rinks, fairgrounds, batting cages, amusement and theme parks, racetracks, swimming or wave pools, entertainment complexes, amphitheaters, drive-in theaters, indoor archery or gun club/shooting ranges, riding academies, miniature golf and driving ranges, and similar facilities. An outdoor amusement facility may include uses such as, but not limited to, concession stands, restaurants, and retail sales as ancillary uses.

**Animal Care Facility.** An establishment which provides care for domestic animals, including veterinary offices for the treatment of animals, where animals may be boarded during their convalescence, pet grooming facilities, animal training centers and clubs, and pet boarding facilities, where animals are boarded during the day and/or for short-term stays. Animal care facilities do not include commercial breeders and animal shelters.

**Animal Shelter.** An establishment that houses and provides care for homeless, lost, or abandoned dogs, cats, and/or other animals until such animals are reclaimed by their owner, placed in a new home, placed with another organization for adoption, and/or euthanized.

**Art Gallery.** An establishment that sells, loans and/or displays paintings, sculpture, photographs, video art, or other works of art. Art gallery does not include a cultural facility, such as a library or museum, which may also display paintings, sculpture, photographs, video art, or other works.

**Arts Studio.** An establishment where an art, type of art or activity is taught, studied, or practiced such as dance, martial arts, photography, music, painting, gymnastics, pilates, or yoga. An arts studio also includes private exercise studios for private sessions with trainers and/or private classes.

**Automated Teller Machine (ATM) - Standalone.** A freestanding machine used by bank and financial service patrons for conducting transactions including deposits, fund transfers, and withdrawals without contact with financial institution personnel.

**Bar.** An establishment where the main source of revenue is the sale of alcoholic beverages which are customarily consumed on the premises. This includes taverns, brewpubs, microbreweries, hookah lounges, neighborhood taverns/bars/pubs, or distilleries where food and drink are served on the premises. Snack foods or other prepared food may be available for consumption on the premises as an ancillary use. All premises and activities where alcohol is served (including special events) are regulated by Chapter 4 of the Caddo Parish Code of Ordinances.

**Batch Plant/Rock Crushing Facility (Temporary).** A temporary portable facility for the production of concrete, asphalt and bituminous substances used for paving and/or temporary portable facilities for crushing rocks and other construction debris for disposal or recycling.

**Bed and Breakfast.** A single-family residential dwelling where a resident/owner, who lives on the premises, provides lodging for a daily fee in guest rooms with no in-room cooking facilities and prepares meals for guests. A bed and breakfast may include dining facilities.

**Beverage Service Facility, Portable.** A portable beverage service facility is an establishment that sells beverages from a structure that can be moved from place-to-place but it is required to stay at one location as part of a Temporary Use Permit. In no case, shall a portable beverage service facility serve cooked or heated food; food sales are limited to prepackaged foods.

**Borrow Pit.** A temporary use of a place or premises where dirt, soil, sand, gravel, or other natural material is removed by excavation or other means of extraction for use at another location. A borrow pit includes temporary rock crushing facilities as part of the operations. It includes any property used for the storage or stockpiling of such material for use at any other location. Borrow pit does not include the following, which are regulated as part of the larger activities described:

1. Excavation in connection with a valid building permit.
2. Grading work in connection with an approved grading plan.
3. Trenching incidental to the construction and installation of approved utilities.
4. Excavation in conjunction with road or drainage construction.
5. Excavation of a limited duration where the excavated material is not removed from the site; e.g., swimming pools; septic tanks; agricultural drainage work incidental to agricultural operations and irrigation/stock watering ponds; lakes or ponds created for aesthetic purposes, etc.
6. Emergency work necessary to protect life or property.
7. Removal of hazardous material or waste required for construction of improvements on the same property.

**Body Modification Establishment.** An establishment that offers tattooing services, body piercing, and/or non-medical body modification. Body modification establishment does not include an establishment that offers only ear piercing as an ancillary service.

**Brewer.** Brewer is a specific type of "Manufacturer" who, directly or indirectly, personally or through any agency or business entity, engages in the making, blending, rectifying, brewing or other processing of beer or any other alcoholic malt beverages in Louisiana, or outside the state, for shipments to licensed wholesale dealers within the state subject to the provisions of State law. A Brewer who operates a brewing establishment entirely located in the City of Shreveport may also sell or serve only those products brewed at that establishment, to the public only at that establishment, for consumption on or off the premises (but not for resale). A brewer who sells or serves its products to the public, at its establishment, shall comply with all local zoning laws and regulations in this Code.

**Brewery.** Brewery means an establishment where a brewer engages in the making, blending, rectifying, brewing or other processing of any alcoholic malt beverages for consumption on or off the licensed premises in accordance with Louisiana state law.

**Broadcasting Facility - TV/Radio.** A facility engaged in broadcasting and information relay services for radio and television signals, including studio facilities. A broadcasting facility may or may not include antennas to broadcast the signal.

**Bus Transfer Station.** A public transit station for two or more bus routes in a public transit system, oftentimes the endpoint for one or more bus routes, where passengers may change from one route to another.

**Business Support Services.** Establishments primarily engaged in providing services to commercial businesses, professional offices or light industry such as blueprinting, photocopying and graphics, janitorial and building maintenance, office equipment rental and leasing, medical labs, commercial testing laboratories, supplies and services, cleaning services, computer and office equipment repair and similar services.

**Campground.** An area to be used for transient occupancy by camping in tents, camp trailers, travel trailers, motor homes, or similar movable or temporary sleeping quarters.

**Car Wash.** An establishment for the washing and cleaning of vehicles or other light duty equipment, whether automatic, by hand, or self-service. The car wash facility may be within an enclosed structure, an open bay structure, or similar configurations.

**Cemetery.** Land and structures reserved for the interring of human remains or the interring of animal remains. Cemeteries may include structures for performing religious ceremonies related to the entombment of the deceased, mortuaries, including the sales of items related to the interment of remains, and related accessory structures, such as sheds for the storage of maintenance equipment.

**Commercial Breeder.** An establishment where dogs over six months of age are boarded, bred, raised, and trained for commercial gain. Commercial breeder does not include animal shelters or shelter and training facilities for canine units of public safety agencies.

**Commercial Facility Pop-Up Use.** Commercial facilities for pop-up uses are to accommodate certain uses within the facility that are temporary or seasonal in nature. Any pop-up use within the facility must be an allowable principal use within the zoning district where the commercial facility is located, as identified on the Use Matrix in Article 5. A certificate of occupancy is required for the entire facility on an annual basis to be issued by the Zoning Administrator. The use will be identified as a Commercial Facility For Pop-Up Use.

**Commissary.** A permitted food establishment, such as a restaurant, reception facility, or specialty food service with a commercial kitchen where food service providers such as food truck and trailer vendors, bakeries, caterers or sidewalk vendors can go to store food, cook, and prepare foods. Commissaries shall also act as an operating base location to which a food truck and trailer or transportation vehicle returns at least once daily for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling potable water tanks and ice bins, and storing food and supplies. A commissary may be a secondary use to any restaurant, reception facility, or specialty food service.

**Community Center.** A facility used as a place of meeting, recreation, or social activity, that is open to the public and is not operated for profit, and offers a variety of educational and community service activities. A community center may serve as a local "food hub" where regionally grown food, including value added food, can be grown and/or brought for distribution and sale.

**Contractor Office.** Offices for businesses in the conduct of any building trade or building craft, together with land and/or structures used for the storage of equipment, vehicles, machinery, or building materials related to and used by the building trade or craft. If a contractor office has no on-site accessory storage of equipment, vehicles, machinery, or building materials and is used only for office functions, such use is considered an office.

**Community Garden.** The cultivation of fruits, flowers, vegetables, or ornamental plants by one or more persons, households, or organizations. Community gardens may include apiaries, aquaculture, and chicken coops, but do not include the raising of any livestock or the use of heavy machinery.

**Conservation Area.** Designated open space that preserves and protects natural features, wildlife, and critical environmental features. A conservation area may include opportunities for passive recreation, such as hiking trails and lookout structures, and environmental education.

**Country Club.** An establishment open to members, their families, and invited guests organized and operated for social and recreation purposes with indoor and/or outdoor recreation facilities, restaurants and bars, meeting rooms, and similar uses.

**Cultural Facility.** A facility open to the public that provides access to cultural exhibits and activities including, but not limited to, museums, cultural centers, non-commercial galleries, historical societies, and libraries. A cultural facility may include uses such as, but not limited to, retail sales of related items and restaurants as ancillary uses.

**Day Care Center.** A facility where, for a portion of a 24 hour day, care and supervision is provided for: 1) children not related to the owner or operator of the facility; or 2) elderly and/or functionally-impaired adults in a protective setting that are not related to the owner or operator.

**Day Care Home.** A residential dwelling where care and supervision is provided by a permanent occupant of the dwelling for: 1) children not related to the owner or operator of the facility; or 2) elderly and/or functionally-impaired adults in a protective setting that are not related to the owner or operator of the facility. A child day care home does not include a dwelling that receives children from a single household. For the purposes of applying district dimensional standards, day care homes are subject to the standards for the dwelling type. A day care home must maintain its original appearance as a residential dwelling.

**Detention or Penal Institution.** A facility where persons are detained pending adjudication or confined under criminal sentences. Examples include community correctional facilities, state or federal correctional facilities, or juvenile detention facilities.

**Distiller.** A specific type of “manufacturer” who, directly or indirectly, personally or through any agency or business entity, engages in the distilling, making, blending, rectifying, or processing of any alcoholic liquor in Louisiana, or outside the state, for shipments to licensed wholesale dealers within the state subject to the provisions of State law. A distiller who operates a distillery establishment entirely located in the City of Shreveport may also sell or serve only the liquor produced at that establishment, to the public only at that establishment, for consumption on or off the premises (but not for resale). A distiller who sells or serves its products to the public, at its establishment, shall comply with all local zoning laws and regulations in this Code.

**Distillery.** An establishment where a Distiller engages in the distilling, making, blending, rectifying, or processing of any alcoholic liquor for consumption on or off the licensed premises in accordance with Louisiana State law.

**Drive-Through Facility.** That portion of a business where business is transacted directly with customers via a service window that allows customers to remain in their vehicle. A drive through facility is approved separately as a principal use in conjunction with other principal uses such as restaurants and retail establishments. A standalone ATM is not considered a drive-through facility for the purposes of this definition and is regulated separately. Financial Institutions with Drive-Through Facility is regulated separately as a principal use.

**Dwelling - Above the Ground Floor.** Dwelling units located within a single multi-story buildings located above non-residential uses on the ground floor or to the rear non-residential uses on the ground floor. In the case of dwelling units located behind non-residential uses on the ground floor, non-residential uses must front on the primary street frontage.

**Dwelling - Accessory Dwelling Unit.** An additional dwelling unit associated with and incidental to a principal single family – detached or attached or two-family dwelling on the same lot. An accessory dwelling unit must include separate cooking and sanitary facilities, with its own legal means of ingress and egress, and is a complete, separate dwelling unit. The accessory dwelling unit must be within or attached to the principal dwelling unit structure or within a detached accessory structure such as a garage or carriage house, and designed so that the appearance of the principal structure remains that of a single-family residence. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.

**Dwelling - Age-Restricted Housing.** A multi-family dwelling where each unit is occupied by at least one person who is 55 years of age or over. Age-restricted housing must meet all district design and dimensional standards for multi-family dwellings unless specific standards are cited for such housing. When a district permits dwellings about the ground floor, age-restricted housing may also be developed and designed as such. Age-restricted housing may also be called independent living facilities.

**Dwelling - Manufactured Home.** A manufactured home dwelling is a prefabricated structure that is regulated by the U.S. Department of Housing and Urban Development (HUD), via the Federal National Manufactured Housing Construction and Safety Standards Act of 1974, rather than local building codes. A manufactured home is built in a factory on an attached chassis before being transported to a site. Manufactured homes include those transportable factory built housing units built prior to the Federal National Manufactured Housing and Safety Standards Act (HUD Code), also known as mobile homes. Modular buildings and modular homes are not considered manufactured homes, and refer to a method of construction.

**Dwelling – Modular home.** Modular buildings and modular homes are not considered manufactured homes, and refer to a method of construction. Modular buildings and modular homes are built in multiple sections called modules at a facility and then delivered to the site where one or more modules are set onto the building's foundation and joined together to make a single building. Modular buildings and modular homes must conform to all zoning requirements for the dwelling type and must meet all local building code requirements. Manufactured homes are a principal use and

**Dwelling - Multi-Family.** A structure containing three or more attached dwelling units used for residential occupancy. A multi-family dwelling does not include a townhouse dwelling. however, that such building is attached permanently to the ground and is not equipped with axles or wheels

**Dwelling - Townhouse.** A structure on its own separate lot consisting of three or more dwelling units, the interior of which is configured in a manner such that the dwelling units are separated by a party wall. A townhouse is typically designed so that each unit has a separate exterior entrance. A townhouse dwelling does not include a multi-family dwelling.

**Dwelling - Single-Family - Detached.** A structure containing only one dwelling unit on a single lot. however, that such building is attached permanently to the ground and is not equipped with axles or wheels.

**Dwelling - Single-Family - Attached.** A structure that contains two dwelling units attached by a party wall at a lot line but located on separate lots. however, that such building is attached permanently to the ground and is not equipped with axles or wheels.

**Dwelling - Two-Family.** A structure containing two dwelling units on a single lot. however, that such building is attached permanently to the ground and is not equipped with axles or wheels.

**Educational Facility - Primary or Secondary.** A public, private, or parochial facility that offers instruction at the elementary, junior high, and/or high school levels.

**Educational Facility - University or College / Vocational School.** A “university” or “college” is a facility for post-secondary higher learning that is authorized to award associate, baccalaureate, or higher degrees, or a seminary. Universities or colleges include ancillary uses such as, but not limited to, dormitories, cafeterias, restaurants, retail sales, indoor or outdoor recreational facilities, and similar uses. A “vocational school” is a specialized institution of learning which offers secondary or post-secondary education in industrial, clerical, computer, managerial, automotive, repair (electrical, plumbing, carpentry, etc.), commercial skills, or a business conducted as a commercial enterprise, such as a school for general educational development or commercial driving school. A vocational school also applies to privately operated schools that do not offer a complete educational curriculum.

**Farmers Market.** Temporary use of structures and/or land for the sale of a variety of fresh fruits, flowers, vegetables, or ornamental plants, and other locally produced farm and food products, including value-added products, directly to consumers from two or more farmers or from vendors that have taken such items on consignment for retail sale.

**Financial Institution.** A bank, savings and loan, credit union, or mortgage office.

**Financial Institution with Drive-Through.** A bank, savings and loan, credit union, or mortgage office that includes a service window or multiple service areas that allows customers to remain in their vehicles. Automated Teller Machines (ATM) may also be included as an accessory use.

**Food Truck and Trailer Vendor.** A food truck and trailer vendor—commonly referred to only as a “food truck”—is a vendor that operates a commercially-manufactured motorized self-contained food service operation truck or towed trailer unit designed to be readily movable. Food truck and trailer vendors prepare ready-to-eat food that is cooked, wrapped, packaged, processed, or portioned for service, sale, or distribution. Any food truck and trailer vendor must completely retain its mobility at all times. Mobile food trucks and trailer units are not meant to be permanent facilities. A food truck and trailer vendor does not mean a stand or a booth.

**Food Truck Park.** The use of land designed to accommodate two or more food truck vendors offering food and/or beverages for sale to the public as the principle use of the property which may include seating areas for customers. A food truck park may also include a commissary as a secondary use.

**Fraternity/Sorority.** A structure used by a chartered fraternal or sororal membership organization or association, used as a residence and/or a dining and recreational facility for members of organizations or associations who are students at a university, which permits the organization or association to use its facilities because of the relationship of such organization or association to the body of students enrolled in such institution.

**Freight Terminal.** A facility for freight pick-up or distribution by rail, air, truck, or shipping transport.

**Funeral Home.** An establishment where the dead are prepared for burial display and for rituals before burial or cremation, including chapels for the display of the deceased and the conducting of rituals before burial or cremation, and crematoriums.

**Furniture, Furnishings and Equipment Sales.** A business that primarily sells the following products and related services, that may also provide incidental repair services: computers and computer equipment, draperies, floor coverings, furniture, glass and chinaware, home appliances, home furnishings, home sound systems, interior decorating materials and services, large musical instruments, lawn furniture, movable spas and hot tubs, office furniture, other household electrical and gas appliances, outdoor furniture, refrigerators, stoves, and/or televisions and home theater systems.

**Gas Station.** An establishment where fuel for vehicles is stored and dispersed from fixed equipment into the fuel tanks of motor vehicles. A gas station may also include ancillary retail uses, an ancillary car wash bay, ancillary minor vehicle repair facilities, and solar and/or electric charging stations.

**Golf Course/Driving Range.** A tract of land designed with at least nine holes for playing a game of golf and improved with tees, greens, fairways, and hazards. A golf course may include a clubhouse, restrooms and shelters as ancillary uses. A driving range may be designed as a standalone facility or included as part of a golf course, which is defined as a tract of land equipped with distance markers, clubs, balls, and tees for practicing the hitting of golf balls, and may include a snack-bar and pro-shop.

**Government Office.** Offices owned, operated, or occupied by a governmental agency to provide a governmental service to the public. Government offices do not include public safety or public works facilities.

**Greenhouse/Nursery - Retail.** An establishment where flowers, shrubbery, vegetables, trees, and other horticultural and floricultural products are propagated and sold, and may include gardening and landscape supplies and products, such as hardware, garden tools and utensils, paving stones and bricks, and other related items for sale.

**Group Home.** A group care facility in a residential dwelling for: 1) care of persons in need of personal services or assistance essential for activities of daily living; 2) care of persons in transition or in need of supervision; or 3) the protection of the individual. Group homes include facilities for drug and alcohol rehabilitation and those transitioning from homeless status. Group home does not include facilities for adults or minors who have been institutionalized for criminal conduct and require a group setting to facilitate transition into society.

**Halfway House.** A residential facility for adults or minors who have been institutionalized for criminal conduct and who require a group setting to facilitate the transition to a functional member of society.

**Healthcare Institution.** Facilities for primary health services and medical or surgical care to people, primarily in-patient, and including, as an integral part of the institution, related facilities such as laboratories, outpatient facilities, dormitories, or educational facilities, and ancillary uses such as, but not limited to, cafeterias, restaurants, retail sales, and similar uses.

**Heavy Retail, Rental, and Service.** Retail, rental, and/or service establishments of a heavier and larger-scale commercial character typically requiring permanent outdoor service or storage areas and/or partially enclosed structures. Examples of heavy retail, rental, and service establishments include large-scale home improvement centers with outdoor storage, manufactured homes, recreational vehicle sales, display, and rental components, lumberyards, truck rental establishments, and sales, rental, and repair of heavy equipment. Wholesale establishments that sell to the general public, including those establishments where membership is required, are considered heavy retail, rental, and service establishments.

**Helipad.** An area of land or portion of a structure used for the landing and take-off of helicopters with no facilities for service or permanent basing of such aircraft.

**Heliport.** A designated landing area for discharging or picking up passengers or goods by helicopter or similar vertical lift aircraft, and includes terminal facilities for passengers, goods, aircraft servicing, or storage.

**Hotel.** A facility that provides sleeping accommodations for a fee and customary lodging services. Related ancillary uses include, but are not be limited to, meeting facilities, restaurants, bars, and recreational facilities for the use of guests.

**Industrial - Artisan.** A manufacturing establishment for artisan-related crafts that are more intensive uses, such as small-scale metalworking, glassblowing, furniture making, pottery, leathercraft, hand-woven articles, and related items.

**Industrial - Heavy.** The manufacturing of products from processed or unprocessed raw materials, including processing, fabrication, assembly, treatment, and packaging of such products, and incidental storage, sales, and distribution of such products. This manufacturing may produce noise, vibrations, illumination, or particulate that is perceptible to adjacent land users. These industrial uses typically have ancillary outdoor storage areas.

**Industrial - Light.** The manufacturing from previously prepared materials of finished products or parts, including processing, fabrication, assembly, treatment and packaging of such products, and incidental storage, sales, and distribution of such products, provided all manufacturing activities are contained entirely within a building, and noise, odor, smoke, heat, glare, and vibration resulting from the industrial activity are confined entirely within the building. A light industrial use may also include a showroom, ancillary sales of products related to the items manufactured or stored on-site, and/or ancillary outdoor storage.

**Industrial Design.** An establishment where the design, marketing, and/or brand development of various products are researched and developed typically integrating the fields of art, business, science, and engineering. An industrial design establishment may create prototypes and products, but may not mass manufacture products from the premises.

**Industrial Services.** A business that provides cleaning, washing, or similar services to industrial, manufacturing, medical or business establishments. An example includes commercial launderer that launders and dry cleans clothing and other fabric articles in bulk quantities, such as cleaning services for hospitals, restaurants, hotels, and similar clients, or rug and dry-cleaning plants.

**Live Entertainment - Ancillary Use.** A live performance, performed live by one or more persons including, but not limited to, musical acts including disc jockeys (DJs), theatrical plays, performance art, stand-up comedy, and magic, included as part of the operation of a bar, restaurant, amusement facility, or similar use. As an ancillary use, the other principal use operating on the site must be open to the public during hours when no performance is scheduled. Live entertainment - ancillary use is approved separately as a principal use. Live entertainment - ancillary use does not include:

1. Any sexually-oriented business.
2. Nightclubs.
3. Live performance venue.
4. Periodic entertainment at educational facilities or places of worship, performances at cultural facilities, performances at reception facilities, and performances at weddings and similar religious events.
5. Incidental entertainment, which is defined as background music provided at a bar or restaurant.

**Live Performance Venue.** A facility for the presentation of live entertainment, including musical acts including disc jockeys (DJs), theatrical plays, stand-up comedy, and similar performances. Performances are scheduled in advance and tickets are required for admission and are available for purchase in advance, though tickets may be purchased at the venue's box office on the day of the performance. A live performance venue is only open to the public when a live performance is scheduled. A live performance venue may include classroom space utilized during hours it is not open to the public for a performance. A live performance venue may include concession stands, including sale of alcohol, but only when it is open to the public for a performance. A live performance venue does not include any sexually-oriented businesses or nightclubs.

**Lodge/Meeting Hall.** A facility operated by an organization or association for a common purpose, such as, but not limited to, a meeting hall for a fraternal or social organization or a union hall, but not including clubs organized primarily for-profit or to render a service which is customarily carried on as a business.

**Manufactured Home Park.** A parcel of land with single control or unified ownership that has been planned and improved for the placement of manufactured homes for residential use.

**Manufacturer of Alcohol.** Any person who, directly or indirectly, personally or through any agency or business entity, engages in the making, blending, brewing, rectifying, distilling or other processing of alcoholic beverages in Louisiana, or outside the state, for shipments to licensed wholesale dealers within the state subject to the provisions of State law. A manufacturer of alcohol who operates an establishment entirely located in the City of Shreveport may also sell or serve only those products produced at its facility to the public only at that facility for consumption on or off the premises (but not for resale). A manufacturer of alcohol who sells or serves its products to the public, at its facility, shall comply with all local zoning laws and regulations in this Code.

**Marina.** A waterfront-dependent facility offering the sale or rental of boats and marine sporting equipment, and the servicing, repair, or storage of the same. A marina may also provide travel-lift services, slip rental, gasoline, sanitary pumpout service, and food and drink.

**Medical/Dental Office.** A facility operated by one or more physicians, dentists, chiropractors, psychiatrists, physiotherapists, or other licensed practitioners of the healing arts for the examination and treatment of persons solely on an outpatient basis. Medical/dental offices also include alternative medicine clinics, such as acupuncture and holistic therapies, and physical therapy offices for physical rehabilitation.

**Microbrewer.** Any person who, directly or indirectly, personally or through any agency, engages in the making, blending, rectifying, brewing or other processing of beer or any other alcoholic malt beverages in small quantities, not to exceed twelve thousand five hundred ( $\leq 12,500$ ) barrels per year, for retail sale and for consumption on or off the licensed premises in accordance with Louisiana state law.

**Microbrewery.** A retail establishment (bar or restaurant) where a Microbrewer engages in the making, blending, rectifying, brewing or other processing of beer or any other alcoholic malt beverages in small quantities, not to exceed twelve thousand five hundred ( $\leq 12,500$ ) barrels per year, for retail sale and for consumption on or off the licensed premises in accordance with Louisiana state law.

**Microdistiller.** Any person who, directly or indirectly, personally or through any agency, engages in the distilling, making, blending, rectifying, or processing of any alcoholic liquor in small quantities, not to exceed twelve thousand (12,000) gallons per year, for retail sale and for consumption on or off the licensed premises in accordance with Louisiana state law.

**Microdistillery.** A retail establishment (bar or restaurant) where a microdistiller engages in the distilling, making, blending, rectifying, or processing of any alcoholic liquor in small quantities, not to exceed twelve thousand (12,000) gallons per year, for retail sale and for consumption on or off the licensed premises in accordance with Louisiana state law.

**Movie Studio.** Facilities for the production of motion pictures and film, including stages, exterior sets, film laboratories, sound recording facilities, construction, repair and storage facilities, caretaker and temporary housing, related commercial vehicles, and accessory fabrication activities.

**Neighborhood Commercial Establishment.** A commercial use within a primarily residential neighborhood that is non-residential in its original construction and/or use.

**Nightclub.** An establishment that provides entertainment of a participatory nature, including disc jockeys (DJs), by providing a place for dancing designed with an area designated as a dance floor, including any stage area; however portions of the floor area may be set up for alcohol service, including a bar counter, with or without stools, and other seating areas. A nightclub is only open to the public when it is providing such entertainment and admission (cover charge) is generally charged for admittance.

**Office.** An establishment that engages in the processing, manipulation, or application of business information or professional expertise. Such an office may or may not offer services to the public. An office is not materially involved in fabricating, assembling, or warehousing of physical products for the retail or wholesale market, nor engaged in the repair of products or retail services. An office does not include financial institution, government office, or industrial design.

**Outdoor Dining.** A seating area that is located outdoors and contiguous to a restaurant or bar, typically in addition to an indoor seating area. Outdoor dining is approved separately as a principal use. Outdoor dining areas may be roofed or covered with an awning.

**Parking Lot.** An open, hard-surfaced area, other than a street or public way, used for the storage of operable vehicles, whether for compensation or at no charge.

**Parking Structure.** A structure of one or more levels or floors used for the parking or storage of operable vehicles, whether for compensation or at no charge.

**Passenger Terminal.** A facility for the handling, receiving, and transferring of passengers.

**Pay Day/Title Loan Agency.** An establishment providing loans to individuals in exchange for receiving personal checks or the original title to the borrower's motor vehicle as collateral.

**Personal Service Establishment.** Establishments that primarily engage in providing services that are frequent or recurrent and are generally involving the care of the person or his or her personal goods or apparel. Personal services may include, but are not limited to tutoring and exam preparation, language studies, beauty shops, barbershops, tanning salons, electronic repair shops, nail salons, laundromats, dry cleaners, tailors, informational and instructional services, driver education, diet centers, and employment training. This includes incidental retail sales, or light assembly and offices relating to training or instruction.

**Place of Worship.** A facility where persons regularly assemble for religious purposes and related social events, and may include group housing for persons under religious vows or orders. Places of worship may also include ancillary day care facilities and/or classrooms for weekly religious instruction. A place of worship may have a residence for the housing of the pastor, priest, minister, rabbi, etc., where customary accessory uses associated with a dwelling are permitted.

**Public Park.** A facility that serves the recreational needs of residents and visitors. Public park includes, but is not limited to, playgrounds, ballfields, football fields, soccer fields, basketball courts, tennis courts, dog parks, skateboard parks, passive recreation areas, and gymnasiums. Public parks may also include non-commercial indoor or outdoor amusement facilities, including zoos and amphitheaters, ancillary uses such as, but not limited to, restaurant and retail establishments, and temporary outdoor uses such as festivals and performances.

**Public Safety Facility.** A facility operated by and for the use of public safety agencies, such as the fire department and the police department, including the dispatch, storage, and maintenance of police and fire vehicles. Public safety facilities include shelter and training facilities for canine units of public safety agencies.

**Public Works Facility.** A facility operated by the municipal public works department to provide municipal services, including dispatch, storage, and maintenance of municipal vehicles.

**Reception Facility.** A facility that provides hosting and rental services of a banquet hall or similar facilities for private events including, but not limited to, wedding receptions, holiday parties, and fundraisers, with food and beverages that are prepared and served on-site or by a caterer to invited guests during intermittent dates and hours of operation. Live entertainment may be provided as an ancillary use as part of an event. A reception facility is not operated as a restaurant with regular hours of operation. Reception facility may also include a commissary as a secondary use.

**Recreational Vehicle (RV) Park.** Land used for the accommodation of two or more recreational vehicles for transient dwelling purposes.

**Research and Development.** A facility where research and development is conducted in industries that include, but are not limited to, biotechnology, pharmaceuticals, medical instrumentation or supplies, communication, and information technology, electronics and instrumentation, and computer hardware and software. A research and development establishment may create prototypes of products, but may not manufacture products for direct sale and distribution from the premises.

**Residential Care Facility.** A licensed group care facility that provides 24-hour medical or non-medical care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living, or for the protection of the individual. A residential care facility includes nursing homes, assisted living, hospice care, and continuum of care facilities. Continuum of care facilities may also include independent living facilities as part of the continuum. Residential care facilities must meet all district design and dimensional standards for multi-family dwellings unless specific standards are cited for such housing. When a district permits dwellings above the ground floor, residential care facilities may also be developed and designed as such.

**Restaurant.** An establishment where food and drinks are provided to the public, primarily for on-premises consumption by seated patrons. All premises and activities where alcohol is served (including special events) are regulated by Chapter 4 of the Caddo Parish Code of Ordinances. A restaurant may provide facilities for private events including, but not limited to, wedding receptions, holiday parties, and fundraisers, with food and beverages that are prepared and served on-site. Private events may be hosted either during regular hours of operation or during such time as the restaurant is closed to the public. However, an establishment operating as a restaurant must have hours of operation open to the public and have a full-service kitchen. Restaurant may also include a commissary as a secondary use.

**Retail Goods Establishment.** An establishment that provides physical goods, products, or merchandise directly to the consumer, where such goods are typically available for immediate purchase and removal from the premises by the purchaser. Sale of alcohol products is regulated separately as retail sales of alcohol.

**Retail Sales of Alcohol.** Retail sales of alcoholic beverages in factory original containers for consumption off-premises. Retail Sales of Alcohol is divided into: 1) sales of beer/wine, which are malt beverages of alcoholic content (beer) and alcoholic beverages obtained by the fermentation of the natural contents of fruits or vegetables, containing sugar (wine); and 2) sales of liquor, which is an alcoholic beverage made by distillation rather than by fermentation.

**Salvage Yard.** Land where vehicles or other machinery are collected, accumulated, or stored, and broken up, where parts may be saved and processed for resale. This includes any land where two or more wrecked, junked, burned, salvaged, disassembled, or inoperative motor vehicles are collected, accumulated, or stored not within a completely enclosed structure.

**Self-Storage Facility: Climate-Controlled.** A facility for the storage of personal property where individual renters control and access individual storage spaces located within a fully enclosed building that is climate controlled. Ancillary retail sales of related items, such as moving supplies, and facility offices may also be included. Rental of vehicles and other equipment for moving is a separate use from self-storage facility. The heavy retail, rental, and service use must be allowed within the district and requires separate approval.

**Self-Storage Facility: Outdoor.** A facility for the storage of personal property where individual renters control and access individual storage spaces and where each storage unit has individual access from the outdoors. Ancillary retail sales of related items, such as moving supplies, and facility offices may also be included. Rental of vehicles and other equipment for moving is a separate use from self-storage facility. The heavy retail, rental, and service use must be allowed within the district and requires separate approval. For purposes of this Code, self-storage facility: outdoor is considered synonymous with self-storage warehouse, self-storage facility, mini-warehouse, or mini-storage.

**Self- Service Ice Vending Unit.** An enclosed, free standing, unmanned structure that produces and vends bagged and bulk ice. A self-services ice vending unit is approved separately as a principal use or in conjunction with other principal uses of the land on which it is located.

**Sexually-Oriented Business.** Any establishment that is an adult arcade, adult bookstore, adult novelty store, adult video store, adult cabaret, adult motel, adult motion picture theater, dual purpose business, escort agency, exotic dance service, or semi-nude model studio. e

**Shelter Housing.** A facility that provides temporary or transitional shelter for the homeless in general or for specific populations of the temporary homeless, such as domestic violence shelters and runaway shelters.

**Single Room Occupancy (SRO).** A residential facility where individual secure rooms, which do not have full kitchens or cooking facilities, are rented to a single- or two-person household.

**Solar Farm.** An energy system operated by a public, private, or cooperative company for the generation, transmission, distribution, storage, or processing of solar energy for the purposes of heating and cooling, electricity generation, and/or water heating.

**Social Service Center.** A service that provides advice or assistance on matters including career guidance, chemical or alcohol abuse, and health concerns but does not include in-patient, overnight, or custodial care facilities that provide living quarters for recipients of the service or the staff. A counseling or training service does not include medical examinations, dispensing of drugs or medication, or other treatments normally conducted in a hospital or clinic. A counseling or training service does not include employment agencies or offices for private attorneys, psychiatrists, psychologists, and other private practitioners that operate for-profit.

**Soup Kitchen.** A building or part of a building where free meals are served by a non-profit or charitable organization to those who are in need, homeless or destitute.

**Soup Kitchen Accessory.** Any part of a building, and operated by a place of worship, where free meals are served by a non-profit or charitable organization to those who are in need, homeless or destitute. The floor area devoted to the consumption of the meals on the premise shall not exceed 1,000 square feet. There must be a designated manager of the site that is responsible for the orderly organization of the soup kitchen, the cleanliness of the site, and the site's compliance with all rules and regulations during business hours.

**Specialty Food Service.** A business that specializes in the sale of certain food products, such as a delicatessen, bakery, candy maker, meat market, catering business, cheesemonger, coffee roaster, frozen desserts, or fishmonger, and may offer areas for ancillary retail sales or restaurants that serve the products processed on-site. Specialty food service also includes preparation, processing, canning, or packaging of food products where all processing is completely enclosed and there are no outside impacts. Specialty Food Service may also include a commissary as a secondary use.

**Storage Yard - Outdoor.** The storage of material outdoors as a principal use of land for more than 24 hours.

**Temporary Outdoor Event.** A temporary outdoor event is any entertainment activity, such as the performance of live music, revue, play or other event within an outdoor space, that has a specific duration or the end of which is related to a specific action, usually lasting for only a few days or weeks at a time. Temporary outdoor events include, but are not limited to, fireworks shows, horse shows, carnivals/circuses, temporary worship services, festivals and any event where vendors offering items for sale who may or may not be required to pay a fee for such booth or tent space.

**Temporary Outdoor Sales.** Temporary uses, which may include temporary structures, where goods are sold, such as consignment auctions, arts and crafts fairs, flea markets, rummage sales, temporary vehicle sales, and holiday sales,

such as Christmas tree lots and pumpkin sales lots. This temporary use category does not include outdoor sales related to a retail goods establishment where such goods are part of the establishment's regular items offered for purchase.

**Temporary Outdoor Storage Container.** Temporary self-storage containers delivered to a residence or business owner to store belongings, and then picked up and returned to a warehouse until called for.

**Temporary Subdivision Sales Office.** Any furnished dwelling, which is primarily used as a marketing tool and/or office to show prospective homebuyers a particular plan, type of construction, accoutrements or floor plan and which is not a residence at the same time. Model homes may also incorporate sales or rental offices for dwellings within the development.

**Transient Vacation Rentals.** A dwelling or a room or suites of rooms, with or without culinary facilities, that is subject to a transient vacation rental agreement with an occupancy duration of less than 30 days. All transient vacation rentals must be licensed by Director of Finance.

**Truck Repair.** Establishments involved in the repair and service of trucks. As used in this definition the term truck does not include any vehicle whose maximum gross weight is 10,000 pounds or less as rated by the Louisiana Office of Motor Vehicles.

**Truck Stop/Travel Center.** A structure or land used or intended to be used primarily for the retail sale of fuel for trucks and, usually, incidental service or repair of trucks. The site may also include attendant eating, sleeping, or truck parking facilities. As used in this definition, the term truck does not include any vehicle whose maximum gross weight is 10,000 pounds or less as rated by the Louisiana Office of Motor Vehicles. Truck stops may include video gaming if they meet the regulations and requirements of the Louisiana Gaming Control Board and Louisiana Administrative Code.

**Utility.** Facilities that produce and/or transmit basic services, such as gas, sewer, water, cable, or communications, including large-scale developments such as substations, high voltage transmission lines, and water towers and tanks. Utilities do not include public works facilities, wireless telecommunications, wind energy systems, or solar farms.

**Vehicle Dealership.** An establishment that sells or leases new or used automobiles, vans, motorcycles, and/or all-terrain vehicles (ATV) vehicles, or other similar motorized transportation vehicles. A motor vehicle dealership may maintain an inventory of the vehicles for sale or lease either on-site or at a nearby location, and may provide on-site facilities for the repair and service of the vehicles sold or leased by the dealership. Vehicle dealerships do not include truck, trailer, boat, or heavy equipment sales, which are considered heavy retail, rental, and service.

**Vehicle Operations Facility.** A facility for the dispatch, storage, and maintenance of emergency medical care vehicles, taxicabs and similar vehicles for hire, school buses, utility vehicles, and similar vehicles. Vehicle operations facility does not include a public works or public safety facility.

**Vehicle Rental.** An establishment that rents automobiles and vans, including incidental parking and servicing of rental vehicles. A motor vehicle rental establishment may maintain an inventory of the vehicles for sale or lease either on-site or at a nearby location, and may provide on-site facilities for the repair and service of the vehicles sold or leased by the dealership. Vehicle rental does not include truck rental establishments or rental of heavy equipment, which is considered part of heavy retail, rental, and service.

**Vehicle Repair - Major.** A business that provides services in engine rebuilding, major reconditioning of worn or damaged motor vehicles, motorcycles, all-terrain vehicles (ATV), recreational vehicles and trailers, towing and collision service, including body, frame or fender straightening or repair, and painting of motor vehicles, and may include minor vehicle repair services.

**Vehicle Repair – Minor.** A business the provides services in minor repairs to motor vehicles, motorcycles, and all-terrain vehicles (ATV) vehicles, including repair or replacement of cooling, electrical, fuel and exhaust systems, brake adjustments, relining and repairs, wheel servicing, alignment and balancing, repair and replacement of shock absorbers, and replacement or adjustment of mufflers and tail pipes, hoses, belts, light bulbs, fuses, windshield wipers/wiper blades, grease retainers, wheel bearings, and the like.

**Warehouse.** An enclosed facility for the storage and distribution of manufactured products, supplies, and/or equipment.

**Wholesale Establishment.** A business where goods are sold to either retailers, or to industrial, commercial, institutional, or other professional business users, or to other wholesalers and related subordinated services.

**Wind Energy System.** An energy system operated by a public, private, or cooperative company for the generation, transmission, distribution, or processing of wind energy.

**Wine Producer.** A specific type of "manufacturer of alcohol" who, directly or indirectly, personally or through any agency or business entity, cultivates and grows grapes, fruits, berries, honey, or vegetables from which wine of an alcoholic content in excess of six percent (> 6%) by volume is produced and bottled from a fermentation of such grapes, fruits, berries, honey, or vegetables in Louisiana, or outside the state, for shipments to licensed wholesale dealers within the state subject to the provisions of State law.

**Winery.** A plot of land located in the City of Shreveport used to cultivate and grow grapes, fruits, berries, honey, or vegetables for the purpose of fermenting such grapes, fruits, berries, honey, or vegetables to produce and bottle wine of an alcoholic content in excess of six percent (> 6%) by volume.

**Wireless Telecommunications.** A specific location at which a structure that is designed or intended to be used to house, support or accommodate Antennas or other transmitting or receiving equipment is located. This includes without limit, Towers and support structures of all types and kinds, including but not limited to buildings, church steeples, silos, water Towers, signs, street light poles, utility poles, traffic signal poles, or any other any other structure that is used or is proposed to be used as a support structure for Antennas or the functional equivalent of such.. The following definitions describe the wireless telecommunications infrastructure described within the general definition for wireless telecommunications:

1. **Antenna.** An apparatus designed for the purpose of emitting radiofrequency (RF) radiation, to be operated or operating from a fixed location pursuant to Federal Communications Commission (FCC) authorization, for the provision of personal wireless services and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under Part 15 of Title 47. Antenna has the same meaning as provided in 47 C.F.R. §1.6002 (b), as may be amended.
2. **Collocation.** Has the same meaning as provided in 47 C.F.R. § 1.6002(g), as may be amended and means:
  - a. Mounting or installing an antenna facility on a pre-existing structure, and/or
  - b. Modifying a structure for the purpose of mounting or installing an antenna facility on that structure.
3. **Eligible Facility.** An existing wireless tower or base station that has the same meaning as provided in 47 C.F.R. § 1.40001(b)(3), as may be amended, which defines that term as "[a]ny request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving: (i) collocation of new transmission equipment; (ii) removal of transmission equipment; or (iii) replacement of transmission equipment." An eligible facility application shall be acted upon administratively and shall not require a Special Use Permit, but shall require administrative review and approval.
4. **Facility.** A structure used to house and protect the equipment necessary for processing telecommunications signals, which may include air conditioning equipment and emergency generators. Facility also includes any necessary equipment that facilitates wireless transmission.
5. **Non-Eligible Facility.** Facilities and structures that do not meet the requirements of an eligible facility as provided by this Article, and any applicable requirements set forth in Chapters 82 and 105 of the Shreveport City Code. Any applicant wanting to construct a non-eligible facility shall require Special Use Permit approval.
6. **Tower.** A structure that has had the same meaning as provided in 47 C.F.R. § 1.40001(b)(9), as may be amended, which defines that term as "[a]ny structure built for the sole or primary purpose of supporting any [FCC]-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless telecommunications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site." Examples include, but are not limited to, monopoles, mono-trees and lattice towers.

**Wireless Telecommunications.** A specific location at which a structure that is designed or intended to be used to house, support or accommodate Antennas or other transmitting or receiving equipment is located. This includes without limit, Towers and support structures of all types and kinds, including but not limited to buildings, church steeples, silos, water Towers, signs, street light poles, utility poles, traffic signal poles , or any other any other structure that is used or is proposed to be used as a support structure for Antennas or the functional equivalent of such.. The following definitions describe the wireless telecommunications infrastructure described within the general definition for wireless telecommunications:

1. **Antenna.** An apparatus designed for the purpose of emitting radiofrequency (RF) radiation, to be operated or operating from a fixed location pursuant to Federal Communications Commission (FCC) authorization, for the provision of personal wireless services and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under Part 15 of Title 47. Antenna has the same meaning as provided in 47 C.F.R. §1.6002 (b), as may be amended.
2. **Collocation.** Has the same meaning as provided in 47 C.F.R. § 1.6002(g), as may be amended and means:
  - a. Mounting or installing an antenna facility on a pre-existing structure, and/or
  - b. Modifying a structure for the purpose of mounting or installing an antenna facility on that structure.
3. **Eligible Facility.** An existing wireless tower or base station that has the same meaning as provided in 47 C.F.R. § 1.40001(b)(3), as may be amended, which defines that term as "[a]ny request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving: (i) collocation of new transmission equipment; (ii) removal of transmission equipment; or (iii) replacement of transmission equipment." An eligible facility application shall be acted upon administratively and shall not require a Special Use Permit, but shall require administrative review and approval.
4. **Facility.** A set of wireless transmitting and/or receiving equipment, including any associated electronics and electronics shelter or cabinet and generator. A facility includes any pole, pipe, culvert, conduit, duct, cable, wire, fiber, amplifier, pedestal, antenna, transmission or receiving equipment, other electronic equipment, electrical conductor, manhole, appliance, sign, pavement structures, irrigation system, monument sign, monument mailbox and any other similar equipment, for public or private use.
5. **Non-Eligible Facility.** Facilities and structures that do not meet the requirements of an eligible facility as provided by this Article, and any applicable requirements set forth in Chapters 82 and 105 of the Shreveport City Code. Any applicant wanting to construct a non-eligible facility shall require Special Use Permit approval.
6. **Tower.** A structure that has the same meaning as provided in 47 C.F.R. § 1.40001(b)(9), as may be amended, which defines that term as "[a]ny structure built for the sole or primary purpose of supporting any [FCC]-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless telecommunications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site." Examples include, but are not limited to, monopoles, mono-trees and lattice towers.

## ARTICLE 6. USE STANDARDS

- 6.1 PRINCIPAL USE STANDARDS
- 6.2 TEMPORARY USE STANDARDS

### 6.1 PRINCIPAL USE STANDARDS

Where applicable, principal uses are required to comply with all use standards of this section, whether a permitted or special use, in addition to all other regulations of this Code.

In addition to any requirements under this Code, establishments selling or serving alcoholic beverages must be licensed and operating in compliance with the laws governing the sale and consumption of alcoholic beverages as established by Chapter 4 of the Caddo Parish Code of Ordinances, as well as all other applicable ordinances, statutes, rules and regulations of Caddo Parish and State of Louisiana.

#### A. Airport, Heliport, and Helipad

- ~~1. All facilities must comply with all Federal Aviation Administration requirements. All documentation must be submitted as part of a zoning application and prior to issuance of a building permit.~~
- ~~2. Any structures for such facilities must be set back a minimum of 50 feet from any residential district lot line.~~

#### B. Animal Care Facility, Animal Shelter, and Commercial Breeder

The following standards apply to all animal care facilities, animal shelters, and commercial breeders. However, animal shelters operated by a public agency are exempt from these standards.

1. Exterior exercise areas must be located in the interior side or rear yard. Exterior exercise areas must provide covered areas over a minimum of 30% of the exterior area to provide shelter against weather.
2. The permitted hours for outdoor activities for an animal care facility are between 9:00am and 6:00pm.
3. All overnight boarding facilities must be located indoors. Outdoor boarding facilities for commercial breeders are permitted but must be designed to provide shelter against weather.
4. All animal quarters and exterior exercise areas must be kept in a clean, dry, and sanitary condition.
5. A fence a minimum of six feet and a maximum of seven feet in height is required for all exterior exercise areas and any outdoor boarding quarters.

#### C. Automated Teller Machine - Standalone

~~The following regulations for a standalone Automated Teller Machines (ATM) do not apply to financial institutions that typically provide services by Automated Teller Machines, whether drive-through or walk-up.~~

- ~~1. A drive-through standalone Automated Teller Machine (ATM) is subject to the following standards:
  - ~~a. A drive-through standalone ATM is permitted only when a drive-through facility is allowed within the district and separate approval is obtained for the drive-through facility, including compliance with all standards for a drive-through facility.~~
  - ~~b. The drive-through lane must provide a minimum of four stacking spaces.~~~~
- ~~2. A walk-up standalone Automated Teller Machine (ATM) may not encroach into the public right-of-way.~~

**D. Bar**

1. All bars must comply with the requirements of this Code, Chapter 4 of the Caddo Parish Code of Ordinances, as well as all other applicable ordinances, statues, rules and regulations of Caddo Parish and State of Louisiana. Note: Bars may be subject to State laws requiring a certain number of patron accommodations and public habitable floor area square footage requirements.

Cross reference – [La. R.S. 26:71.1](#) and [La. R.S. 26:271. 2.](#)

~~2. In addition to site plan requirements, the following elements of operation will be considered:~~

- ~~a. The size, location, and configuration of the establishment.~~
- ~~b. Days and hours of operation.~~
- ~~c. Maximum occupancy loads.~~
- ~~d. A noise abatement plan, including any plans for outdoor areas.~~
- ~~e. A security plan.~~
- ~~f. Exterior lighting design.~~

~~3. If outdoor seating is part of the establishment, the site plan must include the total floor area of outdoor seating, and the general location of seats, tables, and other furniture proposed for outdoor seating.~~

~~4. If the bar plans an increase in intensity, such as an expansion of floor area or increase in permitted occupancy, the site plan and its additional elements, as required by this section, must be updated and resubmitted for approval. Revised plans must be approved prior to the issuance of any permits.~~

**E. Bed and Breakfast**

- ~~1. The exterior of a bed and breakfast must maintain its original appearance as a single-family dwelling. No parking may be located in front of the front building line.~~
2. Cooking facilities are prohibited in individual guest rooms.
- ~~3. Leasing of a common dining area for social events is prohibited. No retail sales are permitted.~~
- ~~4. Breakfast must be served to guests at a minimum. Meals may only be served to registered guests.~~
- ~~5. Guest stays are limited to a maximum of 14 consecutive days.~~
- ~~6. Bed and breakfasts are limited to a maximum of eight guests.~~
7. One sign, either freestanding or wall, is permitted. Such sign may not exceed six square feet and is limited to five feet in height.
8. Bed and breakfasts are permitted to host private events including, but not limited to, wedding receptions, holiday parties, and fundraisers, but must obtain a temporary use permit in accordance with Article 16. Private events may include food and beverages that are prepared and served on-site or by a caterer to invited guests. Live entertainment may be provided as an ancillary use as part of an event.

**F. Bus Transfer Station**

- ~~1. A public transit station for two or more bus routes in a public transit system, often times the endpoint for one or more bus routes, where passengers may change from one route to another.~~
2. There is no off-street parking or loading requirements for this use.

3. This use is exempt from the front, side, and rear yard requirements in this Code, except that the shelter structure must be set back at least five feet from the edge of the roadway.
- ~~4. A litter container of adequate size must be provided on the site at all times.~~
- ~~5. In residential districts, the shelter structure must not occupy an area greater than 100 square feet.~~
- ~~6. No signs are permitted on any bus transfer station site except for governmental signs, transit system logos, schedules, and route information.~~
- ~~7. This use must be installed by public agencies.~~
8. If located on private property, A site plan must be submitted to and approved by the Executive Director per Article 16.

**G. Campground, Recreational Vehicle (RV) or Travel Trailer Park**

1. The minimum area for a campground or RV park is three acres.
2. Campgrounds and RV parks must comply with all applicable state and city regulations, including those governing the installation, construction, and/or operation of swimming pools, water supply, sewage disposal, food storage and services, plumbing, structures, electrical wiring, and fire prevention.
3. Management headquarters, recreational facilities, coin operated laundry facilities, cabins for counselors, overnight accommodations, living space, and other uses and structures customarily associated with the operation of a campground or RV park are permitted.
4. Storage of all materials and/or equipment must be within enclosed structures.
5. A 25 foot setback from the perimeter property line of the campground or RV park is required. Any permanent or semi-permanent structures, such as offices, platforms, ramps, lean-to's, garages, and sheds, are prohibited within this setback. The perimeter setback must be landscaped. Preservation of existing vegetation is encouraged.
- ~~1. The minimum area for a campground, RV or trailer park is three acres.~~
- ~~2. Campgrounds, RV and trailer parks must comply with all applicable state and parish regulations, including those governing the installation, construction, and/or operation of swimming pools, water supply, sewage disposal, food storage and services, plumbing, structures, electrical wiring, and fire prevention.~~
- ~~3. Maximum density shall not exceed 15 parking lots per acre with no more than one travel trailer per parking lot.~~
- ~~4. Management headquarters, recreational facilities, coin operated laundry facilities, cabins for counselors, overnight accommodations, living space, and other uses and structures customarily associated with the operation of a campground or RV park are permitted.~~
- ~~5. Storage of all materials and/or equipment must be within enclosed structures.~~
- ~~6. Year-round residency is prohibited at any campground, RV or trailer park. Camping units, recreational vehicles or travel trailers are prohibited from use as a principal residence.~~
- ~~7. A 30 foot setback from the perimeter property line of the campground, RV or trailer park is required. No unit parking space or structures, such as offices, platforms, ramps, lean-to's, garages, and sheds, are prohibited within this setback. The perimeter setback must be landscaped. Preservation of existing vegetation is encouraged.~~
- ~~8. Each unit location shall be served by a community or public water system, sewer hookup to either a community engineered sewer or public sewer system, and individual electrical hookup connections.~~

- ~~9. All parks shall have a minimum of 150 square feet of common open space for each unit, with a minimum of 10,000 square feet of common space regardless of the number of units. Parks shall establish and maintain an aesthetically pleasing visual buffer such as a continuous planted buffer strip, consisting of shrubbery or a hedgerow, or a solid brick, concrete block or stone wall, or a board fence that is at least six feet in height between the park and adjacent residential uses and property. Such buffer strip, if planted, shall be composed of healthy plants which possess growth characteristics of such a nature as to produce a dense, compact planting screen not less than six feet in height, or if wood, stone, block or brick shall not be less than six feet high.~~
- ~~a. All unit parking lot spaces shall be paved and abut on an interior paved drive, interior drives shall be a minimum of 20 feet in width and shall have unobstructed access to a public street. A parking space for additional vehicles shall be constructed of pavement or confined gravel area sufficient enough that automobiles may be located on each unit parking lot space. One space for additional vehicles shall be provided for each five-unit parking space.~~
  - ~~b. All park accesses to the roadway shall meet the requirements for a commercial driveway.~~
  - ~~c. All units staying in the park must be attached to or have available a pull vehicle on site or be self-powered so they may be removed in the event of pending inclement weather.~~
  - ~~d. All units staying in the park must be currently licensed in the state and county/parish in which the unit is registered.~~
  - ~~e. All units shall, prior to occupancy or other use, be stabilized in such a way as to prevent tilting of the unit.~~
  - ~~f. Each park must make private arrangements for garbage collection.~~
  - ~~g. All park plans shall be submitted for approval using the same guidelines as a final plat approval for a subdivision.~~
  - ~~h. All parks must obtain an occupational license from Caddo Parish to operate as a business.~~
  - ~~i. No building permits are needed to place a travel trailer or recreational vehicle in the park. However, the park manager must keep a log of spaces rented, to whom, license plate number and for how long, recording arrival and departure date.~~

**H. Car Wash**

- ~~1. Car wash facilities must be screened along interior side and rear lot lines with a solid fence or wall, a minimum of six feet and a maximum of seven feet in height. One shrub a minimum of three feet in height at time of planting must be planted linearly every three feet along such fence or wall.~~
  - ~~a. Screening requirements are not required along any property line which the subject property is abutting an adjacent property with the same screening requirements.~~
  - ~~b. The Executive Director shall have administrative authority to waive these screening requirements due to surrounding zoning, topography, or lot configuration.~~
- ~~2. The site must be graded to drain away from adjoining properties.~~
- ~~3. All wash water generated from the car wash must either:~~
  - ~~a. Secure a LDEQ Discharge Permit if discharging into the Municipal Separate Sewer System (MS4); or~~
  - ~~b. Meet the requirements of the Water and Sewer Codes of the Shreveport/Caddo Health Unit if discharging into the storm sewer system.~~

**I. Casino**

- ~~1. All casinos must meet all federal, state and local requirements including, but not limited to, licensing, security, safety and building code requirements.~~

- ~~2. All casinos and gaming establishments are regulated by the Louisiana Gaming Control Board and are subject to the Louisiana Administrative Code regulations. Evidence that the casino's security system, management, and gaming regulations have been approved by the Louisiana Gaming Control Board (or its successor) and/or the Louisiana State Police must be submitted.~~

**J. Commercial Facility for Pop-Up Uses**

~~Commercial facilities for pop-up uses are to accommodate certain uses within the facility that are temporary or seasonal in nature. Any pop-up use within the facility must be an allowable principal use within the zoning district where the commercial facility is located, as identified on the Use Matrix in Article 5. Both the commercial facility and allowable pop-up use(s) within the facility shall meet the following requirements.~~

**1. The Commercial Facility**

- ~~a. The facility shall be adequate in size and shape to accommodate any anticipated pop-up use.~~
- ~~b. The proposed facility shall be adequately served by streets having sufficient width and improvements to accommodate the kind and quantity of traffic the anticipated pop-up use(s) could reasonably generate.~~
- ~~c. The proposed facility shall provide adequate parking to accommodate vehicular traffic anticipated by the anticipated pop-up use(s).~~
- ~~d. The operation of the facility shall not jeopardize, endanger, or otherwise constitute a menace to public health, safety, or general welfare.~~
- ~~e. A certificate of occupancy is required for the entire facility on an annual basis to be issued by the Zoning Administrator. The use will be identified as a Commercial Facility For Pop-Up Use.~~

**2. Pop-Up Uses within the Facility**

- ~~a. The pop-up use within the facility shall locate, operate, and maintain the space in a manner consistent with the policies of this Code and all applicable provisions of Caddo Parish ordinances and state law.~~
- ~~b. Pop-up use tenants shall not make any permanent exterior alterations to the site without the required approvals and permits, as applicable.~~
- ~~c. Pop-up use tenants shall remove any approved temporary signs associated with said use at the conclusion of said use.~~
- ~~d. Pop-up use tenants shall obtain all other required permits, such as building or health department permits.~~

**K. Community Garden**

- ~~1. Community gardens are limited to the cultivation of herbs, fruits, flowers, or vegetables, including the cultivation and tillage of soil and the production, cultivation, growing, and harvesting of any agricultural, floricultural, or horticultural commodity. It may also include community-gathering spaces for active or passive recreation but playground equipment is prohibited.~~
- ~~2. Greenhouses, including high tunnels/hoop houses, cold frames, and similar structures, are permitted to extend the growing season. Accessory structures such as sheds, gazebos, and pergolas are also permitted.~~
- ~~3. Accessory structures and uses for the raising of chickens, fish, and bees are permitted so long as all such structures comply with the accessory structure requirements of Article 7. No other livestock is permitted.~~
- ~~4. Farmstands are permitted and are limited to sales of items grown at the site. Farmstands must be~~

~~removed from the premises or stored inside a structure on the premises during that time of the year when the use is not open to the public. Only one farmstand is permitted per lot.~~

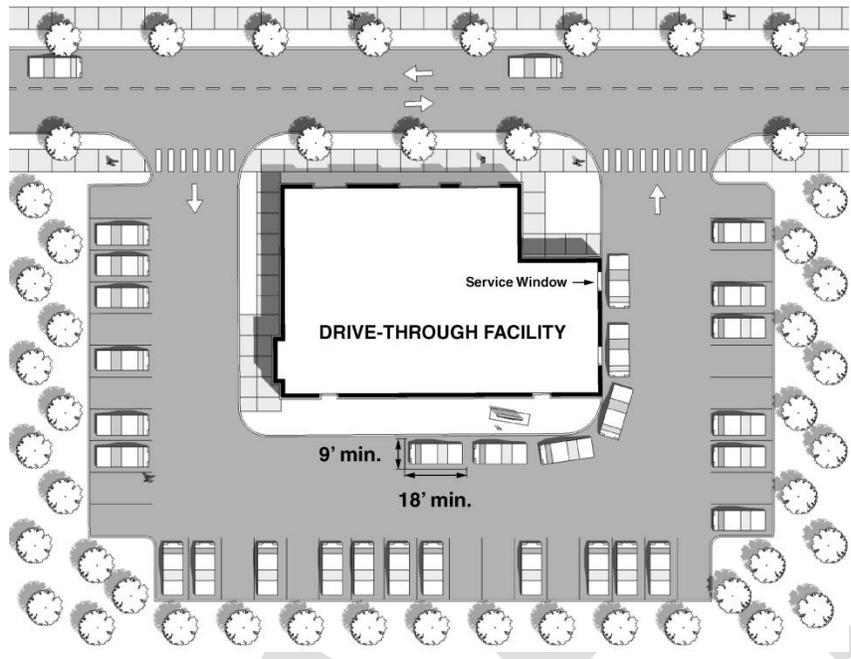
#### **L.H. Day Care Center and Day Care Home**

1. Each day care center must comply with all applicable state and federal regulations and must be licensed by the state.
- ~~2. The operator of a day care center must be licensed by the state.~~
- ~~3. A day care home must maintain its original appearance as a residential dwelling.~~
4. A day care center must provide a pickup/drop off area. When a day care center is part of a multi-tenant retail center, the pickup/drop off area must not interfere with vehicle circulation in the parking lot, including blocking of the drive aisle.

#### **M. Drive-Through Facility**

- ~~1. All drive-through facilities must provide a minimum of three stacking spaces per lane or bay, unless additional stacking spaces are specifically required by this Code. Stacking spaces provided for drive-through uses must be:
 
  - ~~a. A minimum of nine feet in width, as measured from the outermost point of any service window or bay entrance, to the edge of the driveway, and 18 feet in length. In the case of a recessed service window, the measurement must be taken from the building wall.~~
  - ~~b. Stacking spaces must begin behind the vehicle parked at a final point of service exiting the drive through aisle, such as a service window or car wash bay (this does not include a menu board). Spaces must be placed in a single line behind each lane or bay.~~~~
- ~~2. All drive-through lanes must be located and designed to ensure that they do not adversely affect traffic circulation on adjoining streets. Drive-through lanes on corner lots must not route exiting traffic into adjacent residential neighborhoods.~~
- ~~3. Drive-through facilities must be screened along interior side and rear lot lines with a solid wall or fence, a minimum of six feet and a maximum of seven feet in height. One shrub a minimum of three feet in height at time of planting must be planted linearly every three feet on-center along such fence or wall. This standard does not apply to drive-through facilities within multi-tenant retail centers.
 
  - ~~a. Screening requirements are not required along any property line which the subject property is abutting an adjacent property with the same screening requirements.~~
  - ~~b. The Executive Director shall have administrative authority to waive these screening requirements due to adjacent zoning or uses, lot topography, or lot configuration.~~~~
- ~~4. A drive through lane must have bail out capability for all vehicles that enter the drive through lane. The bailout lane must be a minimum width of 10 feet and run parallel to the drive through lane. If a bail out lane is also an interior access drive providing access to parking spaces, the bailout lane is limited to a one-way traffic pattern following the direction of the drive through lane.~~

#### **FIGURE 6-1: DRIVE THROUGH FACILITY**



**N.I. Dwelling – Accessory Dwelling Unit**

1. No more than one accessory dwelling unit is allowed per lot.
2. A detached accessory dwelling unit may not exceed a gross floor area of 60% of the gross floor area of the principal dwelling or 1,800 square feet, whichever is less.
3. Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located 10 feet from any lot line and from any principal building.
4. No additional parking is required for an accessory dwelling unit.

**O.J. Dwelling – Manufactured Home**

Manufactured homes must meet the following design standards when not located within a manufactured home park:

1. Manufactured homes shall be of adequate quality and safe design, as certified by a label stating that the unit is constructed in conformance with the Federal Manufactured Housing Construction and Safety Standards in effect on the date of manufacture.
2. Each manufactured home shall be totally skirted with metal, masonry, pressure-treated wood, or other non-degradable material which is compatible with the structure's exterior siding and meets the requirements of the building code.
3. Driveways and off-street parking shall be provided in accordance with the requirements for single-family dwellings.
- ~~1. Each manufactured home shall be installed per HUD Code.~~
- ~~2. The front entry of a manufactured home should be a dominant feature of a manufactured home using features such as porches, steps or stoops with overhangs or railings.~~
- ~~3. Windows, entrances, or other architectural features are required on all street-facing walls.~~
- ~~4. All manufactured homes must be designed with skirting that is constructed of fire-resistant material~~

~~that meets the requirements of the building code.~~

**P.K. Dwelling - Multi-Family or Townhouse or Single Room Occupancy**

1. Façades must be designed with consistent materials and treatments that wrap around all street-facing façades. There must be a unifying architectural theme for the entire multi-family or townhouse development, utilizing a common vocabulary of architectural forms, elements, materials, or colors in the entire structure.
2. Building facades must include windows, projected or recessed entrances, overhangs, and other architectural features. Three-dimensional elements, such as balconies and bay windows, are encouraged to provide dimensional elements on a façade.
- ~~3. The following minimum transparency requirements apply to any façade facing a street and are calculated on the basis of the entire area of the façade:~~
  - ~~a. Townhouse Dwelling: 15%~~
  - ~~b. Multi-Family Dwelling or Single Room Occupancy: 25%~~
- ~~4. There must be a minimum separation of 15 feet between sidewalls of rowhouse buildings. Where the front or rear wall of a rowhouse faces the front or rear wall of another rowhouse, the minimum required separation between such buildings must be 30 feet. Driveways and parking areas may be located within this minimum separation area.~~
- ~~5. The following building materials may be used as decorative or detail elements for up to 40% of the facade, or as part of the exterior construction that is not used as a surface finish material.~~
  - ~~a. Plain concrete block~~
  - ~~b. Corrugated metal~~
  - ~~d. Exposed aggregate (rough finish) concrete wall panels~~
  - ~~e. T-111 composite plywood siding~~
  - ~~f. Plastic or Vinyl~~

**FIGURE 6-2: MULTI-FAMILY DWELLING DESIGN STANDARDS**



**Q.L. Dwelling - Single-Family – Detached, Single-Family – Attached, or Two-Family**

1. A dwelling must have a primary entrance from the façade facing the street. The front entry must be a dominant feature on the front elevation of a home and an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front façade.
2. Windows, entrances, porches, or other architectural features are required on all street-facing façades to avoid the appearance of blank walls.
- ~~3. A 15% minimum transparency requirement applies to any street facing façade and is calculated on the basis of the entire area of the façade.~~

**FIGURE 6-3: SINGLE-FAMILY DWELLING DESIGN STANDARDS**



**R. Financial Institution with Drive-Through Facility**

- ~~1. All drive-through facilities must provide a minimum of three stacking spaces per lane or bay, unless additional stacking spaces are specifically required by this Code. Stacking spaces provided for drive-through uses must be:
 
  - ~~a. A minimum of nine feet in width, as measured from the outermost point of any service window or bay entrance, to the edge of the driveway, and 18 feet in length. In the case of a recessed service window, the measurement must be taken from the building wall.~~
  - ~~b. Stacking spaces must begin behind the vehicle parked at a final point of service exiting the drive-through aisle, such as a service window. Spaces must be placed in a single line behind each lane or bay.~~~~
- ~~2. All drive-through lanes must be located and designed to ensure that they do not adversely affect traffic circulation on adjoining streets.~~
- ~~3. Financial institutions with drive-through facilities must be screened along interior side and rear lot lines with a solid wall or fence, a minimum of six feet and a maximum of seven feet in height. One shrub a minimum of three feet in height at time of planting must be planted linearly every three feet on center along such fence or wall. This standard does not apply to drive-through facilities within multi-tenant retail centers.
 
  - ~~a. Screening requirements are not required along any property line which the subject property is abutting an adjacent property with the same screening requirements.~~
  - ~~b. The Executive Director shall have administrative authority to waive these screening requirements due to adjacent zoning or uses, lot topography, or lot configuration.~~~~
- ~~4. A drive-through lane must have bail out capability for all vehicles that enter the drive-through lane. The bail out lane must be a minimum width of 10 feet in width and run parallel to the drive-through lane. If a bail out lane is also an interior access drive providing access to parking spaces, the bail out lane is limited to a one-way traffic pattern following the direction of the drive-through lane.~~

**U. Gas Station**

1. All structures and all pump islands, compressed air connections, and similar equipment must be set back a minimum of 20 feet from interior side and rear lot lines. Structures are exempt from any build-to lines required by the district.
2. The minimum distance between the canopy and the curb line must be 10 feet, and 15 feet from any interior side lot line.
- ~~3. Motor vehicle repair is permitted as part of a gas station use. However, repair work is limited only to minor repair work, such as tire or tube repairing, battery changing, lubrication, engine tune-ups, brake and muffler repair or replacement, and similar types of work. Minor repair work does not include replacement of engines, replacement of transmissions, or any body work.~~
- ~~4.3. Repair of vehicles must not take place within the building front or side yard portions of the property. Storage of all merchandise, auto parts, and supplies must be within an enclosed structure. All outdoor repairs are only allowed in the rear yard and must be screened by a solid fence or masonry wall no less than six feet and no more than eight feet in height. Any vehicles awaiting repair must be stored so that no fluids will drain into the storm sewer system, such as the use of drip pans and other coverings.~~
- ~~5. The ancillary uses of a retail goods establishment and one car wash bay are permitted in connection with the principal gas station use.~~

**V. Group Home, Halfway House, Shelter Housing, and Social Services Center**

1. Such uses are subject to all local and federal regulations, and the regulations of the Louisiana Administrative Code.

~~2.—Group homes, halfway houses, and shelter housing must be located no closer than 1,000 feet from any other existing group home, halfway house, or shelter housing, as measured from a point of the lot line on which such use is proposed to be located to the nearest point on the lot line on which any other of the same use is located. Any existing group homes, halfway houses, or shelter housing as of the effective date of this Code that do not meet the spacing requirement are deemed conforming. Such deemed conforming status is terminated when the group home, halfway house, or shelter housing ceases to operate or when any required licenses are revoked or not renewed. A group home, halfway house, or shelter housing is not considered to cease operations when it is closed for renovations in conjunction with a lawfully issued building permit.~~

~~3.2.~~ When a group home or halfway house is located within an existing residential structure, the location, design, and operation of such facility must not alter the residential character of the structure.

~~4.—Social service centers must be located no closer than 1,000 feet from any other existing social service center, as measured from a point of the lot line on which such use is proposed to be located to the nearest point on the lot line on which any other of the same use is located. This includes residential facilities that provide the services of a social service center for non-residents. Any social service centers as of the effective date of this Code that do not meet the spacing requirement are deemed conforming. Such deemed conforming status is terminated when the social service center ceases to operate or when any required licenses are revoked or not renewed. A social service center is not considered to cease operations when it is closed for renovations in conjunction with a lawfully issued building permit.~~

~~5.3.~~

**W. Live Entertainment - Ancillary Use, Live Performance Venue, or Nightclub**

Live entertainment – ancillary use, live performance venue, or nightclub requires site plan review by the Metropolitan Planning Commission. Where special use approval is required, the site plan review will be conducted concurrently.

1. Live entertainment - ancillary use is considered a separate principal use. Live entertainment – ancillary use may only be established when allowed as a use within a zoning district and in conjunction with another principal use such as a bar, restaurant, amusement facility, or arts studio.

~~2.—In addition to site plan requirements, the following elements of operation will be considered:~~

~~a.—The size of the establishment and the size, location, and configuration of the live entertainment area within the establishment.~~

~~b.—Days and hours of operation of the nightclub.~~

~~c.—For live entertainment — ancillary use, the days and hours of operation for the establishment's general operations as a principal use, and the anticipated days and hours of operation for the live entertainment component.~~

~~d.—Maximum occupancy loads.~~

~~e.—A noise abatement plan that describes the soundproofing measures to be undertaken.~~

~~f.—A security plan.~~

~~g.—For live performance venues, all loading areas.~~

~~3.—If the live entertainment — ancillary use, live performance venue, or nightclub plans an increase in intensity, such as an expansion of floor area or increase in permitted occupancy, the site plan and its additional elements, as required by this section, must be updated and resubmitted for approval. Revised plans must be approved prior to the issuance of any building permit.~~

**X. Lodge/Meeting Hall**

~~1.—No more than 30% of the gross floor area may be used as office space for the lodge/meeting hall.~~

- ~~2.1.~~ Lodges/meeting halls are permitted to serve meals and alcohol on the premises for members and their guests only.
- ~~3.2.~~ Sleeping facilities are prohibited.
- ~~4.3.~~ Lodges/meeting halls leased or used as reception halls must comply with the requirements for reception halls.

**Y. Neighborhood Commercial Establishment**

- 1. Neighborhood commercial establishments are only allowed within existing structures that are non-residential in their construction and/or use as of the effective date of this Code.
- ~~2. The following non-residential uses are permitted within a neighborhood commercial establishment:~~
  - ~~a. Art gallery.~~
  - ~~b. Arts studio.~~
  - c. Office.
  - d. Personal services establishment.
  - e. Restaurant.
  - f. Retail goods establishment. As a condition of approval, retail sales of alcohol may or may not be allowed.
- ~~3.2.~~ No off-street parking is required. However, any off-street parking currently provided must be maintained.
- ~~4.3.~~ Drive-through facilities are prohibited.
- ~~5.4.~~ Outside storage or display is prohibited. All business, servicing, processing, and storage uses must be located within the structure.
- ~~6.5.~~ Signs are limited to those allowed in the C-1 District.

~~Z. Outdoor Dining~~

- ~~1. Outdoor dining is considered a separate principal use. Outdoor dining may only be established when allowed as a use within a zoning district and in conjunction with another principal use such as a bar or restaurant.~~
- ~~2. Outdoor dining must not interfere with any pedestrian access or parking spaces and aisles.~~
- ~~3. Outdoor dining areas must be located on private property.~~
- ~~4. An outdoor dining area for an establishment must be as continuous as possible by locating the outdoor dining area in a single portion of an establishment's frontage.~~

**AA.Z. Parking Lot**

All parking lots are subject to the parking design standards of this Code and the following standards:

- 1. A parking lot must be used solely for the temporary parking of motor vehicles and cannot be used as an off-street loading area.
- ~~2. Only structures for the shelter of attendants or for payment kiosks are permitted in a parking lot. Shelters or kiosks must not exceed ten feet in height and 50 square feet in area.~~
- ~~3.2.~~ The parking lots must be screened and landscaped in accordance with the requirements of this Code.

- 4.3.** Parking lots must be designed to provide designated walkways for pedestrians. Walkways must connect building entrances with parking areas and with public sidewalks along adjacent streets.

**BB-AA. Pay Day/Title Loan Agency**

1. Pay day/title loan agencies must be located no closer than 1,000 feet from any other existing pay day/title loan agencies, as measured from a point of the lot line on which such use is proposed to be located to the nearest point on the lot line on which any other existing similar use is located.
2. Any pay day/title loan agencies located 500 feet or less from the lot line of any residential district, as measured from a point of the lot line on which such use is proposed to be located to the nearest point on the lot line on where a residential district is located, is a special use. This provision controls over any use allowance within Table 5-1.
3. Any existing pay day/title loan agency as of the effective date of this Code that does not meet the spacing requirement is deemed conforming; this applies only to pay day/title loan agencies that are allowed as a permitted or special use within the district. If a pay day/title loan agency is no longer allowed within a district as of the effective date of this Code, it is a nonconforming use.

**CC. Reception Facility**

- ~~1. A general admission fee or any other monetary donations (payment at the door to the general public) for entrance is prohibited, with the exception of fundraisers or events for bona fide non-profit organizations, places of worship, or educational facilities.~~
- ~~2. All main activities, such as dining and entertainment, must be held within a completely enclosed building.~~
- ~~3. Outdoor seating areas are permitted for the use of guests. If a reception facility conducts main activities outdoors, special use approval is required for the outdoor component of the facility.~~

**DD. Residential Care Facility**

- ~~1. Residential care facilities are subject to all local and federal regulations, and the regulations of the Louisiana Administrative Code.~~
- ~~2. When located in a non-residential district, the structure must be designed with a lobby entrance along the primary frontage.~~
- ~~3. Residential care facilities must meet the design standards for multi-family dwellings.~~

**EE-BB. Restaurant**

All restaurants must comply with the requirements of this Code, Chapter 4 of the Caddo Parish Code of Ordinances, as well as all other applicable ordinances, statutes, rules and regulations of the Caddo Parish and State of Louisiana. Note: Restaurants may be subject to State law public habitable floor area square footage requirements. Cross reference – [La. R.S. 26:73](#) and [La. R.S. 26:272](#).

**FF-CC. Retail Sales of Alcohol**

Retail sales of alcohol require site plan review by the Metropolitan Planning Commission and in some cases may require special use approval. When special use approval is required, the site plan review will be conducted concurrently.

1. All retail sales of alcohol establishments, as defined in this Code, must comply with the requirements of this Code, Chapter 4 of the Caddo Parish Code of Ordinances, as well as all other applicable ordinances, statutes, rules and regulations of the Caddo Parish and State of Louisiana. Note: Retail sales of alcohol establishments, as defined in this Code, may be subject to State law public habitable floor area square footage requirements. Cross reference – [La. R.S. 26:271.3](#).
2. In addition to site plan requirements, the following elements of operation will be considered:

- a. The size, location, and configuration of the establishment.
  - b. Days and hours of operation.
  - c. A security plan.
  - d. Exterior lighting design.
3. Retail Sales of Alcohol are not permitted within any C-1 Corridor Commercial Zoning District property which abuts a residential zoning district.

**~~GG~~.DD. Salvage Yard and Storage Yard – Outdoor and Contractor Office**

1. The storage area must be completely enclosed along all lot lines by a solid fence or wall a minimum of six feet and a maximum of eight feet in height, including ingress and egress. Fences or walls along the front or corner side lot line must be set back a minimum of ten feet. Within that setback, one shrub a minimum of three feet in height must be planted linearly every three feet on-center along such fence or wall.
2. Storage of any kind is prohibited outside the fence or wall.
3. No items stored within 25 feet of the fence may exceed the height of the fence or wall for an outdoor storage yard. No items stored within 50 feet of the fence may exceed the height of the fence or wall for a salvage yard.
4. Outdoor storage areas must be surfaced and graded to drain all surface water.
5. Any vehicles stored on-site must be stored so that no fluids will drain into the storm sewer system.
6. All requirements of the Water and Sewer Codes of the Shreveport/Caddo Health Unit must be met if discharging into the storm sewer system.
7. The Executive Director shall have administrative authority to waive these screening requirements due to adjacent zoning or uses, lot topography, or lot configuration.

**~~HH~~.EE. Self- Service Ice Vending Unit**

- ~~1. Only one (1) Self-Service Ice Vending Unit is permitted per parcel.~~
- ~~2.1.~~ Self-service ice vending units are permitted per Table 5-1: USE MATRIX of this Code.
- ~~3.2.~~ No self-service ice vending units shall be closer than 100-feet to any property zoned or used for residential purposes.
- ~~4.3.~~ A self-service ice vending unit is approved separately as a principle use or in conjunction with other principle uses of the land on which it is located.
- ~~5. Self-service ice vending units may be physically attached to the structure housing the primary use on the subject property or as a stand-alone primary structure. If located in front of a primary structure, the ice vending machine must meet the setback requirements of the district in which it is located.~~
- ~~6. Ingress and egress to the unit shall not impede traffic circulation or fire or pedestrian access.~~
- ~~7. At least two dedicated parking spaces shall be provided, one of which shall be a handicap accessible space.~~
- ~~8.4.~~ One drive through lane with room to allow stacking of two cars or a vehicle with a trailer, shall be required for the self-service ice vending unit.
- ~~9.5.~~ Dispensing areas of the ice machine unit will be covered by metal awnings extending a maximum of 4' from the wall of the structure. Awnings shall have a minimum of 9' clearance from the ground.

- ~~10.6.~~ Any mechanical/condensing units associated with the ice vending machine shall be located on the roof of the unit and hidden by a parapet wall. Parapet wall(s) will be of the same material and color of the structure and be a continuation of the vertical wall.
- 11.7. Exterior lighting shall be located under the awnings.
- ~~12.~~ Signage shall be limited to wall areas located under the awning(s) at the dispensing areas. Signage shall not be internally lit, electronic changeable copy, and/or neon. Freestanding, temporary or portable signs are prohibited.
- 13.8. The applicant shall comply with signage requirements found in Article 9 of this Code.
- 14.9. The lot shall include a 15 foot landscape buffer around the automated ice vending machine excluding ingress and egress when abutting a residential district.
- ~~15.~~ Two shade trees shall be provided for each unit. Trees are to have an automated underground irrigation system.
- ~~16.~~ Bollards shall be placed to prevent a vehicle from damaging the ice machine unit or awnings. They shall be limited to one per each corner for a maximum of four bollards per unit.
- 17.10. The applicant must meet all applicable Federal, State, and Caddo Parish requirements.
- ~~18.~~ No self-service ice vending unit shall be constructed or operated prior to final site plan approval by the Executive Director.
- ~~19.~~ The Zoning Administrator shall not issue a certificate of occupancy until inspection confirms that all requirements have been met.
- ~~20.~~ The self-service ice vending unit shall be maintained by the owner/operator of the unit.
- 21.11. All equipment and appurtenances shall be removed within 30-days of the closure or ceasing of operation of any automated ice vending machine.

**II.FF. Self-Storage Facility: Outdoor and Climate-Controlled**

1. Storage units cannot be used for residential occupancy, sales, service, repair, or any other commercial business venture at this facility.
2. No plumbing connections are permitted in self-storage units.
3. The following additional standards apply to climate controlled self-storage facilities: ~~climate controlled~~:
  - a. All self-storage activities must be contained within a single building and conducted exclusively indoors. Individual storage units may be accessed from inside the building only.
  - ~~b.~~ No individual storage space may be larger than 600 square feet.
  - c. Outdoor storage is not permitted.
  - d. Storing hazardous or toxic materials is prohibited.
  - e. All facilities must meet the design standards of the district.
  - ~~f.~~ Within the commercial and downtown districts, any façade that abuts a public right of way must include non-residential uses on the ground floor, such as retail, restaurant, or office uses, which may include offices for the facility and the common entry to access the storage units.
  - ~~g.~~ Within the commercial and downtown districts, no storage units located on the first floor may be located within the first 50 feet of the front façade. No storage units located on the first floor may be visible from any public right of way.

h. Access to loading areas must be located to the interior side or rear of the building.

~~i. Climate-controlled self-storage facilities must provide 24-hour security or camera surveillance.~~

#### **JJ.GG. Sexually-Oriented Business**

1. All sexually-oriented businesses with the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport must comply with the regulations of Chapter 12 of the Caddo Parish Code of Ordinances.
2. All sexually-oriented businesses must be located a minimum of 1,000 feet from any residential district, day care center, educational facility, place of worship, public park, or cultural facility.
3. A sexually-oriented business must be located a minimum of 1,000 feet from any other sexually-oriented business.
4. No sexually-oriented business may be maintained or operated in any manner that causes, creates, or allows public viewing of any adult material, or any entertainment depicting, describing, or relating to specified sexual activities or specified anatomical areas, from any public or private right-of-way or any property.

#### **KK. Transient Vacation Rentals**

~~All transient vacation rentals are subject to the requirements of this Code and the following standards:~~

- ~~1. Transient Occupants means any person or guest or invitee of such person who occupies or is in actual or apparent control or possession of residential property registered as a Vacation Rental.~~
- ~~2. Transient Vacation Rental shall mean any dwelling unit that is advertised or held out to the public to be rented to Transient Occupants.~~
- ~~3. All transient vacation rentals must be licensed by the Parish Administrator.~~

#### **LL.HH. Utilities**

All electric transmission and distribution lines, wires, poles, lighting, along with any and all related facilities, in any way necessary for service by an electric public utility subject to the jurisdiction of the Louisiana Public Service Commission, shall be exempt from all of the limitations and requirements of this Code, except for requirements included in this section.

1. All new utility facilities, including maintenance and service operations, unless otherwise stated in the section, must be screened from view from adjacent residential areas and public right-of-ways with a solid fence or wall with a minimum of six feet and a maximum of eight feet in height. One shrub, measuring a minimum of 18 inches in height at planting and reaching a minimum of three feet in height at maturity, must be planted for every three linear feet of fence length, spaced linearly.
2. As the effective date of this Code, all electric substation facilities will be subject to such screening requirements as determined on a case-by-case basis through the special-use permitting process that complies with the National Electric Safety Code and electric utility provider's substation design standards.
3. All structures for new substations are required to meet the setback regulations as required by the district regulations.
4. Existing electric transmission facilities are deemed conforming as of the effective date of this Code and may continue to operate, be maintained or receive equipment upgrades and will not be required to conform to the new Code standards. Only new electric substations would be required to meet the screening requirements.

**MM-II. Vehicle Repair/Service – Major or Minor**

1. Vehicle repair/service establishments may not store the same vehicles outdoors on the site for longer than ten days once repair is complete. Only vehicles that have been or are being serviced may be stored outdoors.
2. Repair of vehicles shall not take place within the building front or side yard portions of the property. Storage of all merchandise, auto parts, and supplies must be within an enclosed structure. Any vehicles awaiting repair must be stored so that no fluids will drain into the storm sewer system, such as the use of drip pans and other coverings.
3. Vehicle repair/service establishments that abut a residential district must be screened along interior side and rear lot lines with a solid wall or fence, a minimum of six feet and a maximum of seven feet in height. Any outdoor repairs would only be allowed in the rear yard and must be screened by a solid fence or masonry wall no less than six feet and no more than eight feet in height.
4. No partially dismantled, wrecked, junked, or discarded vehicles, or vehicles that sit on one or more flat tires or are inoperable in any manner may be stored outdoors on the premises. This standard does not apply to vehicles under repair.
5. The sale of new vehicles is prohibited. The selling of used vehicles is allowed provided the establishment is located within a zoning district that permits the selling of used cars.
6. No motor vehicles may be stored and no repair work may be conducted in the public right-of-way.

**6.2 TEMPORARY USE STANDARDS**

The purpose of this section is to authorize the establishment of certain temporary uses (including outdoor and special events) and temporary structures of a limited duration which comply with the use standards of this section, in addition to all other regulations of this Code. This section is intended to ensure that such uses or structures do not negatively affect adjacent land, are discontinued upon the expiration of a set time period, and do not involve the construction or alteration of any permanent building or structure.

1. These regulations found in this section are for temporary uses located on private property. Unless otherwise indicated, all temporary uses require a temporary use permit, which must be applied for by and issued to the property owner.
2. Prior to establishing any temporary use or structure, an applicant shall file an application for a temporary use permit to the Zoning Administrator. As part of the application process, the Zoning Administrator may ask for additional materials as he or she deems necessary for purposes of protecting the health, safety, and welfare of the community and/or mitigating potential impacts to surrounding property owners.

**A. Batch Plant/Rock Crushing Facility (Temporary)**

1. The exact timeframe of a batch plant/rock crushing facility will be determined and approved as part of the temporary use permit. Temporary use permits for a batch plant/rock crushing facility are approved as a special use permit by the Metropolitan Planning Commission.
2. Rock crushing facilities must provide dust control techniques, which must be described as part of the temporary use permit application.
3. A batch plant/rock crushing facility must not be located within 600 feet of any residential dwelling that is not located on the proposed site. This requirement may be reduced during temporary use approval.
4. Street access and clear areas must be maintained to provide access to fire and emergency equipment.
5. If applicable, an outline of methods to be employed to comply with any Environmental Protection Agency and Louisiana Department of Environmental Quality requirements must be included as part of the temporary use permit application.

**B. Borrow Pit**

1. Borrow pits are permitted for a maximum of five years. The exact timeframe of a borrow pit will be determined and approved as part of the temporary use permit. Temporary use permits for a borrow pit are approved by the Metropolitan Planning Commission. Temporary use permit timeframes cannot be extended past the date set and must be reapplied for before expiration of the permit.
2. A borrow pit must not be located within 600 feet of any residential dwelling that is not located on the proposed borrow pit site. This requirement may be waived or reduced during temporary use approval if adequate screening and/or buffering is provided.
3. All extracted materials and extraction machinery must be set back from all lot lines a minimum of 100 feet. No area of excavation may be closer to any lot line than 100 feet. This requirement may be waived or reduced during special use approval if adequate screening is provided.
4. Street access and clear areas must be maintained to provide access to fire and emergency equipment.
5. An erosion control permit must be obtained from the Department of Public Works, if applicable. All required permits must be obtained from the Louisiana Department of Environmental Quality.
6. All open excavations must be enclosed by a solid fence erected and maintained outside the excavation. The fence must be a minimum of eight feet to effectively control access to the excavation area and must be shown on the site plan. The fence design may be waived or modified, including increasing the height of the fence, during site plan review.
7. An application for a temporary use permit for a borrow pit must include a site plan and development statement indicating the following:
  - a. All existing and proposed structures, including dimensions from lot lines.
  - b. Locations, size, and condition of all existing and proposed driveways and their points of connection with public roads.
  - c. Adjacent land uses and existing natural screening to be retained.
  - d. Areas on the lot subject to flood hazards.
  - e. Areas on the lot to be used for material or machinery storage.
  - f. Proposed excavation areas shown by phases, sequences, and anticipated depth of final excavation.
  - g. Outline of methods to be employed to comply with Environmental Protection Agency and Louisiana Department of Environmental Quality requirements.
  - h. Estimates of the average and maximum number of trucks entering and leaving the site each day and an estimate of the gross vehicle weight of each.
  - i. Hours and days of operation.
  - j. Methodology to be used to prevent off-site sediment tracking
  - k. Restoration plan indicating phasing, sequencing, and proposed reuse of the property. The minimum standards listed below must be achieved in order for any site to be considered restored:
    - i. In all cases, the final grades must be appropriate for the expected reuse.
    - ii. All final site drainage must be designed, sloped, revegetated, or treated by other measures to avoid standing or stagnant water and erosion and siltation of watercourses and ponds.

- iii. All restoration material used in the final grading of the site must be free from toxic contaminants as identified by the Louisiana Department of Environmental Quality and must be compacted as much as is practicable, such as by installation in layers. Final soil depths and types must be appropriate for the expected reuse.
- iv. All restoration must comply with all Louisiana Department of Environmental Quality requirements.

**C. Farmers' Market**

- 1. The timeframe of a farmers' market, including number of days per week and overall duration of the event, will be determined and approved as part of the temporary use permit. A temporary use permit for a farmers' market can be issued on a yearly basis, which allows for a schedule of days per week and number of weeks per year.
- 2. A management plan is required as part of the temporary use permit application and may require materials the Zoning Administrator deems necessary for purposes of protecting the health, safety, and welfare of the community and/or mitigating potential impacts to surrounding property owners. that demonstrates the following:
  - ~~a. The on-site presence of a representative of the farmers' market during hours of operation who directs the operations of vendors participating in the market.~~
  - ~~b. An established set of operating rules addressing the governance structure of the market, hours of operation, and maintenance when open to the public.~~
  - ~~c. A general site plan of vendor stalls, visitor facilities, such as any seating areas and restrooms, and all ingress and egress points to the site.~~
  - ~~d. Provision for waste removal.~~
  - ~~e. The days and hours of internal operation, including vendor set-up and take-down times.~~

**D. Temporary Outdoor Events**

- ~~1. A temporary use permit is required for any temporary outdoor event on private property such as, but not limited to, outdoor concerts, festivals, carnivals, circuses and special events, or any other similar outdoor activity, and has a maximum duration of four days per event, with a minimum of 15 days between events, with the following exceptions:~~
- ~~2. —~~
- ~~1. A temporary use permit for a carnival or circus is valid for a period of three events per calendar on the same lot no more than 16 consecutive days in duration, with a minimum of 30 days between events. An extended duration and the minimum time between events can be approved by the Zoning Administrator.~~
- ~~3. —~~
- ~~2. A temporary use permit is not required for special outdoor events that have been approved for events on Parish-owned property or in the Parish's public right-of-way.~~
- ~~4. —~~
- ~~3. Unless specified in the subsection, any special event or activity is limited to no more than 12 times per year and each event shall be no longer than 4 days. Each event requires its own specific approval and permit.~~
- ~~5. —~~
- ~~4. The activity shall require adequate off-street parking and accessibility.~~
- ~~6. —~~
- ~~5. The Fire District and Sheriff's Department shall have determined that the site is accessible for public safety vehicles and equipment.~~
- ~~7. —~~
- ~~6. Any existing or proposed permanent or temporary structures shall comply with applicable regulations of this Code.~~
- ~~8. —~~
- ~~7. Adequate restroom facilities shall be provided and screened.~~
- ~~9. —~~

- ~~8. Adjacent property owners shall be notified of the proposed event before its approval.~~  
~~10. Within seven (7) days of the conclusion of the event, the site shall be left clean and restored to its previous condition or improved condition, and any temporary structures must be removed~~  
~~11. Signage, temporary or permanent, shall be in accordance with Article 9 of this Code.~~  
~~12. Commercial circuses, carnivals or fairs shall not be permitted in residential districts. All facilities associated with a carnival shall be located at least 100 feet from the property line of the closest residential property or use.~~  
~~13. Special outdoor events run by non-profit, philanthropic organizations occurring no longer than seven consecutive days are allowed once every three months.~~

13.2. A management plan is required for any temporary outdoor event, and shall be submitted as part of the temporary use permit application. and may require materials the Zoning Administrator deems necessary for purposes of protecting the health, safety, and welfare of the community and/or mitigating potential impacts to surrounding property owners.

#### ~~E. Temporary Sale of Non-Seasonal Merchandise~~

~~Any lawfully existing commercial use shall be permitted to display and sell its merchandise outdoors only under the following limited conditions.~~

- ~~1. No display, sales or parking is permitted in any street right-of-way. In addition, no display, sales or parking shall obstruct pedestrian or vehicular traffic.~~
- ~~2. All display areas or temporary structures shall comply with the minimum required yard setbacks for the district in which the commercial temporary outdoor sale is being proposed.~~
- ~~3. No more than 10 percent of the required parking area for the existing commercial use may be used for the temporary outdoor sales.~~
- ~~4. Additional signage shall be restricted to one (1) sign with an area not to exceed 8 square feet. The sign shall be removed at the conclusion of the sale.~~

#### ~~F.E. Temporary Seasonal Sales~~

Sales of seasonal products such as, but not limited to, crawfish sales, portable beverage service facility, Christmas tree sales, Christmas lighting display sales, fireworks sales, live plant sales, and roadside produce sales require a temporary use permit and site plan review and approval by the Zoning Administrator. A management plan is required for any temporary seasonal sale, shall be submitted as part of the temporary use permit application, and shall consist of the following:

- a. The on-site presence of a representative of the temporary seasonal sale event during hours of operation who directs the operations of all participating vendors.
- b. An established set of operating rules addressing the governance structure of the sales event, hours of operation, and maintenance.
- c. A general site plan of vendor stalls, visitor facilities, such as any seating areas and restrooms, and all ingress and egress points to the site.
- d. Provision for waste removal.
- e. The days and hours of each operation, including vendor set-up and take-down times.
- f. Any other additional information the Zoning Administrator may require.

#### **1. Christmas Lighting/Décor Sales**

- a. Christmas lighting and décor sales shall not operate for more than sixty (60) consecutive days

on the same lot or parcel for any consecutive twelve (12) month period within the same respective season.

**2. Christmas Tree or Pumpkin Patch Sales**

The annual sales of holiday related items such as Christmas trees, pumpkins, and similar items may be permitted in accordance with the following standards:

- a. Christmas tree sales shall encompass the sale of healthy, non- hazardous, cut or live evergreen trees, wreaths, and tree stands.
- b. Seasonal sales associated with holidays are allowed up to a month preceding and one week following the holiday. Christmas tree sales are allowed from Thanksgiving Day through December 31st.

**3. Crawfish Sales**

Crawfish sales shall not operate for more than seven (7) consecutive months, on the same lot or parcel within a calendar year. Additional time frames may be considered subject to review and approval by the Zoning Administrator.

**4. Fireworks Sales**

Fireworks may be sold between June 25 and July 5 and between December 15 and January 1 of each respective holiday season. Additional time frames may be considered subject to review and approval by the Zoning Administrator.

**5. Live Plant Sales**

Sales of live plants shall be limited to ninety (90) consecutive days for any consecutive twelve (12) month period. Additional time frames may be considered subject to review and approval by the Zoning Administrator.

**6. Roadside Produce Stands**

Retail sale of fruits and/or vegetables from a temporary roadside structure are permitted as a temporary use from Memorial Day to Labor Day and shall meet the following criteria. Additional time frames may be considered subject to review and approval by the Zoning Administrator.

- a. Any activity or structure shall maintain a minimum 20-foot setback from the right-of-way. Said activity or structure shall also maintain a minimum setback of 10-feet from any internal drive or existing permitted curb cut.
- ~~b. Any such temporary facility shall be located on an improved parking surface, with adequate space for parking and circulation, unless alternatively approved by the Zoning Administrator.~~
- ~~c. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of a residential use.~~
- ~~d. No tent, table or other temporary structure shall be located within 100 feet of a residential structure unless said structure is on the same property as the operator's residential property.~~
- ~~e.~~ b. Sales from vehicles are prohibited, unless approved by the Zoning Administrator.
- ~~f. Any permanent retail sale of fruits and/or vegetables shall be required to meet the zoning standards for a Retail Good Establishment found in Article of this Code.~~
- ~~g.~~ c. Farmstands are permitted on any lot where there is an active agricultural use or community garden, and do not require a temporary use permit.

**7. Portable Beverage Service Facility**

Any portable beverage service facility shall be limited to snow cone stands, beverage stands serving nonalcoholic beverages such as coffee, juices or sodas, or similar uses shall meet the following minimum conditions:

1. The maximum time limit of such temporary use shall not operate for more than six (6) months, April 1st through October 31st, on the same lot or parcel within a calendar year, or a time limit otherwise approved by the Zoning Administrator.
2. Any portable beverage service facility and trailer shall meet all applicable Caddo Parish building and electrical code requirements, Caddo Parish health code requirements, and any zoning ordinance requirements. Portable beverage service facilities are not required to meet the landscaping requirements of this Code.
3. Any portable beverage service facility shall be constructed of materials similar to any principal structure on site, and in character with the surrounding built environment as determined by the Zoning Administrator.
4. 100-foot minimum distance from a developed residential lot in a residential district.
5. A portable beverage service facility may be located in a parking lot of a separate business or group of businesses but shall not reduce the number of required parking spaces of any nearby building or use and cannot be located in a fire lane, accessible parking, and accessible aisles or routes.
6. A portable beverage service facility must provide two (2) parking spaces in addition to the required parking of the businesses occupying permanent structures on and about the property on which the portable beverage service facility is situated.
7. Any such temporary facility shall be located on an all-weather (asphalt or concrete) parking surface with adequate space for parking and circulation, unless alternatively approved by the Zoning Administrator.

#### ~~G. Temporary Outdoor Storage Container~~

- ~~1. Generally, a temporary use permit is not required.~~
- ~~2. Temporary outdoor storage containers are permitted in any zoning district when used for loading or unloading. Containers are permitted on site for a period not to exceed 15 days with no temporary use permit. If a longer time period is required, a temporary use permit is required.~~
- ~~3. Temporary outdoor storage containers may not be used for permanent storage. They may not serve as a substitute for permanent storage needs on the site on which they are located. Containers may not be permanently attached to the ground, serviced with permanent utilities, or stacked on the site.~~

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## ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS

- 7.1 GENERAL REQUIREMENTS
- 7.2 EXTERIOR LIGHTING
- 7.3 ACCESSORY STRUCTURES AND USES
- 7.4 PERMITTED ENCROACHMENTS
- ~~7.5 NUISANCE STANDARDS~~

### 7.1 GENERAL REQUIREMENTS

#### A. Number of Structures on a Lot

- ~~1.~~ In the R-A, R-E, R-1-12, R-1-10, R-1-8, and R-1-5 Districts there must be no more than one principal building per lot. This does not include permitted accessory structures, permitted accessory dwelling units, or agricultural structures. In all other districts, more than one principal building is permitted on a lot, provided that it complies with all dimensional and setback standards of the district.
- ~~4.2.~~ In the R-A, a secondary residential structure is permitted provided that the lot is a minimal two acres in size and that it complies with all dimensional and setback standards of the district, as well as all residential parking requirements.
- ~~2.3.~~ In any district, including the districts listed in item 1 above, a resident may reside in an existing residential structure while a new residential structure is being constructed on site. The existing structure may remain on the site until the new structure is complete.

#### B. Applicability of Required Setbacks

No lot may be reduced in area so that the setbacks are less than required by this Code. The required setbacks for a lot cannot be considered a setback for any other lot. No principal building or accessory structure may be located in a required setback unless specifically permitted by this Code or a variance is approved.

#### C. Applicability of Bulk Requirements

All structures must meet the dimensional requirements of the zoning district in which the structure is located. No existing structure may be enlarged, altered, reconstructed, or relocated in such a manner that conflicts with the requirements of the district in which the structure is located unless a variance is approved.

#### D. Sight Triangle

All structures, including a closed fence or wall, and all plantings are limited to a maximum height of three feet within the sight triangle. A semi-open fence that complies with all fence requirements that does not impair the sight triangle is permitted.

### 7.2 EXTERIOR LIGHTING

#### A. Lighting Plan Required

1. Single-family – detached and attached, two-family, and townhouse dwellings are exempt from a required lighting plan.
- ~~1.~~ A lighting plan is required for all non-residential uses and multi-family dwellings ~~Single-family – detached and attached, two-family, and townhouse dwellings are exempt from a required lighting plan.~~
- ~~2.~~ A lighting plan and must include the following:
  - a. A plan showing all light pole locations, building-mounted lights, bollard lights, and all other lighting, with schematic wiring layout and power source connection indicated.

- b. Specifications for luminaires and lamp types, poles, wiring, conduit, and appurtenant construction, including photographs or drawings of proposed light fixtures.
- c. Pole, luminaire, and foundation details including pole height, height of building-mounted lights, mounting height, and height of the luminaire.
- d. Elevations of the site including all structures and luminaires sufficient to determine the total cut off angle of all luminaires and their relationship to abutting parcels.
- e. Photometric plans that show the footcandle measurement at all lot lines.
- f. Other information and data reasonably necessary to evaluate the required lighting plan.

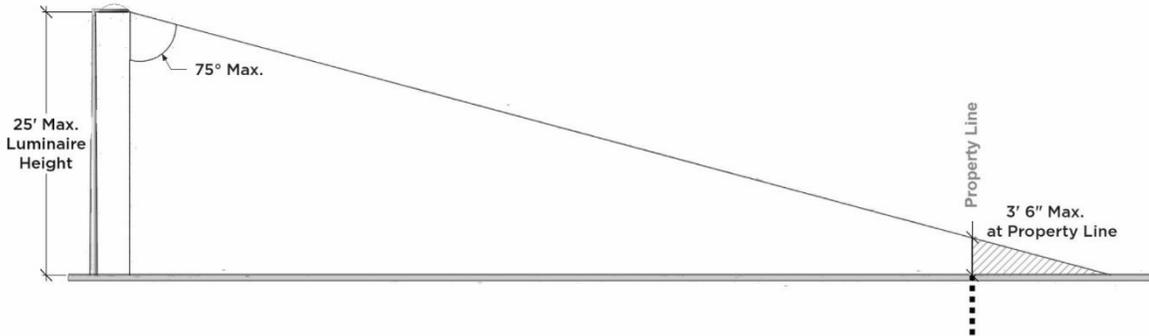
**B. Maximum Lighting Regulations**

- 1. The maximum allowable footcandle at any lot line is one footcandle.
- 2. When additional security lighting is required for security reasons in excess of the footcandle limit imposed by item 1 above, additional lighting may be allowed based on evidence for the need for additional security through site plan review.
- 3. No glare onto adjacent properties is permitted.

**C. Luminaire with Cut Off Standards**

- 1. To be considered a cut off luminaire, the cut off angle must be 75 degrees or less.
- 2. The maximum total height of a cut off luminaire, either freestanding or attached to a structure, is 25 feet. Any luminaire greater than 25 feet in total height requires special use approval.
- 3. A cut off luminaire must be designed to completely shield the light source from an observer three and one-half feet above the ground at any point along an abutting lot line.

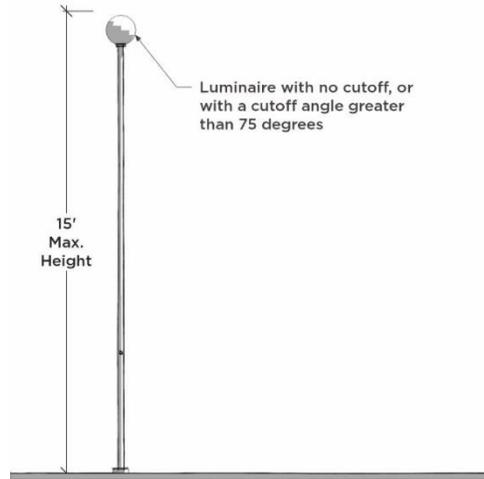
**FIGURE 7-1: CUT OFF LUMINAIRE**



**D. Luminaire with No Cut Off Standards**

- 1. A luminaire is considered to have no cut off if it is unshielded or has a cut off angle greater than 75 degrees.
- 2. The maximum permitted total height of a luminaire with no cut off is 15 feet. Any luminaire greater than 15 feet in total height requires special use approval.

**FIGURE 7-2: NO CUT OFF LUMINAIRE**



**E. Exceptions to Lighting Standards**

1. Luminaires used for public roadway illumination are exempt from the requirements of this section.
2. All temporary emergency lighting required by public safety agencies, other emergency services, or construction are exempt from the requirements of this section.
3. Because of their unique requirements for nighttime visibility and limited hours of operation, outdoor recreational facilities (public or private) such as, but not limited to, football fields, soccer fields, baseball fields, softball fields, tennis courts, golf driving ranges, show areas, and other similar uses are exempt from the requirements of this section. Recreational facilities are permitted a total luminaire height of 60 feet in any district. Luminaires greater than 60 feet in total height require special use approval.
4. Certain temporary uses may be unable to meet the requirements of this section. When such temporary uses are allowed, approval of all lighting is required as part of the temporary use permit.
5. Existing developments may be exempt from lighting plan restrictions if lighting fixtures are wall-mounted only and existing development does not reside adjacent to residential zoning districts.

**F. Prohibited Lighting**

1. Flickering or flashing lights are prohibited.
2. Searchlights, laser source lights, or any similar high intensity lights are prohibited.

**7.3 ACCESSORY STRUCTURES AND USES**

All accessory structures and uses are subject to the requirements of this section and the permitted encroachment requirements of 7.4. Additional accessory structures not regulated in this section may be regulated in 7.4. Accessory structures that do not require a building permit are noted in Table 7-1.

**A. General Regulations for Accessory Structures**

All accessory structures are subject to the following regulations, in addition to any other specific regulations within this section. Whenever the provisions of any other statute or covenants require more restrictive standards than those of this Code, the provisions of such statutes or covenants shall govern.

1. No accessory structure may be constructed prior to construction of the principal building, to which it is an accessory structure, unless specifically ~~exempted~~ allowed by this Code.
2. A building permit is required for the construction of an accessory structure, unless specifically exempted by this Code. If the standards for an accessory structure do not specifically cite that a building permit is not required, such accessory structure requires a building permit.
3. Only those accessory structures permitted by this section and Section 7.4 are permitted in required setbacks. Certain accessory structures may also be prohibited in certain yards. Required setbacks are stated in the district standards. The use of the term “yard” refers to the area between the applicable building line and lot line. The distinction is made because certain principal buildings may not be built at required district setback lines, thereby creating a yard larger than the minimum setback dimension. If a structure is permitted within a yard, it is permitted within the required setback subject to any additional limitations. Where there is no structure to determine yard location, yards are the same as the minimum district setback dimensions and the accessory structure is permitted in the buildable area. In applying the regulations of this section, the permissions and restrictions for structures within a front setback and yard apply to a reverse corner side setback and yard, unless specifically allowed otherwise.
4. Accessory structures, including those listed in this section and Section 7.4, must be at least three feet from any lot line, unless otherwise permitted or restricted by this Code.

#### **B. Apiary**

Apiaries as an accessory use do not apply to lots within the R-A, R-E, R-1-12 and R-1-10 zoning district or for lots that are in use for agriculture as a principal use.

1. Apiaries do not require a building permit.
2. Apiaries are permitted only in the rear or side yard and must be located 10 feet from any lot line and the principal building.

#### **C. Aquaculture/Aquaponics**

Aquaculture/aquaponics facilities as an accessory use do not apply to lots within the R-A, R-E, R-1-12 and R-1-10 zoning district or for lots that are in use for agriculture as a principal use.

1. Aquaculture/aquaponics facilities do not require a building permit.
2. Aquaculture/aquaponics facilities are permitted only in the rear or side yard and must be located 10 feet from any lot line.

#### **~~D. Boathouse~~**

- ~~1. Wet boathouses, defined as the construction or placement of a boathouse below the normal pool elevation, are prohibited.~~
- ~~2. Boathouses are limited to the storage of watercraft and related marine equipment, and cannot be used for human habitation or commercial purposes.~~
- ~~3. All boathouses must be set back a minimum of five feet from all lot lines, including the extension of boundary lines into the lake.~~
- ~~4. A 20 foot separation is required between all boathouses.~~

#### **ED. Carport**

1. May be constructed on any lot and are permitted in any yard: front, interior side, corner side, reverse corner side, or rear yard.
2. Shall be located a minimum of ten (10) feet from the principal building, unless otherwise allowed by the building code.

3. Shall not encroach on a drainage or utility easement.
4. A carport is subject to the same required setback [requirements](#) as the principal structure.

**F. Chicken Coops**

Chicken coops as an accessory use do not apply to lots [within the R-A, R-E, R-1-12 and R-1-10 zoning district or for lots](#) that are in use for agriculture as a principal use.

1. Chicken coops do not require a building permit.
2. Chicken coops [are permitted only in the rear or side yard and](#) must be located 10 feet from any lot line and the principal building.

**G. Fences and Walls**

**1. General Design Requirements**

- ~~a. The finished side of all fences and walls shall face the street and adjacent properties. Fences constructed on property lines dividing single family residential lots are exempt from this provision.~~
- a. [All closed fences \(i.e., site obstructing fences\) located in non-residential zoning districts require a building permit.](#)
- b. All fences and walls shall be maintained in sound condition and good repair.
- c. No fence or wall shall be permitted to obstruct visual clearance along a right-of-way.
- d. No fence, wall or hedge shall be constructed or installed in such a manner as to interfere with drainage on the parcel.
- e. A principal building or structure is not required for the construction of a fence or wall, unless specifically required by this Code.

**2. Requirements Based on Material Type**

- a. Barbed wire or materials of similar character shall be prohibited, except on lots in the R-A, R-E, R-1-12, I-1 or I-2 districts, on lots used for a utility in any district, or where used by lawful agricultural uses.
- ~~a. The Executive Director has the authority to waive or vary any portion of requirement and may do so where unusual circumstances, common sense and good judgment dictate. The applicant may submit a written request for waiver citing rationale therefore.~~
- b. In the I-1 or I-2 districts, barbed wire, razor wire, and similar material must be located a minimum of eight feet above the adjacent ground.

**3. Temporary Fences**

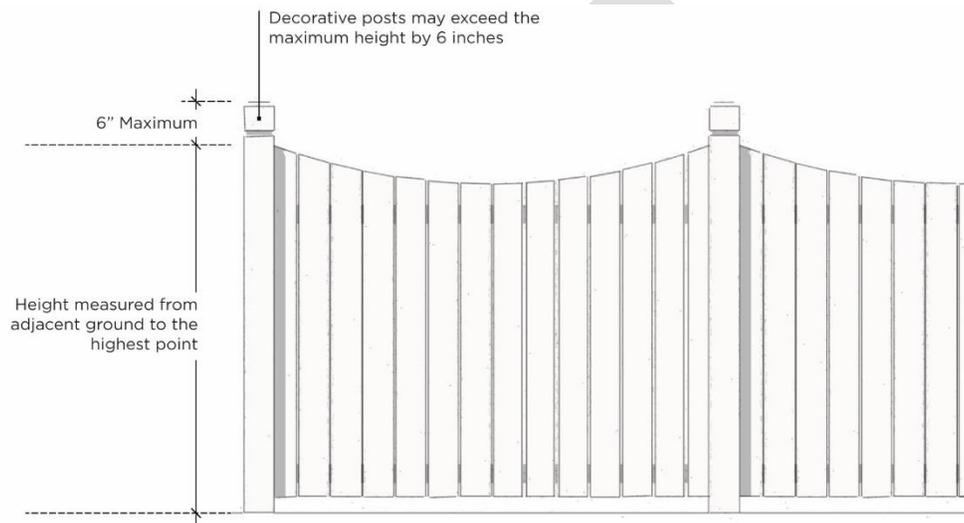
On non-residential properties, chain-link fences may be erected to surround vacant lots or buildings. Such fence shall be permitted on a temporary basis for a period not to exceed one year ~~and subject to removal prior to the issuance of a Certificate of Occupancy for a principal permitted use on the property.~~

**4. Fences, Walls, and Hedges in Residential Districts**

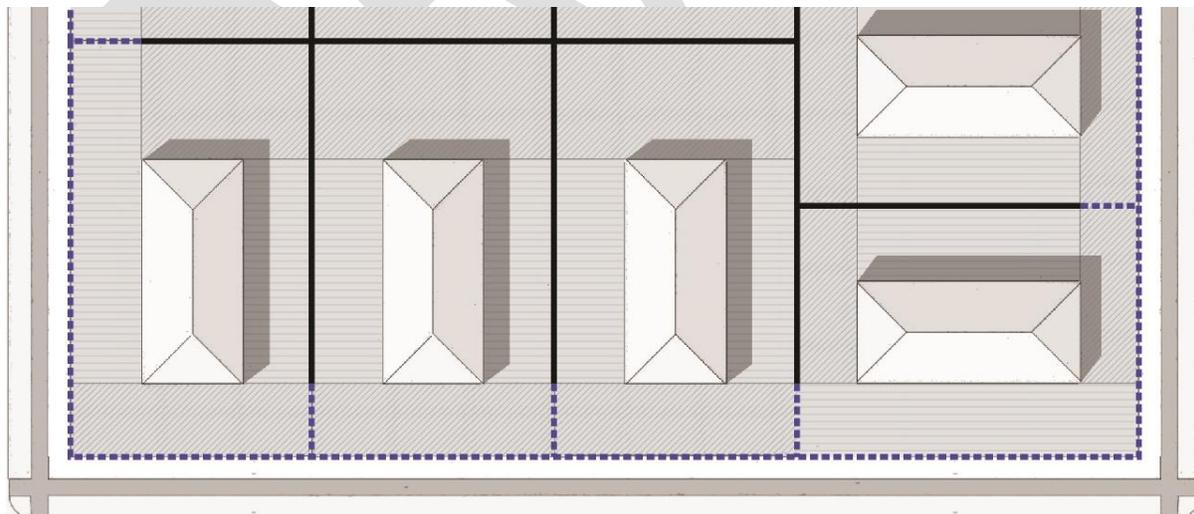
Fences and walls in residential districts are permitted on residential lots provided they comply with the standards of this subsection. Chain link, wood or vinyl fences, or walls on residential properties may be constructed without a building permit.

- a. In the front, corner side, and reverse corner side yards, an open fence is permitted up to a maximum height of six feet. Any other type of fence, wall, or hedge is permitted in the front, corner side, and reverse corner side yards but is limited to a maximum height of three feet.
- b. In the interior side and rear yards, a fence of any type, wall, or hedge is permitted up to a maximum height of eight feet.
- c. Height is measured from the adjacent ground to the highest point, except that decorative posts of a fence or wall may exceed the maximum height by six inches.

**FIGURE 7-3: FENCE DESIGN**



**FIGURE 7-4: FENCE HEIGHT**



- Open Fence: 6' Max. Height.
- Any other type of fence, wall or hedge: 3' Max. Height.
- Fence, wall or hedge: 8' Max. Height

**5. Fences in Non-Residential Districts**

~~Only new fences in non-residential zoning districts require a building permit.~~ No building permit is required to repair any damaged fencing.

- a. In the front and corner side yard, an open fence is permitted up to a maximum height of six feet unless otherwise required by the landscape and screening regulations of Article 10.
- b. In the interior side and rear yards, a fence of any type, wall, or hedge is permitted up to a maximum height of eight feet.
- c. Any fence or wall located in a non-residential zoning districts that has been built as part of a required landscape buffer and has become damaged or has a missing element must be repaired, removed, or replaced in a timely manner.
- d. When fence requirements are a condition of a use or site element, such requirements control.
- e. When additional fence and wall requirements are found in the use standards of Article 6 or the landscape standards of Article 10, such requirements control.

#### ~~6. Heights of Fences for Public Recreation Areas~~

~~Public recreation areas may be enclosed along their boundaries (i.e., all yards) with an open fence to a height not to exceed eight feet. Tennis courts and other similar uses may be fenced in accordance with national standards for such uses, provided such fences comply with all required setbacks for the principal structure.~~

#### I. Garage, Detached

1. May be constructed on any lot.
2. Shall be located a minimum of ten (10) feet from the principal building, unless otherwise allowed by the building code.
3. Shall not encroach on a drainage or utility easement.
4. A detached garage is subject to the same required setback as the principal structure.

#### J. Home-Based Business

The intent of a home occupation is to permit limited nonresidential activity in a residential dwelling, provided such activity does not impact or detract from the residential character of the neighborhood. A home occupation shall be deemed an accessory use, provided the nonresidential use meets the following. The giving of art, piano or other instructions, tutoring or lessons shall be except form any home-based business requirements.

1. A home-based business certificate of occupancy is required, and shall be subject to all applicable licenses and business taxes. Every home-based business is required to apply for a new certificate of occupancy every two years.
2. The use of the dwelling unit for home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character of the structure.

~~3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of a home occupation.~~

~~4.3.~~ The home occupation and all related activity, including storage, must be conducted completely within the principal building or a permitted accessory structure except that certain landscaping business materials may be stored outdoors on lots of 1 acre or more so long as such storage is in the rear or side yard.

- 5.4. There must be no perceptible noise, odor, smoke, electrical interference, vibration, or other nuisance emanating from the structure where the home occupation is located in excess of that normally associated with residential use.
- 6.5. No display of products shall be visible from the street.
- 7.6. No persons other than members of the family residing on the premises shall be engaged in the home occupation.
- 8.7. Signs, displays, or activities that indicate from the exterior that the structure is being used, in part, for any purpose other than that of a residence are prohibited.
- 9.8. Adequate parking is available to serve the use. No such parking shall be located in a required front yard except within an existing driveway.
- 10.9. The home-based business cannot create greater vehicular or pedestrian traffic than normal for a residential area. The home-based business and any related activity must not create any traffic hazards or nuisances in public rights-of-way.

**K. Livestock**

~~Keeping of livestock does not apply to lots that are in use for agriculture as a principal use.~~

There are no livestock restrictions for properties located in the R-A zoning district. Chicken coops, apiaries, and aquaponics/aquaculture facilities are regulated separately. These standards do not apply to livestock kept as part of a public safety facility, such as horses for mounted police.

1. Keeping of livestock, including the required livestock enclosures, is permitted as an accessory use only in the ~~R-A~~, R-E, and R-1-12 Districts.
2. Livestock enclosures are subject to the same required setbacks as the principal structure.
3. Shall be located a minimum of ten (10) feet from the principal building, unless otherwise allowed by the building code.
4. Livestock enclosures are subject to the same required setback as the principal structure.
5. Shall not encroach on a drainage or utility easement.
6. All enclosures must be designed to ensure the health and well-being of the animals, including protection from predators, the elements, and inclement weather.
7. All livestock must be kept to prevent any adverse impact, including but not limited: to odor, noise, drainage, or pest infestation on any other property.

**R. Outdoor Sales and Display (Ancillary)**

1. Retail goods establishments and vehicle dealerships are permitted to have accessory outdoor sales and display of merchandise.
- ~~2. Outdoor sales and display of goods not offered for sale by the establishment is prohibited.~~
3. Any outdoor display must be located on the same lot as the principal use. No outdoor display is permitted in the public right-of-way.
4. All outdoor sales and display of vehicles for vehicle dealerships must comply with the parking lot perimeter landscape requirements of Article 10. Outdoor display of vehicles on hydraulic lifts, manufactured ramps, or similar mechanisms is prohibited.

~~5. No required parking area may be used as outdoor display.~~

**S. Outdoor Storage (Ancillary)**

The following uses are permitted outdoor storage: greenhouse/nursery – retail, including the growing of plants in the open, heavy retail, rental, and service, vehicle dealerships, vehicle rentals, vehicle operations facility, and light and heavy industrial. The Executive Director can also render an interpretation that a use not listed in this section would typically have outdoor storage and permit such use to include outdoor storage on the site. These uses are permitted ancillary outdoor storage in accordance with the following provisions:

1. No outdoor storage is permitted in any public right-of-way or located so that it obstructs pedestrian or vehicular traffic. Outdoor storage is prohibited in a required setback.
2. All manufacturing, assembly, repair, or work activity must take place inside an enclosed building. This does not apply to heavy industrial uses that are typically conducted outdoors or have an outdoor component.
3. No required parking area may be used as an outdoor storage.
4. All outdoor storage must comply with all regulations regarding stormwater management and, if required, must be permitted through the LADEQ.

**T. Refuse Containers, Dumpsters, and Recycling Containers**

1. Dumpsters and recycling containers are prohibited in the front or corner side yard. No dumpsters or recycling containers may be located on any public right-of-way.
2. All dumpsters and recycling containers must be fully enclosed on three sides by a solid fence, wall, or wall extension of the principal building a minimum of six feet and a maximum of eight feet in height. The enclosure must be gated. Such gate must be solid. Such construction requires a building permit. ~~This requirement does not apply to refuse containers located in an alley.~~
4. Refuse containers, such as individual rolling trash bins, must be stored along the interior side or rear façade of the structure. This does not apply when refuse containers must be moved for pick-up.
5. Existing properties, as of the effective date of this Code, whose dumpsters and recycling containers are not required to be enclosed, are exempt from this section unless the site is being redeveloped, or the existing building or parking lot is being expanded.

~~**U. Swimming Pools and Hot Tubs**~~

~~A private swimming pool or hot tub must comply with all requirements of the Code of Ordinances.~~

**7.4 PERMITTED ENCROACHMENTS**

An encroachment is the extension or placement of any attached or detached accessory structure or architectural feature into a required setback. Permitted encroachments are indicated in Table 7-1: Permitted Encroachments into Required Setbacks.

<b>TABLE 7-1: PERMITTED ENCROACHMENTS INTO REQUIRED SETBACKS</b> Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum NOTE: Generally, a building permit is required for the construction of an accessory structure, unless specifically exempted by this Table or this Code.				
	Front & Reverse Corner Side Setback	Corner Side Setback	Interior Side Setback	Rear Setback
Accessibility Ramp	Y	Y	Y	Y
<del>Air Conditioner Window Unit</del> <del>Max. projection of 18" from building wall</del> <del>No building permit required</del>	Y	Y	Y	Y
Apiary	N	N	<del>NY</del>	Y

<b>TABLE 7-1: PERMITTED ENCROACHMENTS INTO REQUIRED SETBACKS</b> Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum NOTE: Generally, a building permit is required for the construction of an accessory structure, unless specifically exempted by this Table or this Code.				
	Front & Reverse Corner Side Setback	Corner Side Setback	Interior Side Setback	Rear Setback
(Section 7.3)				
Aquaculture/Aquaponics (Section 7.3)	N	N	<del>NY</del>	Y
Arbor	Y	Y	Y	Y
Awning or Sunshade Max. of 3' into any setback	Y	Y	Y	Y
Balcony Max. of 6' into front, interior side, or corner side setback Max. of 8' into rear setback Min. of 4' from any lot line Max. vertical clearance of 8'	Y	Y	Y	Y
Bay Window Max. of 3' into any setback	Y	Y	Y	Y
Boathouse (Section 7.3)	<del>N</del>	<del>N</del>	<del>N</del>	<del>Y</del>
Canopy: Non-Structural (Non-Sign) Max. of 3' into any setback	Y	Y	Y	Y
Canopy: Structural (Non-Sign) or Porte-Cochere Min. of 5' from any lot line	N	N	N	Y
Carport (Section 7.3)	Y	Y	Y	Y
Chicken Coop (Section 7.3)	N	N	<del>NY</del>	Y
Coldframe Structure (Section 7.3)	<del>N</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>
Deck Max. of 6' into interior or corner side setback Max. of 8' into rear setback Prohibited in front yard	N	Y	Y	Y
Eaves Max. of 3' into setback	Y	Y	Y	Y
Exterior Lighting (Section 7.2)	Y	Y	Y	Y
Exterior Stairwell Max. of 3' into rear or interior side setback Prohibited in front yard	N	N	Y	Y
Fence or Wall (Section 7.3)	Y	Y	Y	Y
Fire Escape Max. of 3' into setback	Y	Y	Y	Y
Garage – Detached (Section 7.3) Min. of 5' from any lot line No building permit required for detached garages without a permanent foundation Attached garages are considered part of the principal structure	N	Y	Y	Y
Gazebo or Pergola <i>Prohibited in front yard</i>	N	N	Y	Y
Greenhouse Min. of 5' from any lot line <i>Prohibited in front yard</i>	N	N	Y	Y

<b>TABLE 7-1: PERMITTED ENCROACHMENTS INTO REQUIRED SETBACKS</b> Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum NOTE: Generally, a building permit is required for the construction of an accessory structure, unless specifically exempted by this Table or this Code.				
	Front & Reverse Corner Side Setback	Corner Side Setback	Interior Side Setback	Rear Setback
Mechanical Equipment – Ground-Mounted (Section 7.3)	N	Y	Y	Y
Lawn Furniture and Lawn Decorations <i>No building permit required</i>	Y	Y	Y	Y
Livestock (Enclosures) (Section 7.3)	N	N	NY	Y
Mailbox <i>No building permit required</i>	Y	Y	N	N
Patio Max. of 5' into front, interior side, or corner side setback Max. of 8' into rear setback Min. of 10' from front or corner side lot line Min. of 5' from interior side or rear lot line Max. height of 1' above grade	Y	Y	Y	Y
Personal Recreation Game Court <i>Prohibited in front yard</i> <i>Min. of 5' from any lot line</i>	N	N	N	Y
Playground Equipment <i>Prohibited in front yard</i> Min. of 5' from any lot line <i>No building permit required</i>	N	N	N	Y
Porch - Unenclosed Max. of 5' into front, interior side, or corner side setback Max. of 8' into rear setback Min. of 10' from front or corner side lot line Min. of 5' from interior side or rear lot line <i>Enclosed porches are considered part of the principal structure</i>	Y	Y	Y	Y
Refuse and Recycling Containers (Section 7.3)	N	Y	Y	Y
Rain Barrel <i>Min. of 10' from front lot line</i> <i>No building permit required</i>	Y	Y	Y	Y
Satellite Dish Antenna, Ground-Mounted (Section 7.3)	N	N	N	Y
Shed <i>Prohibited in front yard</i> Min. of 5' from any lot line <i>No building permit required for sheds without a permanent foundation</i>	N	N	Y	Y
Sidewalk <i>No min. setback from lot lines</i>	Y	Y	Y	Y
Sills, belt course, cornices, and ornamental features <i>Max. of 30" into setback</i>	Y	Y	Y	Y
Solar Panels—Freestanding (Section 7.3)	N	N	Y	Y
Steps and Stoops (roofed or unroofed, includes support posts) Max. of 5' into front, interior side, or corner side setback Max. of 8' into rear setback Min. of 5' from any lot line	Y	Y	Y	Y
Swimming Pool and Hot Tub	N	N	N	Y

<b>TABLE 7-1: PERMITTED ENCROACHMENTS INTO REQUIRED SETBACKS</b> Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum <i>NOTE: Generally, a building permit is required for the construction of an accessory structure, unless specifically exempted by this Table or this Code.</i>				
	Front & Reverse Corner Side Setback	Corner Side Setback	Interior Side Setback	Rear Setback
(Section 7.3)				
Trellis <i>No building permit required</i>	Y	Y	Y	Y
Vegetable Garden	Y	Y	Y	Y
Wind Turbine (Private) Freestanding (Section 7.3)	N	N	N	Y
Workshop <i>Prohibited in front yard</i> <i>Min. of 5' from any lot line.</i> <i>Attached workshops are considered part of the principal structure</i>	N	Y	Y	Y

**7.5 NUISANCE STANDARDS**

All uses must comply with the performance standards established in this section unless any federal, state, or local law, ordinance, or regulation establishes a more restrictive standard, in which case, the more restrictive standard applies.

**A. Noise**

No activity or use must be conducted in a manner that generates a level of sound as measured on another property greater than that allowed by federal, state, and local regulations, as amended from time to time. These limits do not apply to construction noises, noises emanating from safety signals or warning devices, noises not directly under the control of the owner or occupant of the property, and transient noises from moving sources, such as motor vehicles, railroads and aircraft.

**B. Glare and Heat**

Any activity or the operation of any use that produces glare or heat must be conducted so that no glare or heat from the activity or operation is detectable at any point off the lot on which the use is located. Flickering or intense sources of light must be controlled or shielded so as not to cause a nuisance across lot lines.

**C. Stormwater Management**

All development must comply with local, state, and federal stormwater management ordinances.

**D. Vibration**

No earthborne vibration from the operation of any use may be detectable at any point off the lot on which the use is located.

**E. Dust and Air Pollution**

Dust and other types of air pollution, borne by the wind from sources, such as storage areas, yards, roads, conveying equipment and the like, within lot boundaries, must be kept to a minimum by appropriate landscape, screening, sheltering, paving, fencing, wetting, collecting, or other acceptable means.

**F. Discharge and Disposal of Radioactive and Hazardous Waste**

The discharge of fluid and the disposal of solid radioactive and hazardous waste materials must comply with applicable federal, state, and local laws and regulations governing such materials or waste. Radioactive and hazardous material waste must be transported, stored, and used in conformance with all applicable federal, state, and local laws.

**G. Electromagnetic Interference**

Electromagnetic interference from any operation of any use must not adversely affect the operation of any equipment located off the lot on which such interference originates.

**H. Odors**

Any condition or operation which results in the creation of odors of such intensity and character as to be detrimental to the public health and welfare, or which interferes unreasonably with the comfort of the public, must be removed, stopped or modified so as to remove the odor.

**I. Fire and Explosion Hazards**

Materials that present potential fire and explosion hazards must be transported, stored, and used only in conformance with all applicable federal, state, and local regulations.

DRAFT

## ARTICLE 8. OFF-STREET PARKING AND LOADING

- 8.1 GENERAL PROVISIONS
- 8.2 COMPUTATION OF REQUIREMENTS
- 8.3 REQUIRED OFF-STREET VEHICLE PARKING SPACES
- 8.4 REQUIRED OFF-STREET LOADING SPACES
- 8.5 DESIGN OF VEHICLE PARKING SPACES
- 8.6 DESIGN OF OFF-STREET LOADING SPACES
- 8.7 DRIVEWAY DESIGN
- 8.8 STORAGE OF COMMERCIAL VEHICLES
- 8.9 STORAGE OF RECREATIONAL VEHICLES
- 8.10 PARKING EXEMPTIONS
- 8.11 SHARED PARKING

### 8.1 GENERAL PROVISIONS

#### A. Existing Facilities

1. The existing number of off-street vehicle and loading spaces may not be reduced below the minimum requirements of this Code. If the number of existing spaces is already less than the requirements of this Article, it may not be further reduced.
2. If a building permit was lawfully issued prior to the effective date of this Code, and if substantial construction has begun within 180 days of the issuance of a permit, the number of off-street vehicle and loading spaces is that required by building permit and supersedes the requirements of this Code.

#### B. Change in Use

When the existing use of a structure or land is changed to a new use, parking spaces must be provided as required for the new use, except as described below:

1. No additional vehicle parking spaces are required if the change in use would result in an increase of spaces of less than 25%. This also applies to a simultaneous change in use of a group of uses on the same lot which together result in a need for an increase in vehicle parking spaces of 25% or more. The 25% increase is calculated by dividing the number of additional spaces required by the number of spaces required before the increase.
2. A change in use is eligible for a parking exemption per Section 8.11.
3. A change in use is eligible for shared parking per Section 8.12.

#### C. Change in Intensity of Use

Whenever the intensity of a use is increased based on an increase in the number of dwelling units, floor area, seating capacity, or other unit of measurement used to calculate the number of required number of vehicle parking spaces, additional spaces must be provided for that increase, except as described below:

1. Whenever there is an increase in the intensity of a use that creates a need for additional vehicle parking spaces of 25% or more, the additional spaces are required. No additional vehicle parking spaces are required if the increase in intensity would result in an increase of spaces of less than 25%. This also applies to a simultaneous increase in intensity of a group of uses on the same lot which together result in a need for an increase in vehicle parking spaces of 25% or more. The 25% increase is calculated by dividing the number of additional spaces required by the number of spaces required before the increase.
2. An increase in the intensity of a use, which does not qualify for an exemption under item 1 above, is eligible for a parking exemption per Section 8.11.
3. An increase in the intensity of a use, which does not qualify for an exemption under item 1 above, is eligible for shared parking per Section 8.12.

**~~D. Provision of Additional Spaces and Parking Maximums~~**

- ~~1. The establishment of additional off-street parking or loading facilities above the minimum required by this Code is not prohibited unless specifically limited by the parking maximums of item 2 below.~~
- ~~2. When parking facilities are constructed for a non-residential use over 15,000 square feet in gross floor area, the number of vehicle parking spaces provided may not exceed 115% of the required minimum. However, allowances above the parking requirement may be approved administratively by the Executive Director. This does not apply to restaurant uses.~~

**E. Prohibition on Use of Parking Facilities**

The sale, repair, or dismantling or servicing of any vehicles, equipment, materials, or supplies, or the display of goods in off-street parking areas is prohibited, unless otherwise permitted by this Code.

**8.2 COMPUTATION OF REQUIREMENTS**

This section describes how the number of vehicle and loading spaces are calculated based upon the requirements of this Article. The total number of required vehicle and loading spaces is based upon the requirements for the principal use or uses located on the lot.

- A.** Where multiple uses with different parking requirements occupy the same structure or lot, the required vehicle and loading spaces is the sum of the requirements for each use computed separately, unless otherwise permitted by this Code.
- B.** Space allocated to any off-street loading space may not be used to satisfy the requirement for any off-street vehicle parking space or access aisle or portion thereof. Conversely, the area allocated to any off-street vehicle parking space may not be used to satisfy the replacement for any off-street loading space or portion thereof.
- C.** A fraction of less than one-half is disregarded, and a fraction of one-half or more is counted as one parking or loading space.
- D.** For uses where patrons or spectators occupy benches, pews or open floor areas used for service, each 48 linear inches of benches, pews, or permanent seating areas, or five square feet of open floor areas used for seating is counted as one seat for the purpose of determining the requirement for the required number of spaces.

**8.3 REQUIRED OFF-STREET VEHICLE PARKING SPACES****A. General Requirements**

- 1.** Except as otherwise provided in this Code, the minimum number of off-street vehicle parking spaces to be provided for each use is listed in Table 8-1: Off-Street Vehicle Parking Requirements. Construction of all off-street parking must be completed prior to the issuance of a certificate of occupancy.
- 2.** Table 8-1 lists parking requirements for each use. In some cases, uses that are considered part of a generic use category are listed with specific vehicle parking requirements. These specific uses are listed only for the purposes of this section and do not indicate whether such uses are permitted or special uses within any district. Certain uses listed within the districts are not listed in Table 8-1 and therefore do not have vehicle parking requirements.
- 3.** Motorcycle and scooter parking may substituted for up to five automobile spaces or 5% of the required parking spaces, whichever is less. For every four motorcycle parking spaces provided, the automobile parking requirement is reduced by one space.

## B. Multi-Tenant Retail Center Parking Calculation

Parking for multi-tenant retail centers is calculated as one space required per 500 square feet of gross floor area, rather than by the individual uses. A multi-tenant retail center is defined as a group of two or more separate commercial establishments, primarily retail, but also including personal service, restaurant, office, and similar non-residential uses, that is planned, owned, and/or managed as a single property. The two main configurations of multi-tenant retail centers are large shopping centers and strip centers.

TABLE 8-1: OFF-STREET VEHICLE PARKING REQUIREMENTS	
USE	MINIMUM REQUIRED VEHICLE SPACES
Adult Use	1 per 300sf GFA
Airport	1 per 100sf GFA of terminal area
Amusement Facility - Indoor	1 per 300sf GFA
<i>Bowling Alley</i>	<i>4 per lane</i>
<i>Movie Theater</i>	<i>1 per 4 seats for first 400 seats + 1 per 6 seats after first 400</i>
<i>Pool Hall</i>	<i>4 per table</i>
Amusement Facility - Outdoor	1 per 1,000sf GFA + 1 per 1,000sf of outdoor area
Animal Care Facility	1 per 300sf GFA
Art Gallery	1 per 500sf GFA
Arts Studio	1 per 300sf GFA
Bar	1 per 200sf GFA
Bed and Breakfast	2 spaces + 1 per guestroom
Body Modification Establishment	1 per 300sf GFA
Brewery	1 per 500sf GFA
Broadcasting Facility	1 per 1,000sf GFA
Business Support Services	1 per 300sf GFA
Campground	2 per campsite
Car Wash	Non-Automated: 2 per car wash bay + 3 stacking spaces per bay Automated: 4 stacking spaces per bay
Community Center	1 per 500sf GFA
Contractor Office	1 per 300sf GFA of office area
Convention Center	1 per 200sf GFA
Country Club	Cumulative - determined by sum of requirements for all uses within development (golf course, driving range, restaurant, etc.)
Cultural Facility	1 per 500sf GFA
Day Care Center	1 per 1,000sf GFA
Detention or Penal Institution	1 per 300sf GFA
Distillery	1 per 500sf GFA
Dwelling – Above the Ground Floor	1 per dwelling unit
Dwelling – Age-Restricted Housing	1 per dwelling unit
Dwelling – Manufactured Home	2 per home site
Dwelling – Multi-Family	2 per dwelling unit
Dwelling - Townhouse	2 per dwelling unit
Dwelling - Semi-Detached	2 per dwelling unit
Dwelling - Single-Family	2 per dwelling unit
Dwelling - Two-Family	2 per dwelling unit

TABLE 8-1: OFF-STREET VEHICLE PARKING REQUIREMENTS	
USE	MINIMUM REQUIRED VEHICLE SPACES
Educational Facility – Primary or Secondary	1.5 per classroom + 1 per 300 GFA of administration offices
Middle Schools	1.5 per classroom + 1 per 300 GFA of administration offices
High Schools	7 per classroom + 1 per 300 GFA of administration offices
All other Educational Facilities	5 per classroom + 1 per 300 GFA of administration offices
Educational Facility - University or College	1 per 300sf GFA
Educational Facility - Vocational School	1 per 300sf GFA
Financial Institution/Bank	1 per 300sf GFA + 3 stacking spaces per drive-through lane
Food Truck Park	See Article 6.1
Fraternity/Sorority	1 per 4 rooms
Freight Terminal	1 per 1,000sf GFA of terminal building
Funeral Home	1 per 150sf GFA
Furniture, Furnishings and Equipment Sales	1 per 1,000sf GFA
Gas Station	2 per pump (in addition to pump space) + 1 per 500sf GFA of retail area + 2 per service bay of accessory motor vehicle service and repair + 4 stacking spaces for car wash bay
Golf Course/Driving Range	2 per tee + requirements for other uses within development
Government Office	1 per 300sf GFA
Greenhouse/Nursery - Retail	1 per 300sf GFA + 1 per 1,000sf of outdoor area
Group Home	1 per 2 bedrooms
Halfway House	1 per 4 bedrooms
Healthcare Institution	2 per room
Heavy Retail, Rental & Service	1 per 300sf GFA + 1 per 1,000sf of outdoor area
Heliport	1 per 100sf GFA of terminal area
Hotel	1.5 per room
Industrial - Artisan	2 per studio
Industrial - Heavy	1 per 500sf GFA If warehouse space included: 1 per 10,000sf GFA of warehouse space
Industrial - Light	1 per 500sf GFA If warehouse space included: 1 per 10,000sf GFA of warehouse space
Industrial Design	1 per 300sf GFA
Industrial Services	1 per 1,000sf GFA
Live Performance Venue	1 per 200sf GFA
Lodge/Meeting Hall	1 per 300sf GFA
Manufactured Home Park	2 per home site
Marina - Commercial	1 per 2 slips
Medical/Dental Office	1 per 300sf GFA
Movie Studio	1 per 1,000sf GFA

TABLE 8-1: OFF-STREET VEHICLE PARKING REQUIREMENTS	
USE	MINIMUM REQUIRED VEHICLE SPACES
Nightclub	1 per 200sf GFA
Office	1 per 300sf GFA
Passenger Terminal	1 per 500sf GFA of terminal building
Personal Service Establishment	1 per 300sf GFA
Place of Worship	1 per 5 seats
Public Safety Facility	1 per 500sf GFA
Public Works Facility	1 per 1,000sf GFA
Reception Facility	1 per 200sf GFA
Research & Development	1 per 500sf GFA
Residential Care Facility	To be calculated on the type of facility or combination of facilities provided below
<i>Independent Living Facility</i>	<i>0.75 per dwelling unit</i>
<i>Assisted Living Facility</i>	<i>0.5 per dwelling unit</i>
<i>Hospice Care</i>	<i>0.5 per patient room</i>
<i>Nursing Home</i>	<i>0.5 per patient room</i>
Restaurant	1 per 300sf GFA
Retail Goods Establishment	1 per 300sf GFA
Salvage Yard	1 per 2,000sf of lot area
Self-Storage Facility: Climate-Controlled	1 per 50 storage units (a minimum of 4 spaces including the disabled space)
Self-Service Ice Vending Unit	1 space + ADA accessible parking space
Self-Storage Facility: Outdoor	1 per 50 storage units (a minimum of 4 spaces including the disabled space)
Shelter Housing	1 per 1,000sf GFA
Single Room Occupancy	1 per room
Social Service Center	1 per 500sf GFA
Specialty Food Service	1 per 500sf GFA
Storage Yard - Outdoor	1 per 2,000sf of lot area
Truck Stop	1 truck space per 1,000sf of lot area + 1 space (vehicle) per 200sf GFA
Truck Repair	3 truck spaces per service bay + 2 vehicle spaces per service bay
Vehicle Dealership	1 per 500sf GFA of indoor sales and display area + 4 per service bay
Vehicle Operations Facility	1 per 1,000sf GFA
Vehicle Rental	1 per 500sf GFA of indoor area (indoor vehicle storage excluded)
Vehicle Repair/Service	3 per service bay
Warehouse	1 per 20,000sf GFA of warehouse space
Wholesale Establishment	1 per 20,000sf GFA of warehouse space
Winery	1 per 500sf GFA

**8.4 REQUIRED OFF-STREET LOADING SPACES**

- A. Off-street loading spaces must be provided for any use that distributes or receives materials or merchandise by trucks or other commercial vehicles in accordance with Table 8-2: Off-Street Loading Requirements. In the case of multi-tenant developments, required loading spaces are calculated on the basis of each individual tenant. For example, if only one commercial tenant of a multi-tenant development is over 20,000 square feet, only one loading space is required; if all tenants are under 20,000 square feet, no loading is required.
- B. Structures that are 50 years of age or older as of the effective date of this Code and do not currently have any loading areas are exempt from off-street loading requirements. Other structures that do not provide loading spaces are nonconforming and subject to the rules of this Code for nonconforming site elements.
- C. If a use increases the floor area by 30% or more, calculated cumulatively from the effective date of this Code, accessory off-street loading spaces are required in accordance with Table 8-2.
- D. No structure is required to provide more than five loading spaces.

TABLE 8-2: OFF-STREET LOADING REQUIREMENTS	
Use Type	Number of Spaces Required
<b>Multi-Family Dwelling</b>	
40,000sf or more GFA	1 loading space
<b>Commercial &amp; Institutional Use</b>	
20,000 - 100,000sf GFA	1 loading space
100,001 - 200,000sf GFA	2 loading spaces
Each additional 50,000sf of floor area (This applies only for each additional full 50,000sf over 200,000sf)	1 additional loading space
<b>Industrial Use</b>	
10,000 - 40,000sf GFA	1 loading spaces
40,001 - 100,000sf GFA	2 loading spaces
Each additional 50,000sf of floor area (This applies only for each additional full 50,000sf over 100,000sf)	1 additional loading space

**8.5 DESIGN OF VEHICLE PARKING SPACES**

**A. Permitted Vehicle Parking Locations**

**1. Residential Uses**

- a. All required off-street vehicle parking spaces for residential uses and the residential component of mixed-use developments must be located on the same lot.
- b. For single-family – detached and attached, two-family, and townhouse dwellings, required vehicle parking spaces are permitted in private driveways, but must not encroach onto the public right-of-way.
- c. Tandem vehicle parking is permitted for residential uses.
- ~~d. For single-family – detached and attached and two-family dwellings where there is alley access, all vehicle parking areas must be accessed from the alley and all vehicle parking areas must be located in the rear yard.~~

**2. Non-Residential Uses**

Vehicle parking for a non-residential use may be located on the same lot or within 600 feet of the use served. The maximum 600 foot distance restriction does not apply to valet parking services. However, valet parking services must provide evidence of a lot reserved for vehicle parking.

## B. Dimensions of Vehicle Parking Spaces

1. Off-street vehicle parking space dimensions must meet the standards of Figure 8-1. ~~All vehicle parking spaces must have a minimum vertical clearance of seven feet six inches.~~
2. Motorcycle and scooter parking spaces must measure at least four feet in width by eight feet in length and must be identified or designated through the use of signs or pavement markings.

## C. Access Requirements for Off-Street Vehicle Parking Areas

1. Each off-street vehicle space must open directly upon an aisle or driveway of adequate width to provide access to a vehicle parking space. All off-street parking facilities must provide access in a manner that least interferes with traffic movement. For all uses except single-family, two-family, and semi-detached dwellings, the parking area must be designed so that the driver of the vehicle proceeds forward into traffic rather than backs out.
2. All required off-street parking facilities must have vehicular access from a street, alley, driveway, or cross-access connection.
3. ~~When a gated entrance is permitted as part of the access to an off-street parking area or a residential subdivision, such gate is required to open toward the interior of the lot.~~

## D. Accessible Vehicle Parking Requirements

All parking lots must comply with the “ADA Accessibility Guidelines for Buildings and Facilities” regulations issued by federal agencies under the Americans with Disabilities Act of 1990 (ADA) for the amount and design of accessible vehicle parking spaces required in parking lots and structures. Accessible parking spaces count toward the required minimum number of parking spaces, not in addition to the minimum required.

## ~~E. Hydraulic Lifts~~

~~All hydraulic lifts must be located within a parking structure. Use of hydraulic lifts, manufactured ramps, or similar mechanisms in parking lots for display purposes is prohibited.~~

## F. Striping

Off-street parking areas of more than four spaces must be marked by painted lines maintained in clearly visible condition, curbs or other means to indicate individual spaces. Signs or markers should be used as necessary to ensure efficient and safe circulation within the lot. Vehicle parking spaces for handicapped persons must be identified with the appropriate sign and visible at all times of the year, regardless of plant growth or similar conditions.

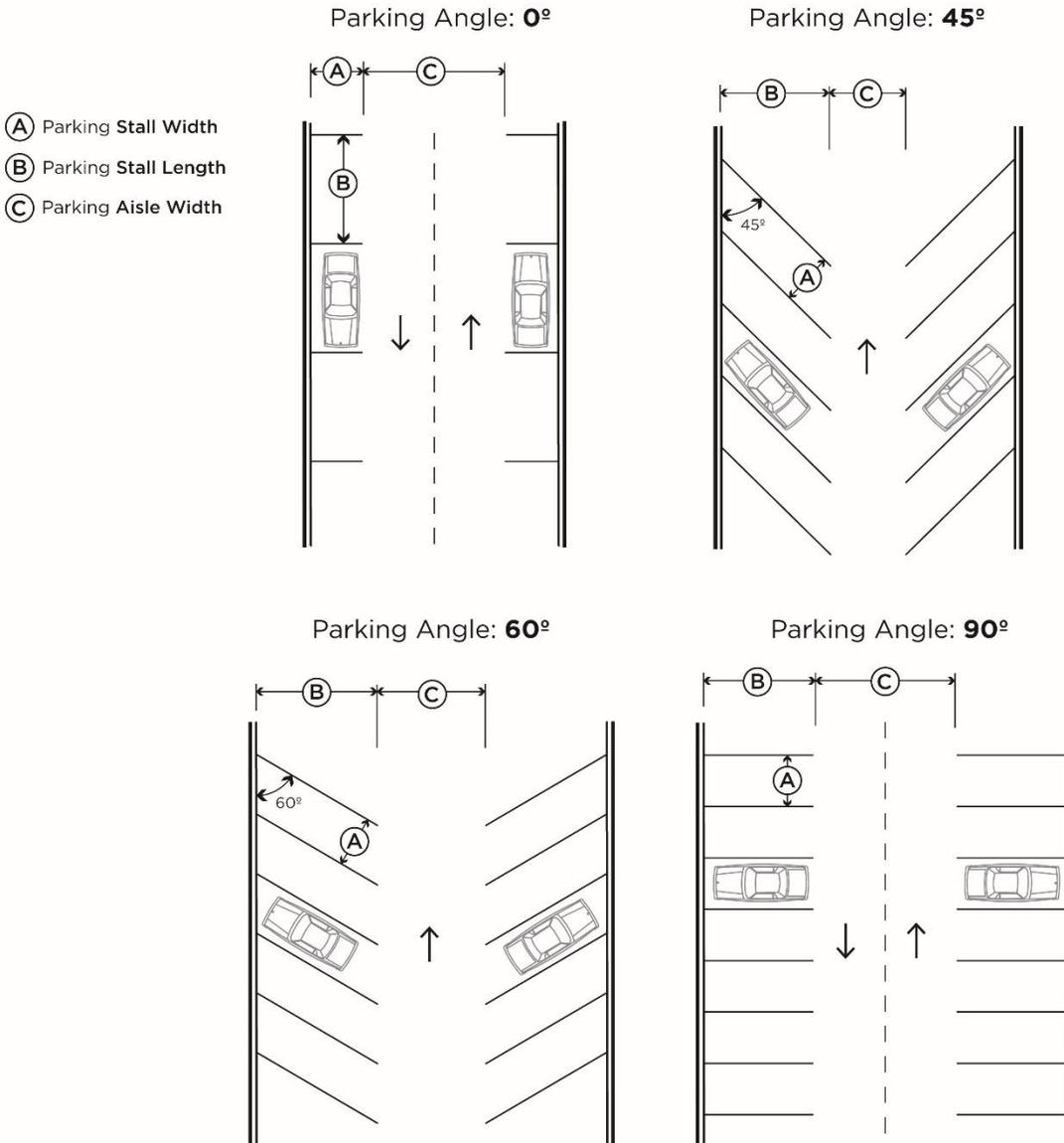
## G. Curbing and Wheel Stops

Wheel stops or curbing is required when a parking space abuts a pedestrian walkway, landscape, or fences. Breaks in curbing may be provided to allow for drainage into landscape areas that can absorb stormwater.

FIGURE 8-1: PARKING LOT DIMENSIONS

Parking Angle	Minimum Parking Stall Width (A)	Minimum Parking Stall Length (B)	Minimum Parking Aisle Width (C)
0°	9'	22'	12' / 24' <sup>1</sup>
45°	9'	18'	12'
60°	9'	18'	16'
90°	9'	18'	24' <sup>1</sup>

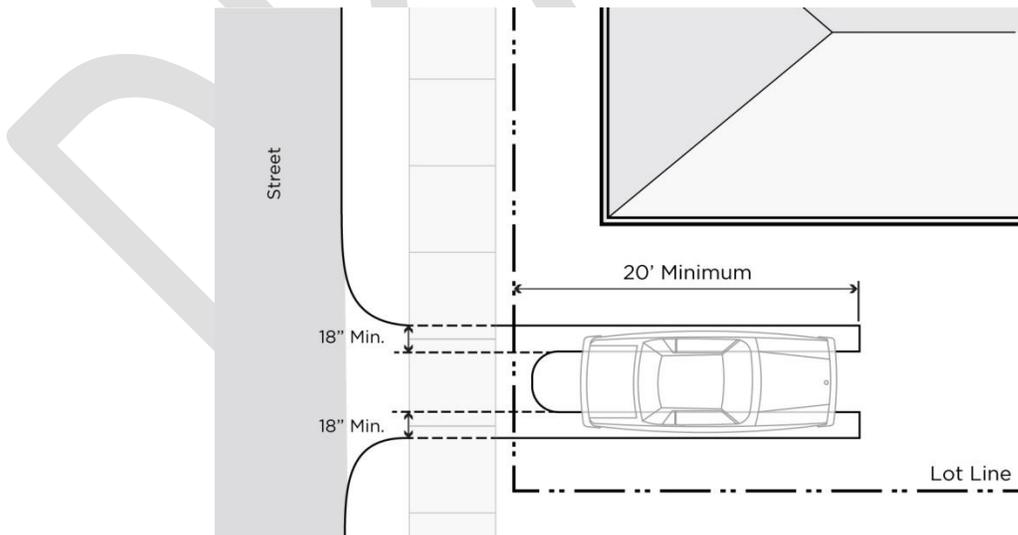
<sup>1</sup> Two-way traffic



**H. Surfacing**

1. All surface parking lots must be paved with a durable all-weather material, such as concrete or asphalt. All uneven slabs must be resurfaced to provide a smooth surface. Gravel, loose rock, or Pervious paving may be allowed, subject to permission by the Director of Public Works.
2. Driveways must be paved with a durable all-weather material, such as concrete or asphalt, and all uneven slabs must be resurfaced to provide a smooth surface. Gravel, loose rock, or pervious paving may be allowed for driveways, subject to permission by the Director of Public Works. If a gravel drive is allowed, the driveway apron must be paved with a durable all-weather material, such as concrete or asphalt, a minimum of ten feet in depth, as measured from the right-of-way line.
  - a. Single-family – detached and attached, and two-family dwellings are permitted to construct driveways constructed of pervious paving, subject to review and approval by the Director of Public Works.
  - b. All single-family – detached and attached, and two-family dwellings are permitted a gravel driveway, however a paved driveway apron a minimum of ten feet in depth, as measured from the right-of-way line, is required. The driveway apron must be paved with a durable all-weather material, such as concrete or asphalt, and all uneven slabs must be resurfaced to provide a smooth surface.
  - c. All single-family – detached and attached, and two-family dwellings are also permitted to construct driveways that consist of two concrete wheel strips, each of which is at least 18 inches wide and at least 20 feet long. Groundcover must be planted between the strips; gravel between the strips is not permitted.
- ~~3. Any other areas used for off-street parking must be paved with a durable all-weather material, such as concrete or asphalt. All uneven slabs must be resurfaced to provide a smooth surface. Pervious paving may be allowed, subject to permission by the Director of Public Works.~~

**FIGURE 8-2: RESIDENTIAL WHEEL STRIPS**



**I. Drainage and Maintenance**

1. Off-street parking facilities must be drained to eliminate standing water and prevent damage to abutting property and/or public streets and alleys. All drainage must comply with the requirements of this Code for stormwater management.

2. Off-street parking areas must be maintained in a clean, orderly, and dust-free condition at the expense of the owner or lessee.

#### J. Lighting

Parking lot lighting must comply with Section 7.2. Adequate lighting must be provided if off-street parking spaces are used at night. All lighting must be arranged to eliminate glare on residential property by location of light fixtures or use of fixtures designed to eliminate direct view of luminaries in fixtures from residential property.

#### K. Landscape and Screening

All parking lots must be landscaped and screened in accordance with Article 10.

#### L. Pedestrian Walkway Design within Parking Areas

Clearly delineated crosswalks ~~of paving, brick paver, bituminous brick pattern stamping, or painted striping~~ must connect landscaped areas and parking lot islands to building entrances and public streets to improve safe passageway for pedestrian. Curb cuts must be included on landscaped areas or islands where such crosswalks are located.

### 8.6 DESIGN OF OFF-STREET LOADING SPACES

#### A. Location

All off-street loading spaces must be located on the same lot as the use served. No off-street loading spaces may project into a public right-of-way. No off-street loading space is permitted in a front yard.

#### B. Dimensions

1. All required off-street loading spaces must be a minimum of 12 feet in width, a minimum of 35 feet in length, exclusive of aisle and maneuvering space, and have a minimum vertical clearance of 15 feet.
2. Structures that are 50 years of age or older and maintain loading spaces that do not comply with the dimensions of this section are deemed legally conforming in terms of loading space dimensions. If new loading spaces are constructed, such spaces may be designed to match the dimensions of existing spaces rather than the requirements of this section.

#### C. Surfacing

All off-street loading spaces must be paved with a durable, all-weather material or pervious paving that can support anticipated loads.

#### D. Drainage and Maintenance

1. Off-street loading facilities must be drained to eliminate standing water and prevent damage to abutting property and/or public streets and alleys. All drainage must comply with the requirements of this Code for stormwater management.
2. Off-street loading areas must be maintained in a clean, orderly, and dust-free condition at the expense of the owner or lessee.

#### E. Access Control and Signs

Each required off-street loading space must be designed with adequate means of vehicular access to a street or alley and in a manner that will minimize interference with traffic movement.

#### F. Lighting

Loading facility lighting must meet the requirements of Section 7.2. Illumination of an off-street loading facility must be arranged so as to deflect the direct light away from adjacent properties and streets.

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**G. Landscape and Screening**

Loading facilities must be screened by a solid fence or masonry wall no less than six feet and no more than eight feet in height when visible from any public right-of-way or if abutting a residential district. A dense evergreen hedge may be substituted for a fence or wall, subject to approval of the landscape plan. Buffer yard requirements in Article 10 may substitute for this requirement, subject to approval of the landscape plan.

**8.7 DRIVEWAY DESIGN****A. Driveway Design****1. Single-Family – Detached or Attached and Two-Family Dwelling Residential Driveways**

- a. There is no limit to the size of a residential driveway that provides access to a detached or attached garage.
- b. A residential driveway may be shared by adjacent lots. This shared driveway location is only allowed if agreed to by the owners of each lot, and the agreement is recorded as a shared driveway servitude on each plat of survey.

**2. Multi-Family Dwellings, Townhouse, and Non-Residential Driveways**

With the exception of loading berths, driveways are limited to a maximum width of 14 feet for one-way drives, unless a greater width is required by the Fire Department, and a maximum of 35 feet for two-way drives.

**B. Curb Cuts**

1. All curb cuts require approval of the Director of Public Works.
- ~~2. Single family, two family, and semi-detached dwellings are limited to one curb cut. However, lots of 60 feet or more in width may have two curb cuts to create a circular drive.~~
- ~~3. Townhouse and multi-family dwellings are limited to one curb cut per frontage up to 100 feet of frontage, and two curb cuts where there is 100 feet or more of frontage.~~

**8.8 STORAGE OF COMMERCIAL VEHICLES**

- A. Any commercial vehicle, as defined by this Code, may be parked in all residential districts. All such vehicles must be in operable condition.
- B. For non-residential uses, commercial vehicles with the logo of the commercial business painted on or applied to the vehicle that are being operated and stored in the normal course of business. Signs placed or painted on parked vehicles where the only purpose is to advertise a product or service, or to direct the public to a business or activity located on or off the premises, are prohibited.

**8.9 STORAGE OF RECREATIONAL VEHICLES**

- A. For purposes of this subsection, recreational vehicles and equipment are hereby defined as including boats, boats on trailers, empty trailers, jet skis on a trailer, off-road vehicles, racing cars or cycles, travel trailers, camping trailers, folding camping trailers, truck campers, motor homes or trailers, private motor coaches, van conversions, towed trailers, and fifth wheels that are licensed by the State of Louisiana as such.
- B. These vehicles or equipment may be parked and stored in residential zoning districts ~~provided the vehicle is operational with current license tags~~. Parking or storing of recreational vehicles or boats within the public right-of-way is prohibited.
- C. No recreational vehicle may be used for living, sleeping, or housekeeping purposes in any district and may not be hooked up to any public utilities.

- D. ~~All recreational vehicles must be maintained in mobile condition.~~ No recreational vehicle may be parked or stored in such manner as to create a dangerous or unsafe condition on the lot where it is parked or stored. If the recreational vehicle is parked or stored, whether loaded or not, so that it may tip or roll, it is considered to be a dangerous and unsafe condition.

**8.10 PARKING EXEMPTIONS**

**A. Exemptions from Parking Requirements**

1. Non-residential uses of 2,500 square feet or less of gross floor area in the C-1 district are exempt from all off-street vehicle parking requirements. Non-residential uses of 2,500 square feet of gross floor area or less located within a multi-tenant retail center are not eligible for this exemption and must provide the required parking.
2. The use “neighborhood commercial establishment” is exempt from all off-street vehicle parking requirements.
3. Existing non-residential structures that are 60 years of age or older as of the effective date of this Code that currently do not provide the required amount of parking on the lot to accommodate parking are exempt from all off-street vehicle parking requirements.

**8.11 SHARED PARKING**

- A. Off-street parking spaces for separate uses may be provided collectively if the aggregate number of spaces provided is not less than the sum of the spaces required in Table 8-3: Shared Parking Calculation. Multi-tenant retail centers are not eligible for shared parking. Mixed-use developments, multi-use office parks, and similar types of development, and property owners that establish cross-access easements are all eligible for shared parking.

- B. Table 8-3 is applied in the following manner:

1. The required number of spaces for each use is calculated according Table 8-1.
2. The required number of spaces for each use is then applied to the percentages for each timeframe according to the appropriate land use category in Table 8-3 to determine the number of required spaces. This is done for each timeframe category.
3. The numbers are summed for within each timeframe and the highest sum total in a timeframe is the required number of spaces.

TABLE 8-3: SHARED PARKING CALCULATION						
LAND USE	Weekday			Weekend		
	Mid-7am	7am-6pm	6pm-Mid	Mid-7am	7am-6pm	6pm-Mid
Residential	100%	100%	100%	100%	100%	75%
Commercial	0%	100%	80%	0%	100%	60%
Restaurant	50%	70%	100%	45%	70%	100%
Hotel	100%	50%	90%	100%	65%	80%
Office	5%	100%	5%	0%	40%	10%
Industrial	5%	100%	5%	0%	60%	10%

- C. Shared parking may be located off-site so long as it complies with the location requirements of Section 8.5.

D. The following is a sample calculation of how this provision is applied:

**SAMPLE CALCULATION**

*Example: multi-use office park with the following uses within the development; based on current parking requirements, the number of required spaces is:*

Use & Square Footage	Parking Requirement	Number of Spaces Needed
Office: 40,000sf GFA	1 per 500sf GFA	80 spaces
Hotel/Motel: 60 rooms	1 per room	60 spaces
Restaurants: 10,000sf GFA	1 per 500sf GFA	20 spaces
Retail Establishments: 15,000sf GFA	1 per 500sf GFA	30 spaces
<b>TOTAL SPACES REQUIRED</b>		<b>190 spaces</b>

*Using the shared parking calculation, these numbers are plugged into the table and using the percentages allotted to each land use for each time of day, are calculated as total spaces required per timeframe.*

Land Use	Required by Code	Mid-7am		7am-6pm		6pm-Mid		Mid-7am		7am-6pm		6pm-Mid	
		%	#	%	#	%	#	%	#	%	#	%	#
Residential	N/A	100%	N/A	100%	N/A	100%	N/A	100%	N/A	100%	N/A	75%	N/A
Commercial	30	0%	0	100%	30	80%	24	0%	0	100%	30	60%	18
Restaurant	20	50%	10	70%	14	100%	20	45%	9	70%	14	100%	20
Hotel	60	100%	60	50%	30	90%	54	100%	60	65%	39	80%	48
Office	80	5%	4	100%	80	5%	4	0%	0	40%	32	10%	8
Industrial	N/A	5%	N/A	100%	N/A	5%	N/A	0%	N/A	60%	N/A	10%	N/A
<b>TOTAL</b>	<b>190</b>		<b>74</b>		<b>154</b>		<b>102</b>		<b>69</b>		<b>115</b>		<b>94</b>

*With a straight parking calculation, 190 spaces are required. However, the shared parking provision allows this example multi-use office park to be constructed by-right with 154 spaces (the highest number of spaces within the various timeframes - the 7am to 6pm timeframe). This is because these timeframe calculations take into account the times of day the various uses utilize the most parking.*

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## **ARTICLE 9. SIGN REGULATIONS**

### **9.1 PURPOSE AND INTENT**

### **9.2 DEFINITIONS**

### **9.3 GENERAL STANDARDS APPLYING TO ALL SIGNS**

### **9.4 PROHIBITED SIGNS**

### **9.5 SUMMARY OF PERMANENT AND TEMPORARY SIGN STANDARDS**

### **9.6 BILLBOARDS**

### **9.7 NONCONFORMING SIGNS**

## **9.1 PURPOSE AND INTENT**

### **A. Purpose of Sign Regulations**

- 1. The purpose of these sign regulations is to establish a framework for a wide-ranging system of sign controls governing the display, design, construction, installation, and maintenance of signs that will:**
  - a. Promote and protect the health, safety and welfare of Caddo Parish by ensuring the compatibility of signs with surrounding structures and land uses.**
  - b. Create a more attractive business and economic climate by enhancing and protecting the orderly and effective display of signs.**
  - c. Discourage an excessive number of signs, and encourage a visually favorable environment.**
  - d. Protect the public from hazardous conditions that result from the indiscriminate use and placement of signs, structurally unsafe signs, signs that obscure the vision of pedestrians or motorists, and signs that compete or conflict with necessary traffic signals, government signs, and warning signs.**
  - e. Insure proper maintenance, for safety and structural soundness, as well as the appearance and functionality of signs.**

## **9.2 DEFINITIONS**

The definitions set forth and defined in Article 2 of this Code shall control the application of this Article.

## **9.3 GENERAL STANDARDS APPLYING TO ALL SIGNS**

No sign shall be constructed, erected, modified or maintained on any property, building or other structure—within the area of Caddo Parish that falls the jurisdiction of the Metropolitan Planning Commission’s planning area, but outside of the corporate limits of the City of Shreveport—except in conformity with this Article.

### **A. Sign Permit Required**

- 1. Signs that require a sign permit, as well as signs that do not require a sign permit, are identified in Section 9.5.**
- 2. Signs that are required to obtain a sign permit shall be in accordance with Article 16. A sign permit may be revoked where there has been a violation of the provisions of this Code or misrepresentation of fact on the permit application.**
- 3. The regulations and requirements of this Article apply to all signs that are or are intended to be viewed from a public right-of-way or adjacent property, or that are intended to be viewed from outdoor areas of public property.**
- 4. Changing the sign face of an existing sign requires a sign permit.**

### **A. Sign Permit Exemptions**

Each of the following types of signs and activities are allowed on any property and are exempt from the sign permit restrictions imposed by this Article:

- a. **Official Governmental Signs.** Signs placed by or at the direction of a governmental body, governmental agency or public authority are permitted in any number, configuration, or size in any district as a governmental body, governmental agency or public authority may direct. Such signs may be illuminated as required by the agency.
- b. **Property Address Signs.** Property addresses are required by Caddo Parish and therefore considered "official governmental signs."
- c. **Incidental Signs.** Incidental signs (as defined in Article 2) of no more than 2 square foot in area are exempt.
- d. **Sign Maintenance.** Painting, repainting, cleaning, changing permitted items of information, or other normal maintenance and repair of a sign, not involving structural changes or changes in the electrical components of the sign do not require a sign permit.
- e. **Copy Signs.** Changing a copy or the color on an existing permitted sign, or performing repair and maintenance on an existing permitted sign which is not an alteration does not require a sign permit.
- f. **Ancillary Information.** Logos and labels located on mechanical equipment, recycling bins, trash containers, or similar, which are part of the equipment as manufactured and/or installed do not require a sign permit.

## **B. Prohibited Installations**

No sign may be erected in a location that violates the current building code, fire code, and other applicable codes. In addition, no sign may be erected in the following locations:

1. No sign may be erected on private property without the consent of the property owner. All sign installations must be signed off by the property owner or his/her authorized agent.
2. No sign may be erected in a manner that obstructs access to any ingress or egress, fire escapes, or standpipes.
3. Only signs that have been placed by federal, state, or local government may be installed on public property, unless a sign's placement has been authorized by Caddo Parish Public Works. Any sign installed on public property without authorization may be removed without notice.

## **C. General Requirements Applying to All Signs**

### **1. Conformance to Building Codes**

In addition to any sign permit required under this Article, a building permit shall be obtained prior to installation or placement of any sign required under the Caddo Parish Code of Ordinances. All signs for which a building permit is required shall be constructed and maintained in conformance with all current building codes, electrical codes, fire codes, and other applicable codes.

### **2. Sign Maintenance**

All signs must be kept in a safe and well-maintained condition and appearance, and must be repainted or otherwise maintained by the property owner to prevent corrosion or deterioration caused by the weather, age, or any other condition and must be maintained to prevent any kind of safety hazard, including faulty sign structures, a fire hazard, or an electrical shock hazard.

1. All signs shall be maintained in accordance with all Caddo Parish regulations, including any regulations concerning nuisances and vegetation.
2. If a sign is maintained in an unsafe or unsecured condition, it must be removed or the condition corrected. The Zoning Administrator will serve notice to the permit holder and property owner that the sign must be removed or the condition corrected within 30 days of notice for permanent signs or 24 hours for temporary signs. If the sign is not removed or the condition is not corrected within the required time period, the Zoning Administrator may enforce this order through permitted enforcement procedures.

### 3. Minimum Sign Setback

1. No portion of a sign face or sign structure is authorized to extend into or above, or be anchored or placed in any portion of a public right-of-way (except official governmental signs).
2. Unless provided otherwise in this Article, all signs on a property are subject to the setback requirements of the district in which they are located or ten feet from any lot line, whichever is greater.

### 4. Sign Copy

- a. When a single establishment is shared by two or more businesses or tenants, the permitted sign types and maximum sign area for the establishment allowed by this Code must be shared between the businesses or tenants. The Metropolitan Planning Commission will not broker nor enforce any private agreements between such businesses or tenants regarding shared signs.
- b. Items of information are calculated as follows:
  - i. Each piece of information on a sign is defined as an item of information. For example, each of the following would be defined as one item of information: establishment name, logo, telephone number, website address, or product or service. A multi-word name or address is counted as one item of information. If a sign advertises products or services, each product or service, including multi-word, is considered one item of information.
  - ii. A street address is not counted as an item of information.
  - iii. The message area of an electronic message sign, where information is changed digitally, is counted as one item of information.
  - iv. Where a changeable message board is permitted and included as part of a sign, the message area is counted as one item of information.
  - v. For gas station signs, the area used to display prices of gas is counted as one item of information.

### 5. Visibility Clearance Area

- a. All signs are subject to the height restrictions of the view obstruction triangle in Section 7.1.E. No sign shall be erected or maintained where, by reason of its position, wording, illumination, size, shape or color, it may obstruct the view of oncoming vehicles or impair, obscure, interfere with the view of, or be confused with any authorized traffic control sign, signal or device.
- b. No portion of a sign face, and no portion of a sign structure wider than 12 inches, between the heights of 2½ feet (30 inches) and 15 feet shall be located within 20 feet of the intersection of the right-of-way lines of streets, roads, highways or railroads, or within 20 feet of the intersection of a street right-of-way and either edge of a driveway.

### 6. Automatic Changeable Copy Signs

Automatic changeable copy signs are only allowed on commercial and industrial properties.

### 7. Illuminated Signs

- a. **Traffic Control.** No sign illumination device shall resemble an official traffic control or warning sign, nor shall it hide from view or distract from any traffic or street sign or signal.
- b. **Hazards.** Illumination devices shall be placed, filtered and shielded so direct rays will not be cast into the eyes of drivers or pedestrians in the public right-of-way. Flashing neon or LED lighting is prohibited for illuminated signs.
- c. **Light Pollution.** Illumination devices shall be so placed and so shielded that light from the sign itself will not be directly cast into any residential district, sleeping rooms in any district or the eyes of an automobile or vehicular driver.

- d. **Neon Tubes.** No sign that has exposed neon tubes or other exposed tubes containing luminescent gas shall be used outside a building.
- e. **Exposed Wires.** No sign may have exposed electrical wires.
- f. **Types of Illumination**
  - i. **Externally Illuminated Sign.** An externally-illuminated sign, when permitted, shall have concealed wiring and controls, and shall have shielded and screened external light sources.
  - ii. **Internally Illuminated sign.** Internally-illuminated signs (including internally channeled or reverse-channeled letters), where permitted, must completely shield the source of light from direct view.
- g. **Footcandles.** The maximum allowable footcandle at the lot line for any illuminated sign is one footcandle. For signs that are allowed to project over the public right-of-way, the maximum allowable footcandle at the curb line is one footcandle.
- h. **Brightness.** For electronic message signs and electronic billboards, the maximum brightness is limited to 5,000 nits during daylight hours, and 500 nits between dusk to dawn. The sign must have an automatic dimmer control that produces a distinct illumination change for the time period between one-half hour before sunset and one-half hour after sunrise.

#### **9.4 PROHIBITED SIGNS**

The following types of signs are prohibited:

- A. **Abandoned signs.** Signs that due to deterioration of its sign copy and has not been properly maintained for 6 months or more.
- B. **Animated and flashing signs.** Signs other than automatic changeable copy signs that flash, blink, rotate, revolve or have moving parts, are not allowed. Signs containing reflective elements that sparkle in the sunlight or that contain luminous paint that glows in the dark are not allowed.
- C. **Attached and Painted Signs.** Signs that are painted on or attached to trees, fence posts, utility poles, or rocks or other natural features, are not allowed.
- D. **Banners.** Banners of any type are not allowed except as provided for temporary signage under this Article. Banners wrapped around a permanent sign structure, such as a freestanding sign, projecting sign, or wall sign are prohibited.
- E. **Dilapidated Signs.** Signs that are dilapidated or in such condition as to create a hazard, nuisance or to be unsafe or fail to comply with any provision of the building code of the Parish are not allowed.
- F. **Festoons.** Strings of light bulbs and strings of ribbons, tinsel, small flags, pennants, streamers, pinwheels or other similar devices designed to move in the wind, are not allowed, except as provided for temporary signage for a special business promotion event under this Article.
- G. **Inflatable Signs.** A sign that is intended to be expanded by air or other gas for its proper display or support is not allowed.
- H. **Obscene Signs.** Obscene signs are not allowed.
- I. **Obstructions.** No sign shall obstruct any fire escape, window, door or opening usable for fire prevention or suppression, or prevent free passage from one part of a roof to any other part thereof. No sign shall be affixed to a fire escape or interfere with any opening required for ventilation.
- J. **Portable signs.** A sign designed to be transported or easily relocated and not attached to the ground, such as but not limited to the following, is not allowed, except as provided for temporary signage under this Article.

**K. Private Signs Placed on Public Property.** Any sign posted or erected on utility poles, governmental signs, public rights - of - way or any other public property is not allowed, except those placed by agencies of the federal, state, or local government.

**L. Signs Imitating Public Warning or Traffic Devices.** Any sign that displays intermittent lights resembling the flashing lights customarily used in traffic signals or in police, fire, ambulance or rescue vehicles, and any sign that uses the words "stop," "danger" or other message or content in a manner that might mislead or confuse a driver, is not allowed.

**M. Vehicular Signs.** Any sign that meets the definition of a "vehicular sign" contained in Article 2 of this Code is prohibited.

**N. Sound or Smoke Emitting Signs.** A sign that emits or utilizes in any manner any sound capable of being detected on any traveled road or highway by a person with normal hearing, or a sign that emits smoke, vapor or odors, is not allowed.

**O. Signs Advertising Illegal Activity.** Signs that advertise an activity illegal under local, state or federal law are not allowed.

**P. Video Display Signs.** A sign, or portion of a sign, that displays a video, whether pre-recorded or streaming.

## **9.5 SUMMARY OF PERMANENT AND TEMPORARY SIGN STANDARDS, TYPES AND PERMISSIONS**

This section describes the types of signs allowed by this Code. Specific regulations on each sign type may include restrictions on which districts may utilize these sign types, and whether the sign type requires a sign permit.

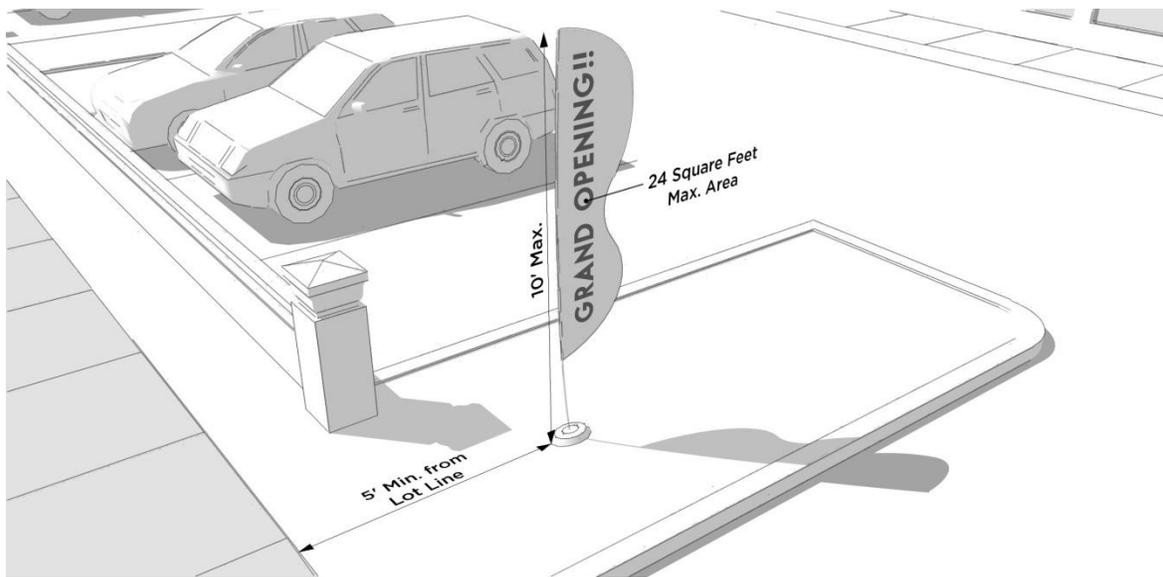
### **A. A-Frame Sign**

- 1. A-frame signs are permitted for non-residential uses in the C-1 and C-2 districts and are exempt from a sign permit.**
- 2. No more than one per business.**
- 3. An A-frame sign must be placed within 15 feet of the primary entrance of the business, and must not interfere with pedestrian traffic or violate standards of accessibility as required by the ADA or other accessibility codes. A-frame signs may be placed in the public right-of-way but must maintain a five foot sidewalk clearance at all times.**
- 4. A-frame signs are limited to six square feet in area per side and four feet in height.**
- 5. Illumination of A-frame signs is prohibited. No A-frame sign may have an electronic component.**

### **B. Attention-Getting Device**

- 1. Attention-getting devices are permitted in any non-residential districts and require a sign permit.**
- 2. An establishment may have both a freestanding and wall-mounted attention-getting device installed or mounted simultaneously. For multi-tenant sites, the property owner(s) and/or tenants must coordinate display of attention-getting devices.**
- 3. Freestanding attention-getting devices are limited to the two per street frontage and must be 20 feet of separation between attention-getting devices.**
- 4. Freestanding attention-getting devices are limited to a maximum height of 10 feet and 24 square feet in area and must be located a minimum of five feet from a lot line.**

FIGURE 9-1: ATTENTION-GETTING DEVICE

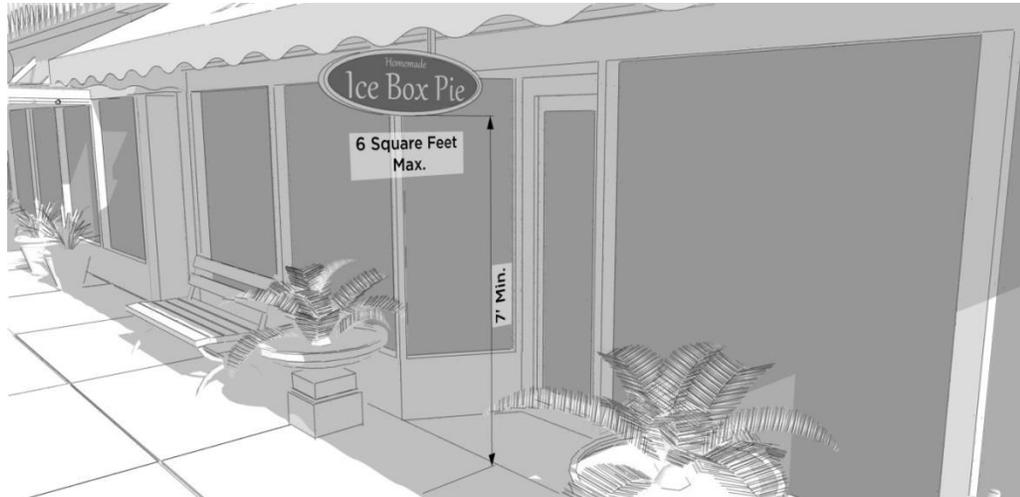


5. Wall-mounted attention-getting are limited to a maximum of one per each façade of an establishment and can be no larger than 32 square feet in total area when mounted upon a façade of less than 100 linear feet in length. Wall-mounted attention-getting devices are limited to 64 square feet in total area when mounted upon a façade of 100 or more linear feet in length.
6. Pennants may be used in place of one freestanding or wall-mounted attention getting device as described in item 2 above and is limited to one and one-half square feet per pennant triangle.
7. Illumination of any attention-getting devices is prohibited.

### C. Awning Sign

1. Awning signs are permitted for multi-family dwelling and non-residential uses in any district and require a sign permit.
2. Awning signs must maintain a minimum vertical clearance of seven feet six inches.
3. Awning signs may encroach into the public right-of-way but must be located at least two feet from the curb line.
4. Awning signs are permitted lettering attached to and located above the top of a solid flat awning mounted perpendicular to a façade to a maximum height of 24 inches.
5. Awning signs may be externally illuminated.
6. Under-awning signs are permitted, provided they are attached to the underside of an awning and do not project beyond the edge of the awning
  - a. A maximum of one under-awning sign is permitted per business establishment with frontage where the awning is mounted.
  - b. Under-awning signs must maintain a minimum vertical clearance of seven feet.
  - c. Under-awning signs are limited to a maximum of six square feet.

FIGURE 9-2: UNDER-AWNING SIGN



## E. Banners

### 1. Banners

Banners are allowed as temporary signage, permitted in any district and require a sign permit for any non-residential use.

- a. Banners that are no more than 16 square feet in area shall be displayed for no more than 30 days and then removed. Such banners shall be placed on the site or on a building in such a manner as not to create a safety hazard as determined by the Zoning Administrator.
- b. For all other banners, such banners shall be allowed only as wall or window signage and shall be placed on the site or on a building in such a manner as not to create a safety hazard as determined by the Zoning Administrator, and shall not exceed a maximum sign area of 32 square feet. An increase in a banners size may be approved by the Zoning Administrator.
- c. Banners shall not be hung as under-awning signs, flown as flags, or used as any other form of sign.
- d. No more than one banner shall be displayed on a building/property frontage at one time, unless approved by the Zoning Administrator.
- e. Banners are prohibited from being placed in the public right-of-way and must be located within the required yard setbacks for that district.
- f. No banner or exhibition banner is allowed to be attached to a retaining wall or fence.
- g. In order to reduce the proliferation of signs, banners must be greater than 50 feet from any other temporary sign.
- h. Banners wrapped around a permanent sign structure, such as a freestanding sign, projecting sign, or wall sign are prohibited.

## A. Billboards

Billboards are regulated by Section 9.6.

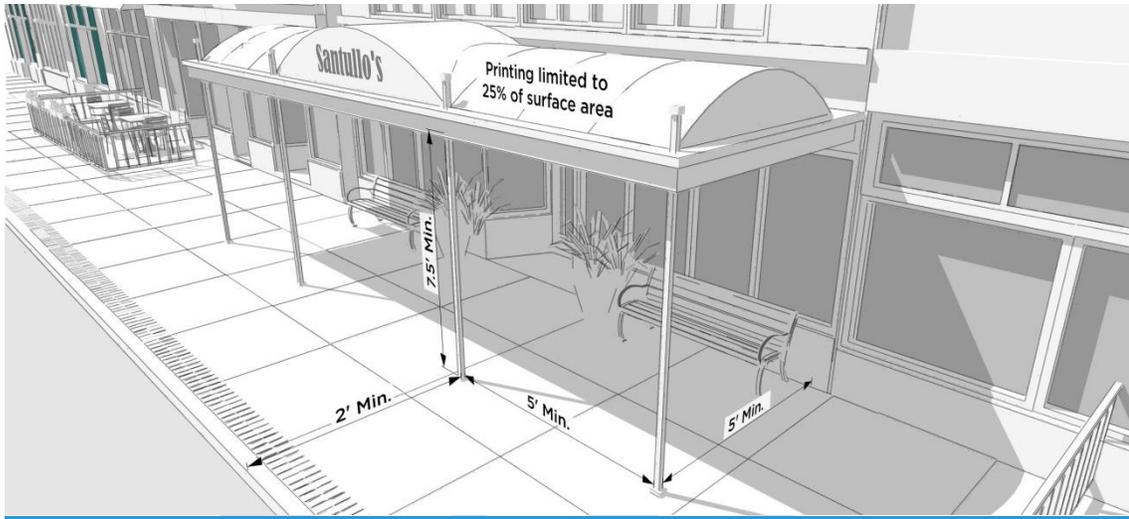
## B. Canopy Sign

Canopy signs are divided into two types: non-structural and structural. Canopy signs are permitted in any district for multi-family dwellings and non-residential uses and require a sign permit.

**1. Non-structural canopy signs are subject to the following:**

- a. Non-structural canopy signs must maintain a minimum vertical clearance of seven feet six inches.**
- b. Non-structural canopy signs may encroach into the public right-of-way and must be approved by the Director of Public Works.**
- c. Non-structural canopy signs may be externally illuminated and lighting must be focused on the printed area.**

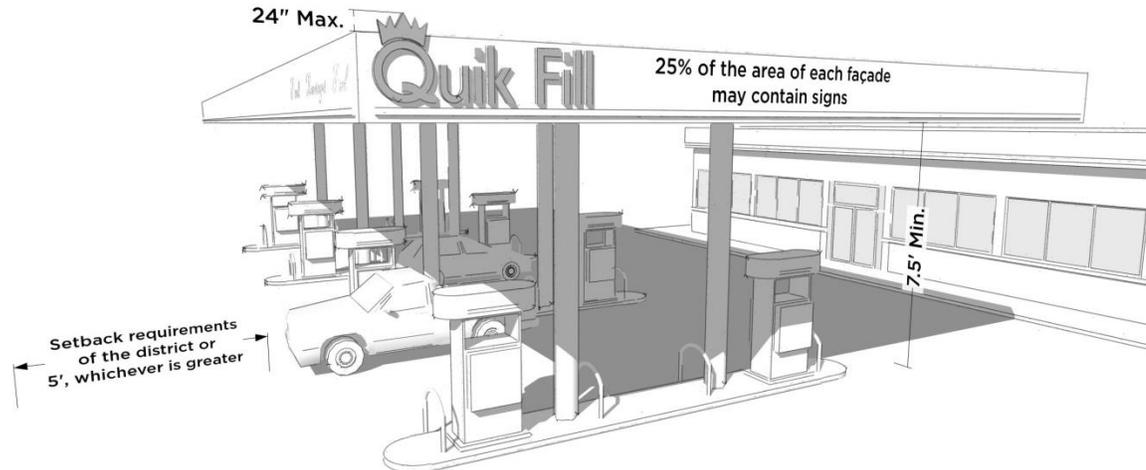
**FIGURE 9-3: NON-STRUCTURAL CANOPIES**



**2. Structural canopy signs are subject to the following:**

- a. Structural canopy signs for must be attached to the principal structure or may be a freestanding structure.**
- b. Structural canopy signs attached to the principal structure may encroach into the public right-of-way and must be approved by the Director of Public Works.**
- c. Freestanding structural canopy signs are subject to the setback requirements of the district in which they are located or five feet from any lot line, whichever is greater.**
- d. All structural canopy signs must maintain a minimum vertical clearance of seven feet six inches.**
- e. For structural canopies are permitted lettering attached to and located above the top of a structural canopy to a maximum height of 24 inches.**
- f. e**
- g. Structural canopy signs may be internally or externally illuminated.**

**FIGURE 9-4: STRUCTURAL CANOPIES**



### C. Electronic Message Sign

Electronic message signs may be constructed as a freestanding sign or wall sign and are permitted in any district for multi-family dwellings and non-residential uses and require a sign permit. The following standards apply to freestanding, wall, marquee or window signs.

1. In residential districts, electronic message signs are permitted only for an educational facility, government use, public park, cultural facility, or place of worship.
2. Electronic message signs are permitted as a freestanding sign or wall sign and are subject to the requirements for those sign types within that district.
3. Only one electronic message sign per lot is permitted, whether freestanding sign or wall sign.
4. Each message or image displayed on an electronic message sign must be static. Any scrolling, flashing, animation, or movement of the message or any component of the sign is prohibited.
4. Electronic message signs cannot display any off-premises commercial advertising.
5. An electronic message signs that is included as part of a permanent window sign is allowed, but is subject to the regulations for window signs.

### D. Flags

1. Flags are permitted in all districts and are exempt from a sign permit.
2. Flagpoles are limited to the maximum height of the district and must be a minimum of 10 feet from any lot line.
3. No more than 3 non-government flags may be displayed on a non-residential lot and no single flag shall be larger than 24 square feet in size unless approved by the Zoning Administrator.
4. Governmental flags may be freestanding or wall-mounted, and there is no limit on the number of governmental flags per lot.
5. External illumination of flags is permitted.

### E. Freestanding Sign

Freestanding signs are permitted in any district and require a sign permit.

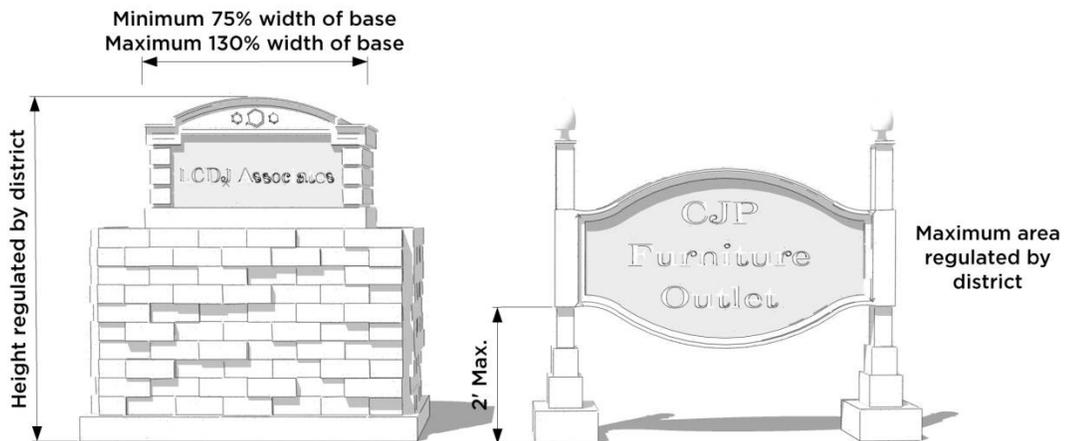
1. Freestanding signs may be either monument or pole construction and, depending on the district or use, may be limited to only one type. In some districts, freestanding signs may be prohibited.

2. Freestanding signs are subject to the setback requirements of the district in which they are located or five feet from any lot line, whichever is greater. No freestanding sign may project into, over, or otherwise encroach on a public right-of-way, unless approved by the Director of Public Works.
3. One freestanding sign is permitted per street frontage of a lot and where such street frontage is a minimum of 50 feet. When a development lot has over 200 feet of street frontage, an additional ground monument sign is permitted for each additional access point to the lot. A minimum separation of 50 feet is required between ground monument signs. The street frontage of a corner lot is the shortest street lot line of a corner lot abutting a street.
4. Where a nonresidential development has 200 feet of street frontage and a lot area of two acres or more, such development is permitted an increased sign area and height of 200 square feet of area and 25 feet in height.
5. For freestanding signs, height is calculated as the vertical distance measured from the ground adjacent to where the sign is to be installed to the highest point of the sign, or from the crown of the roadway of the nearest street within 50 feet of any portion of the sign, to the highest point of any portion of the sign, whichever results in the greater sign height. Any earthen berms and elevated foundations supporting signs, sign posts or other sign supports shall be included in the height of the sign.
6. Freestanding signs are limited to the type, height, and area maximums as defined in Table 9-1.
7.

**TABLE 9-1: FREESTANDING SIGN REGULATIONS**

DISTRICT	MONUMENT SIGN		POLE SIGN	
	Monument Sign Area	Monument Sign Height	Pole Sign Area	Pole Sign Height
R-A	36sf	6'	Prohibited	--
R-E	36sf	6'	Prohibited	--
R-1-12	36sf	6'	Prohibited	--
R-1-7	36sf	6'	Prohibited	--
R-1-5	36sf	6'	Prohibited	--
R-2	36sf	6'	Prohibited	--
R-MHS	36sf	6'	Prohibited	--
R-MHP	36sf	6'	Prohibited	--
C-1	48sf	8'	Prohibited	--
C-2	64sf	8'	80sf	40'
I-1	64sf	8'	80sf	40'
I-2	64sf	8'	80sf	40'
RMUV	48sf	6'	Prohibited	--
RVD	48sf	6'	Prohibited	--

**FIGURE 9-5: FREESTANDING MONUMENT SIGNS**



5. Freestanding signs for multi-tenant retail centers are subject to the following limitations on sign area, sign height, and sign number:
  - a. For the purposes of this regulation, a multi-tenant development where the development as a whole may be comprised of separate lots of record, the entire development including outlot parcels and inline development is considered one lot. Such freestanding sign may be either pole or monument construction.
  - b. Freestanding sign may be either pole or monument construction, and are permitted a maximum sign area of 200 square feet and a maximum sign height of 25 feet.
6. Freestanding signs for residential subdivisions are subject to the following limitations on sign area, sign height, and sign number:
  - a. Freestanding signs must be monument construction.
  - b. One freestanding sign is permitted per each access point to the residential subdivision. A minimum separation of 50 feet is required between freestanding signs.
  - c. Freestanding monument signs are permitted a maximum sign area of 150 square feet and a maximum sign height of 6 feet.
7. All freestanding signs are encouraged to be landscaped at the base of the sign. If landscape is provided for the freestanding sign landscape, it shall be included in the total amount of landscape required on a site, as applicable.
8. Freestanding signs may be internally or externally illuminated. If externally illuminated, all light must be directed onto the sign face.
9. If a nonresidential development does not have direct adjacency to a major street, said development is permitted to place one additional freestanding sign on any adjacent property that has direct access to a major street provided that such sign is either pole or monument construction, as determined by the zoning district it is located in, and must adhere to the following:
  - a. The location of the property of the development being displayed on the proposed freestanding sign shall not be located more than 500 linear feet from the right-of-way of the street on which the sign fronts.
  - b. Adheres to all freestanding sign regulations found in this section.

**I. Light Pole Banner**

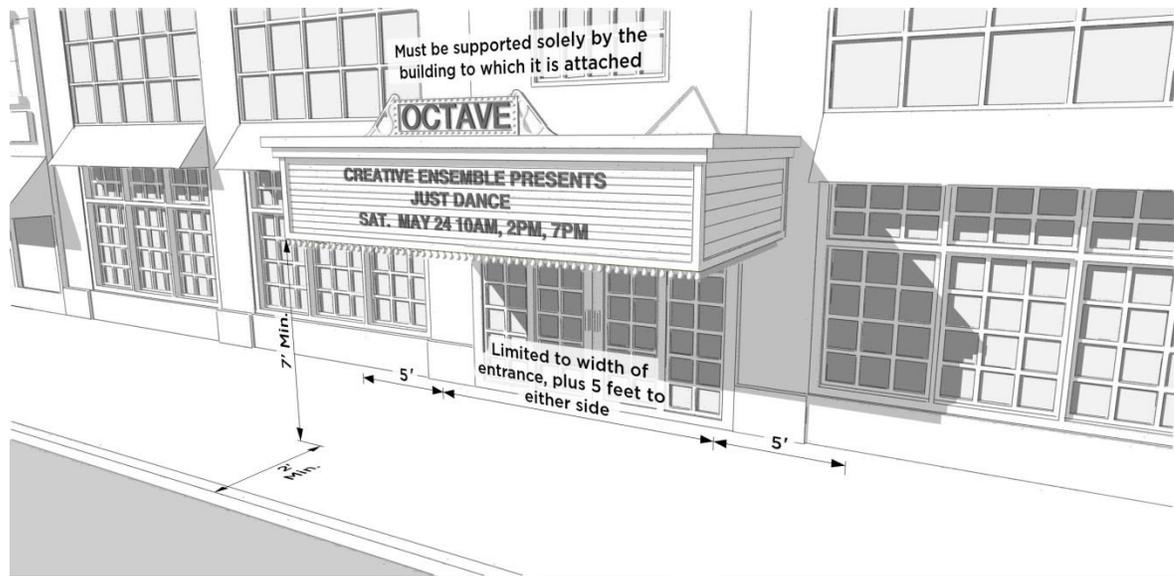
Light pole banners are only permitted for light poles in parking lots are limited to a maximum area of 10 square feet. No sign permit is required.

**J. Marquee**

1. Marquees are permitted for non-residential uses in the C-2 General Commercial Zoning District.
2. Water from the roofs of a marquee may not drain, drip, or flow onto the surface of a public right-of-way. Sufficient downspouts, drains, and gutters must be installed as part of each marquee to prevent water from the roof of the marquee from flowing onto the surface of a public right-of-way.
3. Marquees must be erected over a building entrance and are limited to the width of the building entrance with an additional five feet on each side of the entrance doors.
6. All marquees must maintain a minimum vertical clearance of seven feet and six inches, and the roof of the marquee structure must be erected below the second floor windowsill.
7. Marquees may encroach into the public right-of-way but must be located at least two feet from the curb line.

8. Marquees are permitted lettering attached to and located above the roof of a marquee to a maximum height of 48 inches.
9. Marquees may be internally illuminated.

**FIGURE 9-6: MARQUEES**



#### **K. Menuboard**

1. Menuboards are permitted for all drive-through facilities and limited to a maximum of one per drive-through lane.
2. Menuboards must be located a minimum of 15 feet from any residential district lot line.
3. Menuboards are limited to 75 square feet in sign area and eight feet in height. The size and height may be increased upon approval by the Zoning Administrator.

#### **L. Outdoor Recreational Facility**

Signs erected on walls, fences, dugouts, press boxes, stadium stands, concession stands, ticket booths, benches and locker rooms on any outdoor recreational facility (such as a baseball field or soccer field) is permitted with the following restrictions:

1. Each individual sign shall not exceed 8 feet in height and 32 square feet in area and must face inward to the recreational activity area.
2. There shall be no limit on the number of signs per site provided that such sign faces are not visible from neighboring residential property or public rights-of-way.
3. Scoreboards that are part of an outdoor recreational field of an educational facility or an outdoor recreational field for a public park/playground and considered part of the use, and are exempt from any sign provisions.

#### **M. Political Signs**

For the purposes of this Code, political signs shall follow all sign regulations of Section 9.5.U Yard Signs, as well as the following:

1. Political signs are permitted temporarily on private property in all districts and are exempt from a sign permit.

2. Political signs shall not be erected within the Parish's public right-of-way or on public property, except as approved by Caddo Parish. Any political sign placed without permission is hereby declared to be abandoned trash and may be removed and discarded without notice notwithstanding any conflicting regulation or requirement within this Code.

4.3. Political signs erected in residential districts shall be no larger than 8 square feet.

4. 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 9.5.H.

5. All political signs must be removed within 10 days after the election of all candidates to office or resolution of all ballot questions put to the voters in the election.

#### **N. Portable Reader-Board – Temporary**

1. A portable reader-board sign may be used on a temporary basis to identify a business if there is no other identifying sign on premise.

a. A portable reader-board sign may be used until a permanent sign is installed on premise, or for a period not to exceed one (1) year.

b. Once a permanent sign is installed, the property owner has a maximum of 30 days to remove the portable reader-board.

c. A temporary sign permit for a portable reader-board sign may not be renewed.

2. A portable reader-board may be used as an attention-getting device in accordance with the Attention-Getting Device regulations.

#### **O. Projecting Sign**

1. Projecting signs are only permitted for non-residential uses in the C-1, C-2, I-1 and I-2 zoning districts and require a sign permit.

2. Projecting sign area is limited to a maximum of 36sf in the C-1 zoning district, and a maximum of 48sf in the C-2, I-1 and I-2 zoning districts.

3. One projecting sign is permitted per establishment with frontage on a street. For a corner lot, one projecting sign is permitted for each street frontage.

4. Projecting signs may encroach into the public right-of-way but must be located at least two feet from the curb line.

5. Projecting signs must maintain a minimum vertical clearance of seven feet, six inches. No projecting sign affixed to a building may project higher than the building height, including the sign support structure.

6. Projecting signs constructed of fabric material must be mounted so that they are held taut between support posts.

7. Projecting signs may be internally or externally illuminated. If externally illuminated, all lighting must be directed onto the sign face from above.

#### **P. Public Information/Event Sign**

1. Public information/event signs are temporary signs permitted in any district and require a sign permit.

2. Sign permits for public information/event signs are approved as a comprehensive sign package.

3. No commercial advertising is permitted.
4. Any signs that remain installed on public property or public right-of-way following such expiration date may be removed without notice.

#### **Q. Real Estate Activity Sign**

When a structure or lot is offered for sale, lease, or rent, such lot is permitted an additional temporary sign as follows:

1. Real Estate Activity Signs are permitted in all districts and are exempt from a sign permit.
2. One freestanding sign per street frontage may be placed on a property that is available for sale or lease. For a multi-tenant center, one additional building sign may be placed on each tenant space that is available for sale or lease.
3. Real estate activity signs are limited to 12 square feet in residential districts and 32 square feet in all other districts.
4. If a freestanding sign, they are limited to five feet in height and must be located within five feet from any lot line.
5. Real estate activity signs must be removed upon the closing of the sale or execution of the rental agreement.

#### **R. Roof Signs**

1. Roof signs are permitted in any non-residential district and require a sign permit.
2. Roof signs may not project more than 20 feet above the rooftop.
3. Roof signs are limited to a maximum area of three square feet per linear foot of façade.
4. Roof signs may be internally or externally illuminated.

**FIGURE 9-7: ROOF SIGNS**



#### **S. Wall Sign**

1. Wall signs are permitted in any non-residential district and require a sign permit.
2. The maximum size of a wall sign is established at one square foot per linear foot of building wall where the wall sign will be mounted or 40 square feet, whichever is greater. The square footage from different façades cannot be combined to create a larger sign on any façade. In a multi-tenant

- structure, each tenant is permitted a wall sign of one square foot per linear foot of business frontage or 40 square feet, whichever is greater.
3. The square footage from different façades cannot be combined to create a larger sign on any façade. In a multi-tenant structure, each tenant is permitted a wall sign of 64 square feet.
  4. For a corner lot, the maximum size of a wall sign located on each building wall shall be 40 square feet. In no case shall the square footage permitted for the building wall located along the front lot line and the square footage permitted for the building wall located along the corner side lot line be combined to create a larger sign on a wall other than that permitted on each individual wall.
  5. Wall signs may be internally or externally illuminated. If externally illuminated, all light must be directed onto the sign face.
  6. Wall signs must be affixed flat against the wall and must project 18 inches or less from the building wall. Wall signs may encroach into the public right-of-way for no more than 18 inches.
  7. Wall signs are permitted on architectural appurtenances, such as chimneys or penthouses, which are part of the structure. Wall signs must not cover any window, windowsill, transom sill, or significant architectural feature.
  8. Ghost signs are considered wall signs. Existing ghost signs are exempt from these requirements and deemed conforming. Ghost signs may be maintained and repainted but no new information or images may be added to the existing sign. No new wall signs may be painted on structures.
  9. Wall signs are only permitted on the front and side façade of a building. Rear wall signs are not permitted.
  10. Wall signs may not be located on any façade which abuts a residentially zoned district.

**FIGURE 9-8: WALL SIGNS**



**J.T. Window Sign**

1. Window signs are only permitted in non-residential zoning districts, unless otherwise indicated. All window signs are exempt from a sign permit.
2. Unless otherwise noted, all window signs, whether temporary or permanent, are limited to no more than 30% of the surface of each window area. The window area is counted as a continuous surface until divided by an architectural or structural element. Mullions are not considered an element.

3. Window signs may be internally or externally illuminated.

#### U. Yard Signs

1. Yard signs are permitted in all districts and are exempt from a sign permit.
2. Yard signs may be constructed as either freestanding, wall, or window signs. There is no limit on the number of signs permitted.
3. Freestanding yard signs must be located five feet from any lot line.
4. Yard signs constructed as a window sign must meet the coverage limitations of window signs in Section 9.5.T. If no coverage is specified, the limitation is 30% of the window area.
5. Yard signs must be posted on private property only, and only with the permission of the property owner.
6. Yard signs shall not be erected within the Parish's public right-of-way or on public property, except as approved by Caddo Parish. Any yard sign placed without permission is hereby declared to be abandoned trash and may be removed and discarded without notice notwithstanding any conflicting regulation or requirement within this Code.
7. Yard signs may not be illuminated.

#### 10.6 Billboards

Billboards may only be erected in the in a C-1 Neighborhood Commercial, C-2 General Commercial, I-1 Light Industrial Zoning District or I-2 Heavy Industrial Zoning District, or within 660 feet of an interstate highway, following issuance of a sign permit. Each sign or sign structure shall comply with the provisions of the building and electrical codes of Caddo Parish.

##### 1. Spacing

Generally, billboards shall be subject to the same minimum side and rear yard requirements as set forth for the zoning district in which they are located and in addition:

- a. No two (2) signs shall be located closer than one thousand (1000) feet from each other measured along the edge of the street pavement on the same side of the street with corners included. For the purpose of these regulations, each side of the interstate or other thoroughfare shall be considered separately.
- b. No billboard structure oriented to one (1) street shall be spaced less than two hundred fifty (250) feet from another billboard structure oriented to an intersecting street measured in a direct line between the structures regardless of which side of the streets the signs are located on.
- c. No billboard shall be closer than one hundred (100) feet from any existing on-premise sign.

##### 2. Number of Faces

Billboards shall not contain more than two (2) faces.

- a. Billboards shall be constructed with more than one (1) face per side. The backs of parallel signs shall not be separated more than forty-eight (48) inches.
- b. All sign faces shall be perpendicular or at an angle no less than forty-five (45) degrees to the road upon which they front.
- c. Billboards shall be constructed in a V-shape in excess of a forty-five (45) degree angle. For V-shaped signs, the backs shall not be separated by more than thirty-six (36) inches at the apex of the "V". Both advertising surfaces shall be the same size and shape.

##### 3. Setback

- a. Billboards shall be located a minimum of ten (10) feet (excluding embellishments) from any right-of-way line.
- b. Setbacks from property lines shall comply with minimum yard requirements as set forth for the zoning district in which the sign is located.
- c. Any Billboard shall be located so that the minimum distance from electrical utility lines or other facilities complies with all appropriate and applicable codes and regulations including those latest editions of the National Electrical Safety Code and meets at least the minimum requirements. The foregoing is intended to be minimum requirements and additional clearance may be required on a case-by case basis. In no case shall any portion of the sign extend into or over any utility easement or right-of-way.

#### 4. Measurements

All measurements for billboards shall be measured between the closest extremities of the two (2) signs. When the base structure of one (1) sign is the extremity of a sign, the base structure shall be used to measure the distance to the extremity of another sign.

#### 5. Height Restrictions

Except as otherwise specified in Code, no portion of a billboard shall be higher than fifty (70) feet including embellishments nor lower than ten (10) feet from existing grade level at site including embellishments.

#### 6. Size

##### a. Sign Surface Area:

- i. Minimum: 300 square feet per sign face.
  - ii. Maximum: Six hundred seventy-two (672) square feet per face excluding embellishments.
2. Maximum sign face height per side shall be twenty-five (25) feet including embellishments. Maximum sign face length per side shall be fifty-two (52) feet including embellishments. When double faced, both sides shall be of equal size and shape (except for temporary embellishment) so that no substantial portion of the back of the opposing sign shall be visible.

#### G. Stacking

Stacking of billboards is prohibited.

#### H. Limitations at Interchanges.

Billboards located near interstate interchanges shall be limited as follows:

- a. No more than two (2) billboards may be located in each quadrant of the interchange.
- b. Such billboards shall be restricted to an area in each quadrant 1,200 feet long beginning 500 feet from the road that crosses the expressway or 500 feet beyond the point where the pavement begins to widen on the main travelway of the interstate to accommodate an exit or entrance ramp, whichever is farther from the interchange.

#### I. Illumination

Billboards may be illuminated only by a reflected or internal light source. The source of light shall be oriented or otherwise controlled to prevent glare towards any part of an existing residence, a residential area or district, or a public street or highway. Billboard illumination shall be constructed in accordance with all applicable codes.

#### I. Maintenance

1. All signs together with all their structures and components shall be kept in good repair and be maintained in a safe condition. All signs and the site upon which they are located shall be maintained in a neat, clean and attractive condition.
2. Signs shall be kept free from excessive rust, corrosion, peeling paint, or other surface deterioration. The display surface of all signs shall be kept neatly painted or posted.
3. No person required to obtain a sign permit under this Section shall scatter, daub, or leave any paint, past, glue, or other substance used for painting or affixing advertising matter or scatter, throw, or allow to be scattered or thrown any bills, waste matter, paper, cloth, or materials of whatsoever kind removed from signs on any public street, sidewalk, or private property.
- 4.4. No person constructing, erecting, owning, or controlling a billboard shall fail, refuse, or neglect to remove all weeds, rubbish, or flammable waste within a distance of ten (10) feet on each side of the base of such structure or fail to keep the sign and its structural supports in good repair and safe condition.

**J. Identification**

Every Billboard shall have the name of the sign's installer and manufacturer and the voltage of any electrical apparatus used marked on it in a conspicuous place.

**K. Construction**

All Billboards must be in compliance with the provisions of the Standard Building Code and the Electrical Code as adopted by the Caddo Parish.

**9.11 NONCONFORMING SIGNS**

See the Nonconforming Sign section of Article 18 of this Code.

- ~~9.1 — PURPOSE~~
- ~~9.2 — GENERAL STANDARDS~~
- ~~9.3 — ILLUMINATION STANDARDS~~
- ~~9.4 — PROHIBITED SIGNS~~
- ~~9.5 — SUMMARY OF PERMANENT AND TEMPORARY SIGN PERMISSIONS~~
- ~~9.6 — NO PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS~~
- ~~9.7 — PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS~~
- ~~9.8 — BILLBOARDS~~
- ~~9.9 — CLASSIC SIGNS~~

**9.1 — PURPOSE**

~~The purpose of these sign regulations is to establish a framework for a comprehensive system of sign controls governing the display, design, construction, installation, and maintenance of signs that will:~~

- ~~A. Promote and protect the health, safety and welfare of Caddo Parish by ensuring the compatibility of signs with surrounding structures and land uses.~~
- ~~B. Create a more attractive business and economic climate by enhancing and protecting the orderly and effective display of signs.~~
- ~~C. Discourage an excessive number of signs, and encourage a visually favorable environment.~~
- ~~D. Protect the public from hazardous conditions that result from the indiscriminate use and placement of signs, structurally unsafe signs, signs that obscure the vision of pedestrians or motorists, and signs that compete or conflict with necessary traffic signals, government signs, and warning signs.~~

**9.2 — GENERAL STANDARDS**

All signs constructed, erected, modified, or altered must comply with the following standards of design and construction.

**A.—Sign Permit Required**

Signs that require a sign permit are delineated in this Article and are required to obtain a sign permit in accordance with Article 16. A sign permit may be revoked where there has been a violation of the provisions of this Code or misrepresentation of fact on the permit application.

**B.—Prohibited Installations**

1. No sign may be erected in a location that violates the current building code, fire code, and other applicable codes. In addition, no sign may be erected in the following locations:
2. Freestanding signs are subject to the height restrictions of the view obstruction triangle in Section 7.1.E.
3. All freestanding signs must be placed a minimum of 15 feet from the back of the curb or edge of pavement if there is no curb. All parts of the sign must be set back 15 feet. Any additional setback requirements required by the specific sign type regulations also apply.
4. Only signs that have been placed by federal, state, or local government may be installed on public property, unless a sign's placement has been authorized by Caddo Parish. Any sign installed on public property without authorization may be removed without notice.
5. No sign may be erected on private property without the consent of the property owner. All sign installations must be signed off by the property owner or his/her authorized agent. If the applicant is not the property owner, a letter signed by the property owner authorizing the installation of a sign is required as part of the sign permit application.

- ~~6. No sign may be erected in a manner that obstructs access to any ingress or egress, fire escapes, or standpipes.~~

**C. Construction Standards**

- ~~1. Supports and braces must be designed as an integral part of the overall sign and obscured from public view to the extent technically feasible.~~
- ~~2. All signs attached to a building must be installed and maintained so that wall penetrations are watertight and the structure does not exceed allowable stresses of supporting materials.~~
- ~~3. All signs must be designed and constructed in compliance with the current building code, electrical code, and other applicable codes.~~
- ~~4. No permanent sign may be constructed of plywood, particleboard, or paper.~~
- ~~5. No sign may be hand-painted on a structure.~~
- ~~6. Glass forming any part of a sign must be safety glass.~~
- ~~7. All letters, figures, characters, or representations in cut-out or irregular form, maintained in conjunction with, attached to or superimposed upon any sign must be safely and securely built into or attached to the sign structure.~~
- ~~8. Audio components are prohibited on any sign, with the exception of menuboards. For menuboards, the audio component is limited to communication between customer and service window.~~

**D. Electrical Wiring**

- ~~1. All electrical fixtures, devices, circuits, conduits, raceways, or similar features must be installed and maintained in compliance with the current electrical code.~~
- ~~2. Conduits and other components of a sign illumination system must be designed as an integral part of the overall sign structure and obscured from public view to the extent technically feasible.~~

**E. Sign Copy**

- ~~1. When a single establishment is shared by two or more businesses or tenants, the permitted sign types and maximum sign area for the establishment allowed by this Code must be shared between the businesses or tenants. The Metropolitan Planning Commission will not broker nor enforce any private agreements between such businesses or tenants regarding shared signs.~~
- ~~2. Items of information for certain sign types are limited as follows:
 
  - ~~a. Freestanding signs are limited to six items of information on each sign face. This does not apply to freestanding signs for multi-tenant retail centers.~~
  - ~~b. Wall signs are limited to six items of information. Items of information for wall signs are counted by each item of information on the same façade. This includes wall sign designs that are composed of multiple individual wall signs.~~
  - ~~c. Projecting signs are limited to six items of information on each sign face.~~~~
- ~~3. Items of information are calculated as follows:
 
  - ~~a. Each piece of information on a sign is defined as an item of information. For example, each of the following would be defined as one item of information: establishment name, logo, telephone number, website address, or product or service. A multi-word name or address is counted as one item of information. If a sign advertises products or services, each product or service, including multi-word, is considered one item of information.~~
  - ~~b. A street address is not counted as an item of information.~~~~

- ~~c. The message area of an electronic message sign, where information is changed digitally, is counted as one item of information.~~
- ~~d. Where a changeable message board is permitted and included as part of a sign, the message area is counted as one item of information.~~
- ~~e. For gas station signs, the area used to display prices of gas is counted as one item of information.~~

#### **F.—Required Maintenance**

- ~~1. All signs must be kept in a safe and well-maintained condition and appearance, and must be repainted or otherwise maintained by the property owner to prevent corrosion or deterioration caused by the weather, age, or any other condition.~~
- ~~2. All signs must be maintained to prevent any kind of safety hazard, including faulty sign structures, a fire hazard, or an electrical shock hazard.~~
- ~~3. All unused sign hardware or wiring must be removed. The Executive Director will serve notice to the permit holder and property owner that unused sign hardware or wiring must be removed within 30 days of notice for permanent signs or 24 hours for temporary signs. If the unused sign hardware or wiring is not removed within the required time period, the Executive Director may enforce this order through permitted enforcement procedures.~~
- ~~4. If a sign is maintained in an unsafe or unsecured condition, it must be removed or the condition corrected. The Executive Director will serve notice to the permit holder and property owner that the sign must be removed or the condition corrected within 30 days of notice for permanent signs or 24 hours for temporary signs. If the sign is not removed or the condition is not corrected within the required time period, the Executive Director may enforce this order through permitted enforcement procedures.~~
- ~~5. The Executive Director may authorize removal of any sign that is an immediate public peril to persons or property summarily and without notice.~~

### **9.3 — ILLUMINATION STANDARDS**

- ~~A. Any sign illumination, including gooseneck reflectors, external illumination, and internal illumination, must be designed, located, shielded, and directed to prevent the casting of glare or direct light upon roadways and surrounding properties, and the distraction of motor vehicle operators or pedestrians in the public right-of-way.~~
- ~~B. The maximum allowable footcandle at the lot line for any illuminated sign is one footcandle. For signs that are allowed to project over the public right-of-way, the maximum allowable footcandle at the curb line is one footcandle.~~
- ~~C. The sign face of internally illuminated signs must function as a filter to diffuse illumination. The sign face must cover all internal illumination components so that no exposed bulbs are visible.~~
- ~~D. All external illumination of a sign must concentrate the illumination upon the printed area of the sign face.~~
- ~~E. For electronic message signs, the maximum brightness is limited to 5,000 nits during daylight hours, and 500 nits between dusk to dawn. The sign must have an automatic dimmer control that produces a distinct illumination change from a higher allowed illumination level to a lower allowed level for the time period between one-half hour before sunset and one-half hour after sunrise. Billboards are controlled by the illumination standards in Section 9.8.~~
- ~~F. No sign illumination may be combined with reflective materials, such as mirrors, polished metal, or highly-glazed tiles, which would increase glare.~~
- ~~G. The use of neon or LED lighting as a sign material or sign accent is permitted only in the commercial districts, downtown districts, industrial districts, and IC District. When lit, lighting must be continuously illuminated. Flashing neon or LED lighting is prohibited.~~

~~H. Neon or LED lighting to outline doors and windows is prohibited.~~

#### ~~9.4 PROHIBITED SIGNS~~

~~All signs not expressly allowed by this Code are prohibited. In addition, the following sign types are specifically prohibited:~~

~~A. Balloon and air-infused/air-inflated signs.~~

~~B. Banners wrapped around a permanent sign structure, such as a freestanding sign, projecting sign, or wall sign.~~

~~C. Cabinet box wall signs.~~

~~D. Flashing or animated signs.~~

~~E. Moving signs, including signs designed to be moved by wind or other natural elements, and tri-vision signs. This excludes clocks and barber poles.~~

~~F. Obsolete signs and sign structures.~~

~~G. Off-premise signs, temporary. All temporary off-premise signs are prohibited and are hereby declared to be abandoned trash at the time of posting and may be removed and discarded without notice notwithstanding any conflicting regulation or requirement within this Code. Any citizen removing a temporary off-premise sign or other sign in the public right-of-way does so at his/her own risk, and neither Caddo Parish, nor any public utility exercising control of the right-of-way, pole or fixture is liable for damage, loss, or injury due to such independent acts.~~

~~H. Portable reader board signs, except as allowed for temporary signs. This includes both signs mounted on a wheeled structure and those mounted on a stationary structure that can be moved and is not permanently installed on a site.~~

~~I. Snipe signs.~~

~~J. Strobe lights, moving or fixed spotlights, and floodlights.~~

~~K. Any sign that can create a hazardous traffic situation, including those that:~~

~~1. Interfere with, obstruct the view of, or may be confused with any authorized traffic sign, signal, or device because of its position, shape, or color, including signs illuminated in red, green, or amber color to resemble a traffic signal.~~

~~2. Make use of the words STOP, LOOK, DETOUR, DANGER, CAUTION, WARNING, or any other word, phrase, symbol, or character in a manner that misleads, interferes with, or confuses traffic.~~

~~L. Video display signs.~~

~~M. Any signs attached to, or placed, on, a vehicle or trailer parked on public or private property, except for signs meeting the following conditions:~~

~~1. The primary purpose of such a vehicle or trailer is not the display of signs.~~

~~2. The signs are magnetic, decals or painted on an integral part of the vehicle or equipment as originally designed by the manufacturer, and do not break the silhouette of the vehicle.~~

~~3. The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets where applicable, and actively used or available for use in daily function of the business to which such signs relate.~~

~~N. Vehicles and trailers are not used primarily as static displays, advertising a product or service, nor utilized as storage, shelter or distribution points for commercial products or services for the general public.~~

**9.5 SUMMARY OF PERMANENT AND TEMPORARY SIGN PERMISSIONS**

Table 9-1: Summary of Permanent and Temporary Sign Permissions indicates whether a permanent or temporary sign requires a sign permit. Section 9.6 contains regulations for the specific sign types that do not require a permit, both permanent and temporary, and Section 9.7 contains regulations for the specific sign types that require a permit, both permanent and temporary. Billboards are regulated in Section 9.8.

TABLE 9-1: SUMMARY OF PERMANENT AND TEMPORARY SIGN PERMISSIONS		
SIGNS	No Permit Required (Section 9.6)	Permit Required (Section 9.7)
<b>PERMANENT SIGNS</b>		
Additional Sign for Historic Location	■	
Additional Sign for Multi-Tenant Building	■	
Additional Signs for Parking Lots and Structures	■	
Additional Sign for Property Identification	■	
Awning Sign		■
Canopy Sign		■
Electronic Message Sign		■
Flag—Non-Governmental or Governmental	■	
Freestanding Sign		■
Government Sign	■	
Marquee		■
Menuboard		■
Projecting Sign		■
Public Information or Event Sign		■
Roof Sign		■
Scoreboard		■
Wall Sign		■
Window Sign—Permanent	■	
<b>TEMPORARY SIGNS</b>		
Additional Sign for Construction Activity	■	
Additional Sign When Conducting Garage/Yard Sale On-Site	■	
A-Frame Sign		■
Attention-Getting Device		■
Banner / Exhibition Banner		■
Light Pole Banner	■	

TABLE 9-1: SUMMARY OF PERMANENT AND TEMPORARY SIGN PERMISSIONS		
SIGNS	No-Permit Required (Section 9.6)	Permit Required (Section 9.7)
Yard Sign	*	
Real Estate Activity Sign	*	
Window Sign—Temporary	*	

**9.6 NO PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS**

**A. Exemption of Alteration and Maintenance Operations**

The following activities are exempt from a sign permit:

1. Painting, repainting, cleaning, changing permitted items of information, or other normal maintenance and repair of a sign, not involving structural changes or changes in the electrical components of the sign. Any activity that increases the sign area, sign height, or any sign dimension is not exempt from a sign permit.
2. Changing of the message of a changeable message sign or electronic message sign.
3. Changing a copy or the color on an existing permitted sign, or performing repair and maintenance on an existing permitted sign which is not an alteration does not require a sign permit.

**B. Exempt Ancillary Information**

1. Logos and labels located on mechanical equipment, recycling bins, trash containers, or similar, which are part of the equipment as manufactured and/or installed are exempt.
2. Signs on public transit stations, bike-sharing stations, or car share facilities, when such signs are installed by the sponsors of such facilities, are exempt.
3. Signs installed on gas station pumps are exempt. Such signs may not be electronic message signs and may not be illuminated. Such signs are limited to two square feet in sign area and a maximum of one per pump station.

**C. Permitted Exempt Signs**

The following signs are allowed without a sign permit. All exempt signs must comply with all the regulations of this section and this Code. No such exempt sign can advertise any off-premise operations or services.

**1. Additional Sign for Construction Activity**

On a site where active construction is taking place, an additional temporary sign is permitted in conjunction with active construction, subject to the following:

- a. Additional construction activity signs are permitted in all districts on all sites with active construction projects. Additional construction activity signs may be installed only after approval of a preliminary site plan and must be removed once construction is complete.
- b. Additional construction activity signs may be constructed as either freestanding or wall signs, subject to the following:
  - i. Signs are limited to 12 square feet in area for construction sites for individual single-family — detached or attached or two-family dwellings. Signs are limited to 64 square feet maximum size for all other construction sites less than two (2) acres in size, and 96 square feet maximum on all other construction sites over two (2) acres.

~~ii.—Freestanding signs are limited to eight feet in height and must be located five feet from any lot line.~~

~~iii.—Wall signs may be installed on a fence.~~

~~iv.—Signs may not be illuminated.~~

~~e.—Additional construction activity signs are limited to one per street frontage.~~

## ~~2.—Additional Sign When Conducting Garage/Yard Sale On-Site~~

~~a.—When a garage/yard sale is conducted as part of a residential use, an additional temporary sign is permitted. Such additional temporary signs must be located on the site of the garage/yard sale, and may be installed 48 hours prior to event and must be removed within 24 hours of the end of the sale.~~

~~b.—An additional temporary sign may be constructed as either freestanding or wall signs, subject to the following:~~

~~i.—Signs are limited to six square feet in area.~~

~~ii.—Freestanding signs are limited to five feet in height, and must be located within five feet from any lot line.~~

~~iii.—Wall signs may be installed on a fence.~~

~~iv.—Signs may not be illuminated.~~

~~e.—Additional temporary signs are limited to one per lot.~~

## ~~3.—Additional Sign for Historic Location~~

~~When a location memorializes a historic person, event, structure, or site, an additional permanent sign is permitted in any district as follows:~~

~~a.—An additional sign may be constructed as either freestanding or wall signs, subject to the following:~~

~~i.—Signs are limited to six square feet.~~

~~ii.—Freestanding signs are limited to four feet in height and must be located five feet from any lot line.~~

~~iii.—Signs may be internally or externally illuminated.~~

~~b.—An additional sign is limited to one per street frontage.~~

## ~~4.—Additional Sign for Multi-Tenant Buildings~~

~~Townhouse, multi-family dwellings, and non-residential developments with multiple tenants are permitted an additional permanent sign.~~

~~a.—Multi-tenant building signs may be constructed as either freestanding or wall signs, subject to the following:~~

~~i.—Signs are limited to six square feet in area.~~

~~ii.—Freestanding signs are limited to five feet in height, and must be located within 10 feet of the building entry and five feet from any lot line.~~

~~iii.—Signs may only be internally illuminated.~~

~~b.—Multi-tenant building signs are limited to one per building entry.~~

**5. ~~Additional Signs for Parking Lots and Structures~~**

~~Parking lots and structures are permitted additional signs, whether such parking lots or structures are a principal or ancillary use.~~

- ~~a. Additional signs are permitted at each entrance/exit, driveway intersection, drive-through lane, and other circulation points.~~
- ~~b. Signs are limited to four square feet in area.~~
- ~~c. A freestanding sign is limited to four feet in height and must be five feet from any lot line.~~
- ~~d. Signs may be internally or externally illuminated.~~

**6. ~~Additional Sign for Property Identification~~**

~~For building rented/leased by a property management company, an additional permanent sign is permitted as follows:~~

- ~~a. A maximum of one additional sign is permitted per building in all districts.~~
- ~~b. The sign must be wall-mounted and is limited to two square feet in area.~~

**7. ~~Flag~~****a. ~~Non-Governmental Flag~~**

- ~~i. Non-governmental flags are permitted for non-residential uses in the commercial, downtown, and industrial districts.~~
- ~~ii. Non-governmental flags may be freestanding or wall-mounted, and are limited to a maximum area of 16 square feet.~~
- ~~iii. Freestanding non-governmental flags are limited to a maximum height of 35 feet and must be a minimum of 10 feet from any lot line.~~
- ~~iv. Wall-mounted non-governmental flags must maintain a minimum five foot sidewalk clearance.~~
- ~~v. One freestanding non-governmental flag is permitted per lot. One wall-mounted non-governmental flag is permitted per establishment. In multi-tenant structures, each establishment is permitted one wall-mounted non-governmental flag.~~
- ~~vi. External illumination of freestanding non-governmental flags is permitted. Illumination of wall-mounted non-governmental flags is prohibited.~~

**b. ~~Governmental Flag~~**

~~Flags of any nation, state, municipality, or political subdivision, flags officially designated as a national, state, or local symbol, or flags of fraternal, religious, and civic organizations are permitted in all districts.~~

- ~~i. Governmental flags may be freestanding or wall-mounted.~~
- ~~ii. Poles for freestanding governmental flags are limited to the maximum height of the district.~~
- ~~iii. Poles for freestanding governmental flags must be a minimum of 10 feet from any lot line.~~
- ~~iv. Wall-mounted governmental flags may not extend over the public right-of-way.~~
- ~~v. There is no limit on the number of governmental flags per lot.~~
- ~~vi. External illumination of governmental flags is permitted.~~

**8. ~~Government Sign~~**

~~Signs placed or authorized by a government agency are permitted in any number, configuration, or size in any district. Such signs may be illuminated as required by the agency.~~

**9. ~~Light Pole Banner~~**

~~Light pole banners are permitted for light poles in parking lots and must be mounted so that they are held taut between support posts. Light pole banners are limited to a maximum area of 10 square feet. Light pole banners must be mounted to project perpendicular from light poles.~~

**10. ~~Real Estate Activity Sign~~**

~~When a structure or lot is offered for sale, lease, or rent, such lot is permitted an additional temporary sign as follows:~~

- ~~a. Real estate activity signs are permitted in all districts. Real estate activity signs must be located on the site of the property for sale, lease, or rent.~~
- ~~b. Real estate activity signs are limited to one per street frontage.~~
- ~~c. Real estate activity signs may be constructed as either freestanding, wall, or window signs.~~
- ~~d. Real estate activity signs are limited to 12 square feet in residential districts and 32 square feet in all other districts.~~
- ~~e. Freestanding signs are limited to five feet in height and must be located within five feet from any lot line.~~
- ~~f. Real estate activity signs may not be illuminated.~~
- ~~g. Real estate activity signs must be removed within 30 days of final closing, lease, or rental. If such real estate signs are used in conjunction with a temporary event, such signs may be installed 48 hours prior to event and must be removed within 24 hours of the end of the event.~~

**11. ~~Window Sign~~**

- ~~a. Window signs are permitted for all non-residential uses in all districts.~~
- ~~b. All window signs, whether temporary or permanent, are limited to no more than 30% of the surface of each window area. Window area is counted as a continuous surface until divided by an architectural or structural element. Mullions are not considered an element that divides window area.~~
- ~~c. Window signs may be internally or externally illuminated.~~

**12. ~~Yard Signs~~**

- ~~a. Yard signs are permitted in all districts.~~
- ~~b. Yard signs may be constructed as either freestanding, wall, or window signs. There is no limit on the number of signs permitted.~~
- ~~d. Freestanding yard signs must be located five feet from any lot line.~~
- ~~e. Yard signs must meet the coverage limitations of window signs. If no coverage is specified, the limitation is 30% of the window area.~~
- ~~f. Yard signs must be posted on private property only, and only with the permission of the property owner.~~
- ~~g. Yard signs may not be illuminated.~~

**9.7 PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS**

**A. Sign Types Permitted by District**

1. This section describes the types of signs allowed with a sign permit. Table 9-2: Sign Types Requiring Permit District Permissions indicates in which districts these types of signs are permitted. Specific regulations on each sign type may include further restrictions on which uses within a district may utilize these sign types.
2. Changing the sign face of an existing sign requires a sign permit.
3. Billboards are regulated by Section 9.8.

TABLE 9-2: SIGNS TYPES REQUIRING PERMIT DISTRICT PERMISSIONS													
DISTRICT	A-Frame Sign	Attention-Getting Device	Awning Sign	Banner—Exhibition	Canopy Sign	Electronic Message Sign	Freestanding Sign	Marquee	Projecting Sign	Public Information or Event Sign	Roof Sign	Scoreboard	Wall Sign
R-A			*	*	*	*	*			*		*	*
R-E			*	*	*	*	*			*		*	*
R-1-12			*	*	*	*	*			*		*	*
R-1-7			*	*	*	*	*			*		*	*
R-1-5			*	*	*	*	*			*		*	*
R-2			*	*	*	*	*			*		*	*
R-MHS			*	*	*	*	*			*		*	*
R-MHP			*	*	*	*	*			*		*	*
C-1	*	*	*	*	*	*	*	*	*			*	*
C-2	*	*	*	*	*	*	*	*	*			*	*
I-4		*	*	*	*	*	*		*		*	*	*
I-2		*	*	*	*	*	*		*		*	*	*
NA			*	*	*	*	*			*		*	*
OS			*	*	*	*	*			*		*	*
RMUV			*	*	*	*	*			*		*	*
RVD			*	*	*	*	*			*		*	*

**FOOTNOTES**

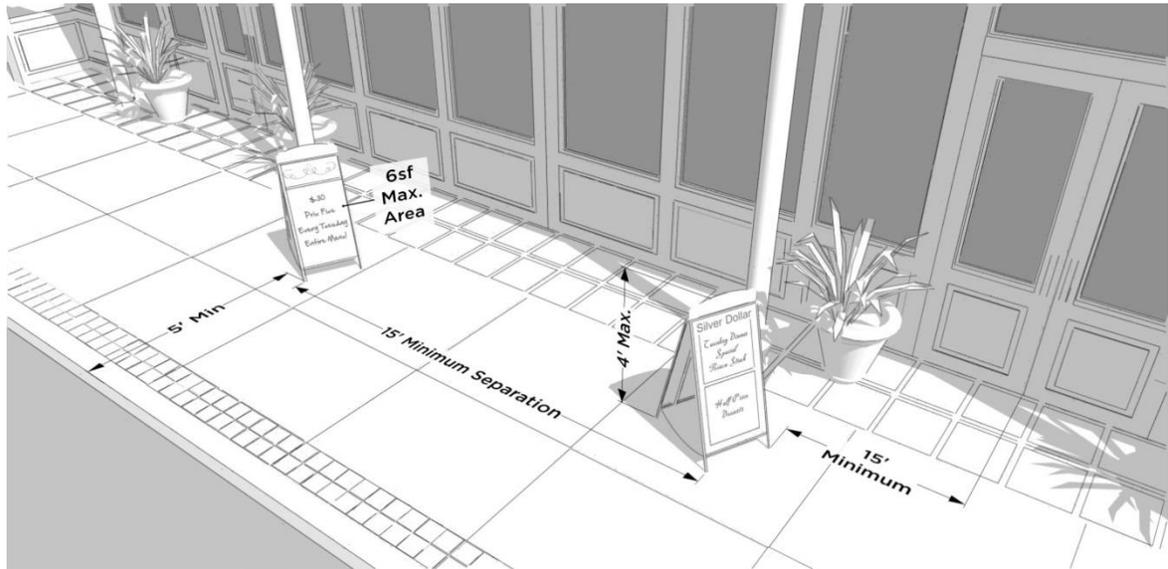
- \* = Sign type permitted in district, subject to additional standards of this section
- \* = Menuboard signs are permitted for all drive-through uses in any district

**B. A-Frame Sign**

1. A frame signs are permitted for non-residential uses in the districts indicated in Table 9-2.
2. Sign permits for A-frame signs are valid from January 1<sup>st</sup> through December 31<sup>st</sup>, unless otherwise restricted as part of the sign permit approval. A new sign permit application must be applied for on or after January 1<sup>st</sup> of each year. In addition to the sign permit application submittal requirements, a placement plan must be submitted that shows the general location of the A-frame sign.
3. No more than one per business.
4. An A frame sign must be placed within 15 feet of the primary entrance of the business, and must not interfere with pedestrian traffic or violate standards of accessibility as required by the ADA or other accessibility codes. A-frame signs may be placed in the public right-of-way but must maintain a five foot sidewalk clearance at all times.

- ~~5.—A frame signs are limited to six square feet in area per side and four feet in height.~~
- ~~6.—Shall be removed from the right-of-way at the close of every business day.~~
- ~~7.—A frame signs must not be used outdoors when high winds or heavy rain conditions exist.~~
- ~~8.—Illumination of A-frame signs is prohibited. No A-frame sign may have an electronic component.~~

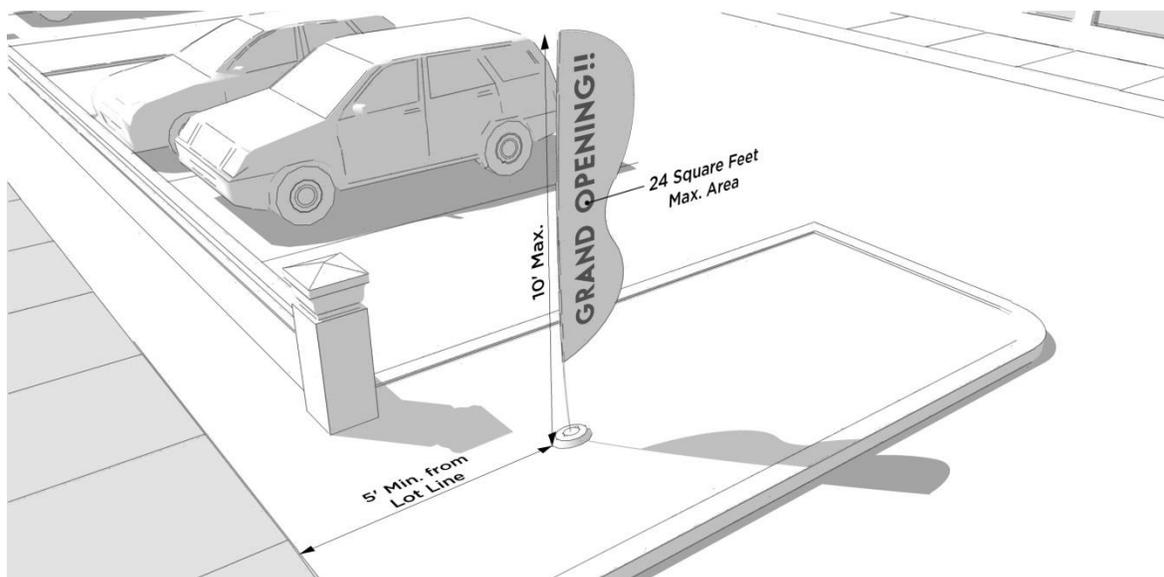
**FIGURE 9-1: A-FRAME SIGNS**



**C.—Attention-Getting Device**

- ~~1.—Attention getting devices are permitted for non-residential uses in the districts indicated in Table 9-2.~~
- ~~2.—An establishment may have both a freestanding and wall-mounted attention-getting device installed or mounted simultaneously. For multi-tenant sites, the property owner(s) and/or tenants must coordinate display of attention-getting devices.~~
- ~~3.—Freestanding attention-getting devices are subject to the following:
 
  - ~~a.—Freestanding attention-getting devices are limited to the following maximums per lot:
 
    - ~~i.—For single-tenant sites: One per street frontage.~~
    - ~~ii.—For multi-tenant sites: Two per street frontage. There must be 20 feet of separation between attention-getting devices.~~~~
  - ~~b.—Freestanding attention-getting devices are limited to a maximum height of 10 feet and 24 square feet in area.~~
  - ~~c.—Freestanding attention-getting devices must be located a minimum of five feet from a lot line.~~~~

FIGURE 9-2: ATTENTION-GETTING DEVICE



**4.**—Wall-mounted attention-getting devices are subject to the following:

- a. —Wall-mounted attention-getting devices are limited to 32 square feet in total area when mounted upon a façade of less than 100 linear feet in length. Wall-mounted attention-getting devices are limited to 64 square feet in total area when mounted upon a façade of 100 or more linear feet in length.
- b. —Wall-mounted attention-getting devices are limited to a maximum of one per each façade of an establishment.

**5.**—Pennants are subject to the following:

- a. —Pennants may be used in place of one freestanding or wall-mounted attention-getting device as described in item 2 above.
- b. —Pennants are limited to one and one-half square feet per pennant triangle.
- c. —Pennants may not be installed across or over any driveway or drive aisle.

**6.**—Illumination of any attention-getting devices is prohibited.

**7.**—Attention-getting devices are limited to the following display periods:

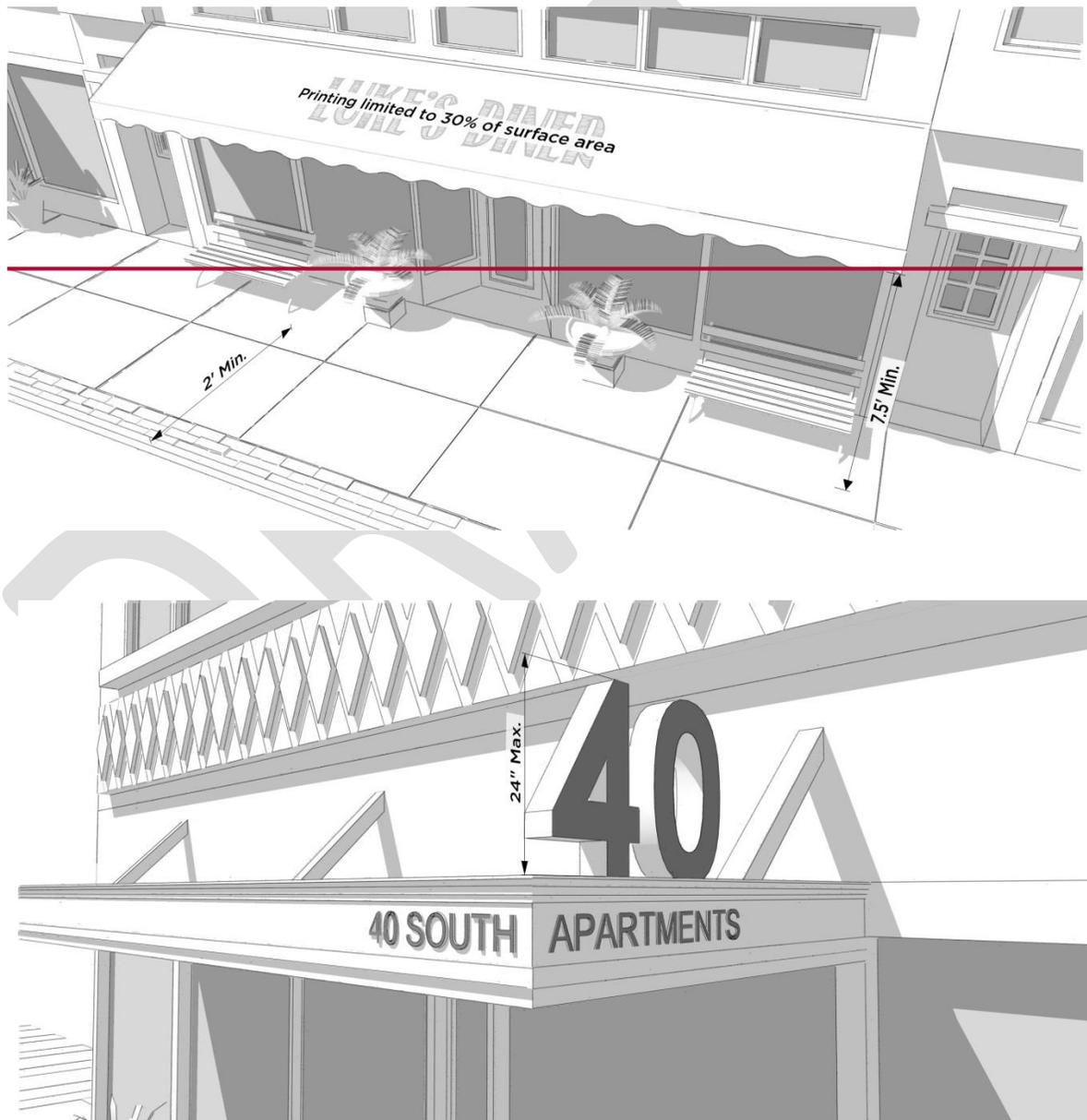
- a. —When related to a time-specific event: A combined display period of seven days prior to the event, the time period of the event, and two days following the event.
- b. —When not related to a time-specific event: 15 days.
- c. —A maximum of four display periods per year with a minimum of 30 days between displays. For multi-tenant sites, the display period and separation period apply to each establishment individually rather than the site as a whole.

**D.**—Awning Sign

1. —Awning signs are permitted for multi-family dwellings and non-residential uses in the districts indicated in Table 9-2.
2. —Awning signs must maintain a minimum vertical clearance of seven feet six inches.

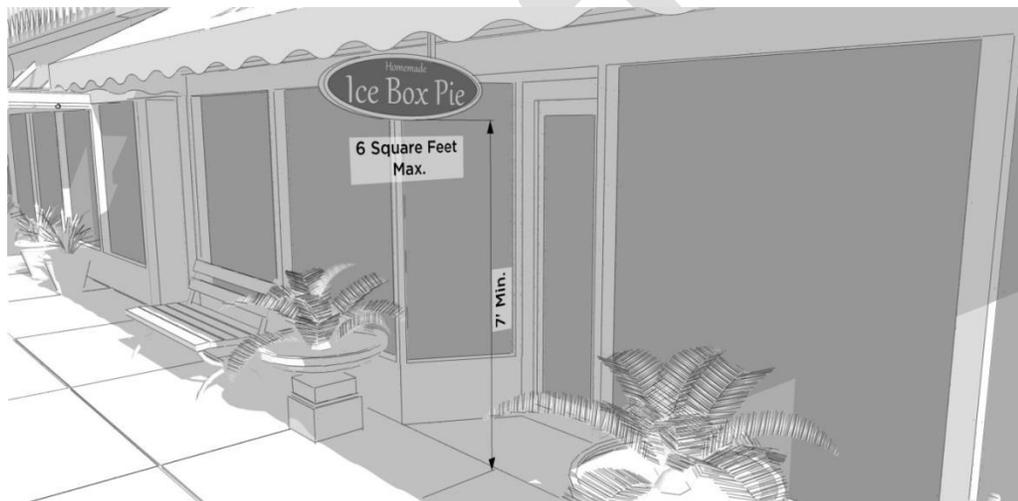
- ~~3. Awning signs may encroach into the public right-of-way but must be located at least two feet from the curb line.~~
- ~~4. Awning signs must be made of a durable, weather resistant material such as canvas, canvas-like material, nylon, vinyl coated fabric, or metal.~~
- ~~5. Printing on any awning sign is limited to 30% of the surface area.~~
- ~~6. Awning signs are permitted lettering attached to and located above the top of a solid flat awning mounted perpendicular to a façade to a maximum height of 24 inches.~~
- ~~7. Awning signs may be externally illuminated and must be focused on the printed area.~~
- ~~8. Back-lit awnings are prohibited.~~

**FIGURE 9-3: AWNING SIGNS**



9. ~~Under-awning signs are permitted subject to the following standards. These standards also apply to signs mounted under galleries or arcades.~~
  - a. ~~Under-awning signs must be attached to the underside of an awning. Under-awning signs must not project beyond the edge of the awning.~~
  - b. ~~Under-awning signs must maintain a minimum vertical clearance of seven feet.~~
  - c. ~~A maximum of one under-awning sign is permitted per business establishment with frontage where the awning is mounted.~~
  - d. ~~Under-awning signs are limited to a maximum of six square feet.~~
  - e. ~~Under-awning signs must be securely fixed to the awning with metal supports.~~
  - f. ~~Under-awning signs must be made of wood, metal, or plastic.~~

**FIGURE 9-4: UNDER-AWNING SIGN**

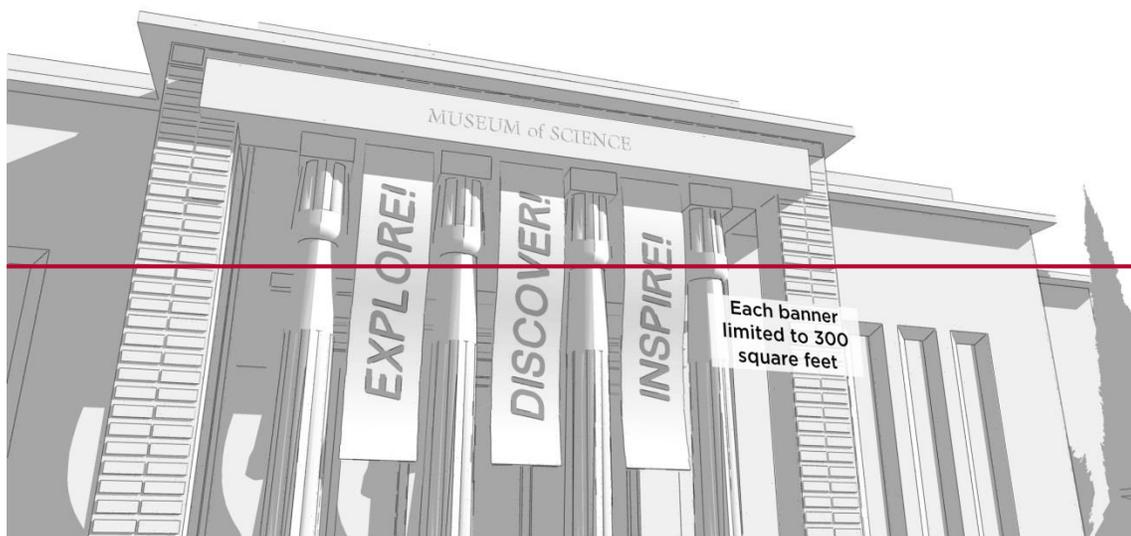


**E. Banners / Exhibition Banners**

1. ~~Banners and exhibition banners shall be printed upon flexible material, mounted with or without frames and shall be professionally printed and installed in a way that does not create a safety hazard.~~
2. ~~Banners and exhibition banners must be securely and tautly attached to the wall of a structure or pole. No banners or exhibition banners may be located higher than the roofline or encroach into the public right-of-way unless approved by the Executive Director.~~
3. ~~All banners and exhibition banners must be located within the required yard setbacks for that district, as described in Article 4 of this Code.~~
4. ~~No banner or exhibition banner is allowed to be attached to a retaining wall or fence.~~
5. ~~Banners~~
  - a. ~~Banners shall not exceed a maximum sign area of 32 square feet.~~
  - b. ~~No more than one banner shall be displayed on a building/property frontage at one time, unless approved by the Executive Director.~~
  - c. ~~No property shall display a banner for more than 30 days, not more than 2 times per calendar year. Banners may be displayed longer than 30 days if approved by the Executive Director.~~
  - d. ~~Banners are prohibited from being placed in the public right-of-way.~~

- ~~e. Banners will be allowed for the following public events and entities and are permitted year round:
 
  - ~~i. Charitable, humanitarian or artistic activities;~~
  - ~~ii. Banners intended for use by sponsors of non-profit community activities such as festivals, conventions and general street beautification;~~
  - ~~iii. Banners displayed on publicly owned property (parks, convention centers, and buildings) and are limited to activities occurring on the publicly owned property;~~
  - ~~iv. Banners are allowed on the property of any place of worship, and within all commercial and industrial zoning districts; or~~
  - ~~v. Banners for use by sponsors of any educational facility are allowed during a display period of one calendar school year not to exceed nine months.~~~~
- ~~f. In order to reduce the proliferation of signs, banners must be greater than 50 feet from any other temporary sign.~~
- ~~g. Banners wrapped around a permanent sign structure, such as a freestanding sign, projecting sign, or wall sign are prohibited.~~
- 6. Exhibition Banners**
  - ~~a. Exhibition banners are permitted for any educational facility, government use, or cultural facility to be used in conjunction with a special exhibit or event.~~
  - ~~b. Each structure of an allowed use is permitted up to eight exhibition banners during one display period. The display period is defined as the combined period of 45 days prior to the opening of the exhibit, the run of the exhibit, and 14 days following the close of the exhibit, unless written otherwise in this Code.~~
  - ~~c. An applicant may include up to eight exhibition signs, per structure, as part of the sign application.~~
  - ~~d. Each exhibition banner shall not exceed a maximum sign area of 300 square feet.~~
  - ~~e. Exhibition banners may be externally illuminated and must be focused on the printed area.~~

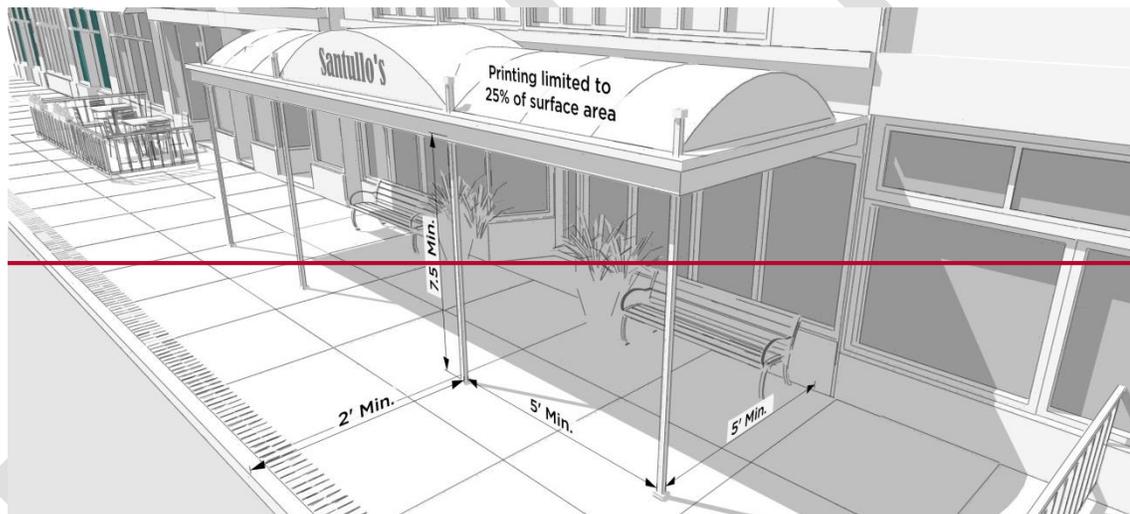
**FIGURE 9-5: EXHIBITION BANNERS**



**F. Canopy Sign**

1. ~~Canopy signs are divided into two types: non-structural and structural. Canopy signs are permitted for multi-family dwellings and commercial uses in the districts indicated in Table 21-3.~~
2. ~~Non-structural canopy signs are subject to the following:~~
  - a. ~~Non-structural canopy signs must maintain a minimum vertical clearance of seven feet six inches.~~
  - b. ~~Non-structural canopy signs may encroach into the public right-of-way but must be located at least two feet from the curb line. Support posts must maintain a minimum separation of five feet between posts and between the posts and any building wall.~~
  - c. ~~Non-structural canopy signs must be made of a durable, weather-resistant material such as canvas, canvas-like material, nylon, or vinyl-coated fabric.~~
  - d. ~~Printing on any non-structural canopy sign is limited to 25% of the surface area.~~
  - e. ~~Non-structural canopy signs may be externally illuminated and lighting must be focused on the printed area.~~

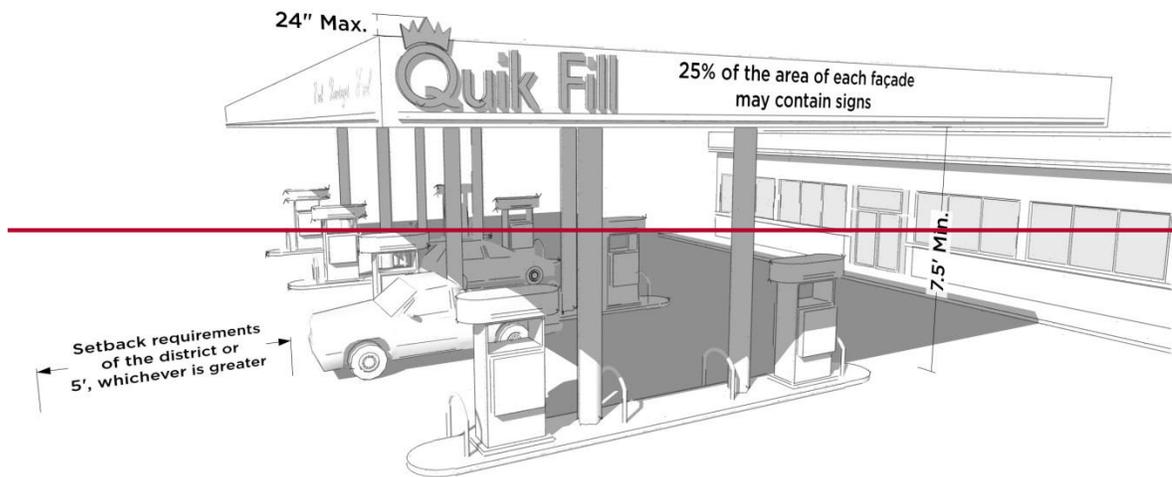
**FIGURE 9-6: NON-STRUCTURAL CANOPIES**



3. ~~Structural canopy signs are subject to the following:~~
  - a. ~~Structural canopy signs for multi-family dwellings must be attached to the principal structure. Structural canopy signs for commercial uses may be either attached to the principal structure or may be a freestanding structure.~~
  - b. ~~Structural canopy signs attached to the principal structure may encroach into the public right-of-way but must be located at least two feet from the curb line. Support posts must maintain a minimum separation of five feet between posts and between the posts and any building wall.~~
  - c. ~~Freestanding structural canopy signs are subject to the setback requirements of the district in which they are located or five feet from any lot line, whichever is greater. In addition, freestanding structural canopy signs must meet the setback requirements of Section 21.14.3 of this Title.~~
  - d. ~~All structural canopy signs must maintain a minimum vertical clearance of seven feet six inches.~~
  - e. ~~For structural canopies attached to a building, signs are limited to 25% of the surface area. Such signs are permitted lettering attached to and located above the top of a structural canopy to a maximum height of 24 inches.~~

- ~~f. For freestanding structural canopies, a maximum of 25% of the area of each façade may include signs. No sign may be mounted above the top of the roof of the structural canopy; however, a sign mounted on the structural canopy façade may extend a maximum of 12 inches above the roofline.~~
- ~~g. Structural canopy signs must be made of metal, brick, stucco, concrete, or other permanent building material.~~
- ~~h. Structural canopy signs may be internally or externally illuminated. If externally illuminated, the lighting must be focused on the sign. In addition, structural canopies for gas stations are permitted an illuminated band along the facades of the canopy. The illuminated band is limited to 15% of the overall height of the facade of the canopy and is not counted as a sign unless there is a commercial message integrated into the band, whereby, the commercial message portion would be calculated as a sign.~~

**FIGURE 9-7: STRUCTURAL CANOPIES**



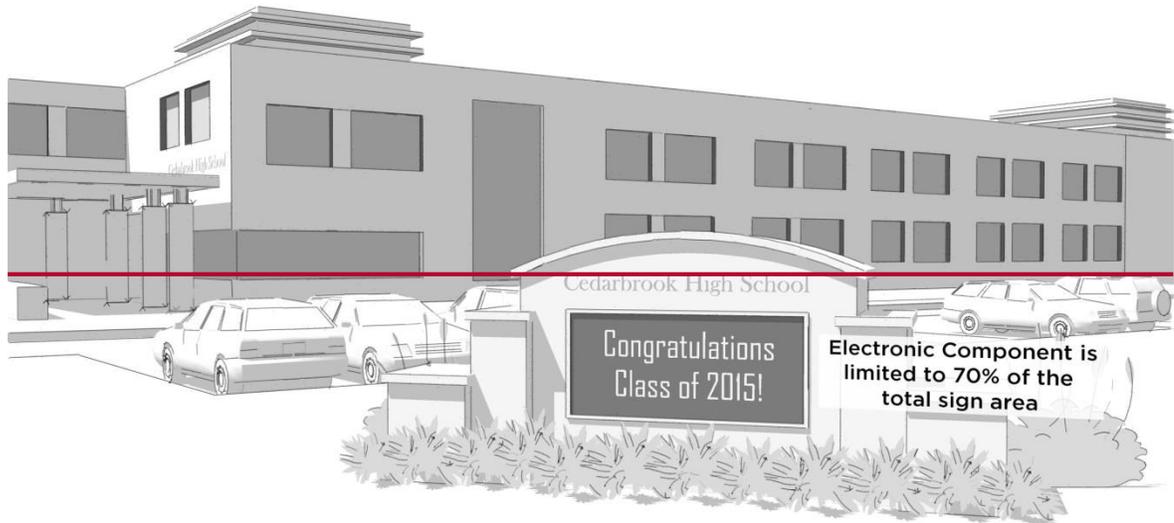
**G. Electronic Message Sign**

~~An electronic message signs that is included as part of a permanent window sign is allowed, but is subject to the regulations for window signs. The following standards apply to freestanding, wall, or marquee signs with an electronic message sign component.~~

- ~~1. Electronic message signs are permitted in the districts indicated in Table 9-2. In the residential districts, electronic message signs are permitted only for an educational facility, government use, public park, cultural facility, or place of worship. In all other districts permitted by Table 9-2, electronic message signs are permitted only for non-residential uses.~~
- ~~2. Electronic message signs are permitted as a freestanding sign or wall sign and are subject to the requirements for those sign types within that district, including that they are counted within the number of signs permitted and the total sign area. Electronic message signs must be integrated into the larger sign structure and the electronic component is limited to a maximum of 70% of the total sign area of a freestanding sign or wall sign.~~
- ~~3. Only one electronic message sign per lot is permitted, whether freestanding sign or wall sign.~~
- ~~4. Each message or image displayed on an electronic message sign must be static for a minimum of four seconds. Multi-color messages and static images are permitted.~~
- ~~5. Electronic message signs cannot display any off-premises commercial advertising.~~

- 6. ~~Any scrolling, flashing, animation, or movement of the message or any component of the sign is prohibited.~~

**FIGURE 9-8: ELECTRONIC MESSAGE SIGNS**

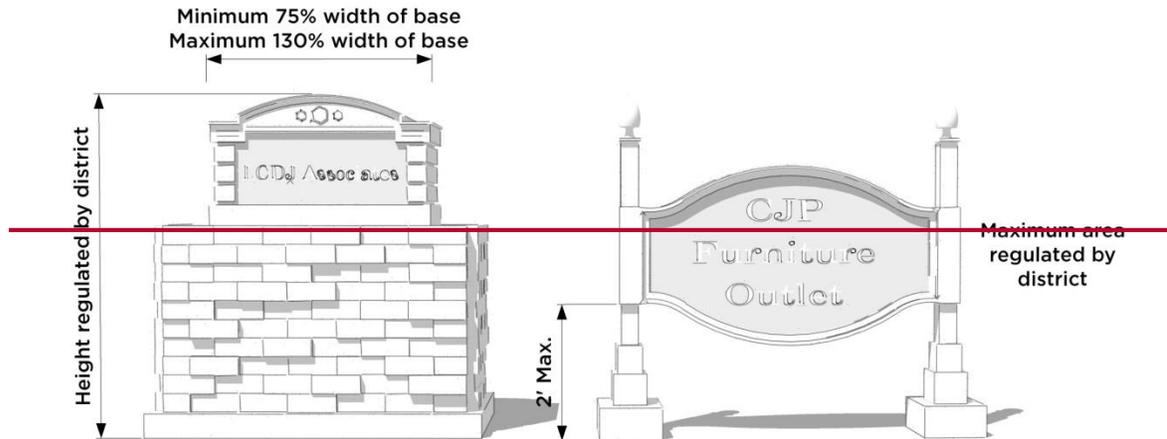


**H.—Freestanding Sign**

~~Freestanding signs are permitted for non-residential uses, multi-family and townhouse dwellings, and residential subdivisions developments. Freestanding signs are subject to the following regulations. In some districts, freestanding signs may be prohibited as regulated in this section.~~

- 1. ~~Freestanding signs may be either pole or monument construction. In certain districts or for certain uses, freestanding signs may be limited to only one type of construction.~~
  - a. ~~A freestanding pole sign that is affixed, attached, or erected on one or more poles, where such poles are not an integral part of the sign. Freestanding pole signs include any freestanding sign that does not meet the design and construction standards of a freestanding monument sign as described in this section.~~
  - b. ~~A freestanding monument sign is designed with the base of the sign installed on the ground. The monument base must be designed as an integral part of the sign structure. The width of the top of the sign face must be a minimum of 75% and a maximum of 130% of the width of the base.~~
  - c. ~~In order to create flexibility for freestanding monument signs installed where the ground is not level, structural (non-decorative) posts may extend out of the ground but are limited to a maximum of six inches above the adjacent ground where they are installed. When the freestanding monument sign is designed with decorative posts that are part of the overall sign structure and sign design, such decorative posts may extend out of the ground for a maximum of two feet above the adjacent ground where they are installed.~~

**FIGURE 9-9: FREESTANDING MONUMENT SIGNS**



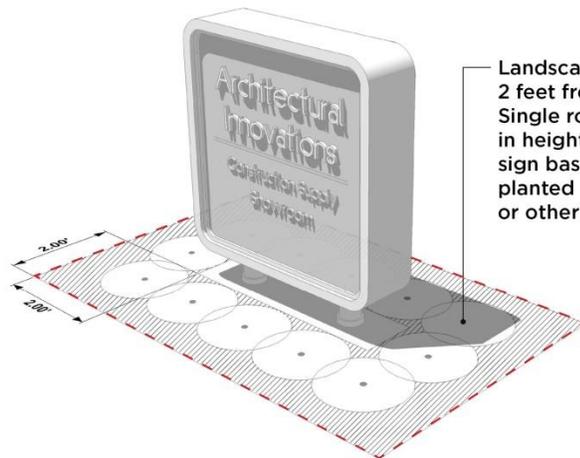
2. ~~Freestanding signs for all uses except multi-tenant retail centers or residential subdivisions are subject to the following limitations on sign area, sign height, and sign number.~~
  - a. ~~One freestanding sign is permitted per street frontage of a lot and where such street frontage is a minimum of 50 feet. When a lot has over 200 feet of street frontage, an additional ground monument sign is permitted for each additional access point to the lot. A minimum separation of 50 feet is required between ground monument signs.~~
  - b. ~~Freestanding signs are limited to the type, height, and area maximums of Table 9-3: Freestanding Sign Regulations.~~

DISTRICT	MONUMENT SIGN		POLE SIGN	
	Monument Sign Area	Monument Sign Height	Pole Sign Area	Pole Sign Height
R-A	36sf	6'	Prohibited	--
R-E	36sf	6'	Prohibited	--
R-1-12	36sf	6'	Prohibited	--
R-1-7	36sf	6'	Prohibited	--
R-1-5	36sf	6'	Prohibited	--
R-2	36sf	6'	Prohibited	--
R-MHS	36sf	6'	Prohibited	--
R-MHP	36sf	6'	Prohibited	--
C-1	48sf	8'	Prohibited	--
C-2	64sf	8'	80sf	40'
I-1	64sf	8'	80sf	40'
I-2	64sf	8'	80sf	40'
IC	64sf	8'	80sf	40'
NA	48sf	8'	Prohibited	--
OS	48sf	8'	Prohibited	--
RMUV	48sf	6'	Prohibited	--
RVD	48sf	6'	Prohibited	--

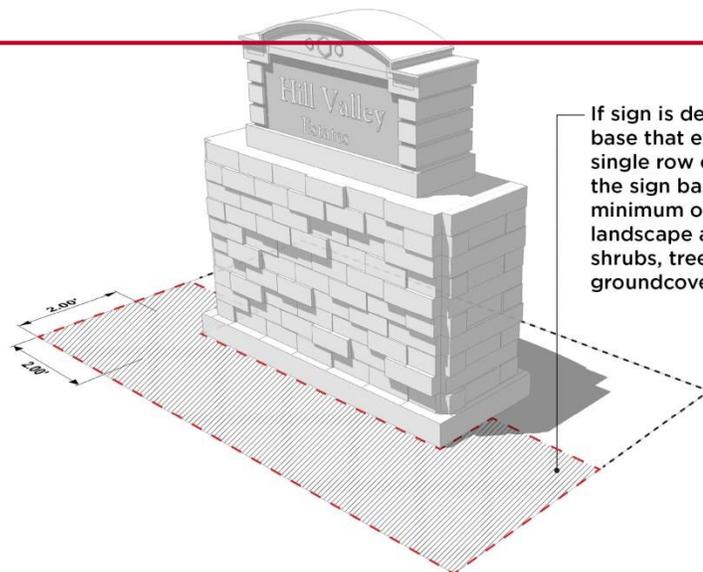
- c. ~~Where a nonresidential development has 200 feet of street frontage and a lot area of two acres or more, such development is permitted an increased sign area and height of 200 square feet of area and 25 feet in height. The street frontage of a corner lot is the shortest street lot line of a corner lot abutting a street.~~

- ~~3. Freestanding signs for multi-tenant retail centers are subject to the following limitations on sign area, sign height, and sign number:
  - ~~a. One freestanding sign is permitted per street frontage of a lot. An additional freestanding sign is permitted for each additional access point to the lot. A minimum separation of 50 feet is required between freestanding signs. For the purposes of this regulation, a multi-tenant development where the development as a whole may be comprised of separate lots of record, the entire development including outlot parcels and in-line development is considered one lot. Such freestanding sign may be either pole or monument construction.~~
  - ~~b. Freestanding sign may be either pole or monument construction, and are permitted a maximum sign area of 200 square feet and a maximum sign height of 25 feet.~~~~
- ~~4. Freestanding signs for residential subdivision are subject to the following limitations on sign area, sign height, and sign number:
  - ~~a. Freestanding sign must be monument construction.~~
  - ~~b. One freestanding sign is permitted per each access point to the residential subdivision. A minimum separation of 50 feet is required between freestanding signs.~~
  - ~~c. Freestanding monument signs are permitted a maximum sign area of 150 square feet and a maximum sign height of 6 feet.~~~~
- ~~5. All freestanding signs must be landscaped at the base of the sign in accordance with the following:
  - ~~a. Landscape must extend a minimum of two feet from the sign base on all sides with small shrubs a minimum of 18 inches in height at planting in a single row around the sign base. The remainder of the landscape area must be planted with trees, perennials, or other live groundcover.~~
  - ~~b. If a freestanding monument sign is designed with a decorative base and such decorative base extends to the ground, the single row of shrubs surrounding the sign base is not required. A minimum of 50% of the required two foot landscape area in item a above must be planted with shrubs, trees, perennials, or other live groundcover.~~
  - ~~c. If landscape is required on a site, freestanding sign landscape is included in the total amount of landscape required on a site. Where a sign is installed in any landscape area of a site, the specific landscape requirements of this section do not apply and the sign landscape can be integrated into the overall site landscape plan. Sign landscape must be shown on the landscape plan.~~
  - ~~d. All landscape must be maintained in good condition and free and clear of rubbish and weeds.~~~~

FIGURE 9-10: FREESTANDING SIGN LANDSCAPE



Landscape must extend a minimum of 2 feet from the sign base on all sides. Single row of shrubs a minimum of 18" in height at planting required around sign base. Remainder of area must be planted with shrubs, trees, perennials or other live ground cover.



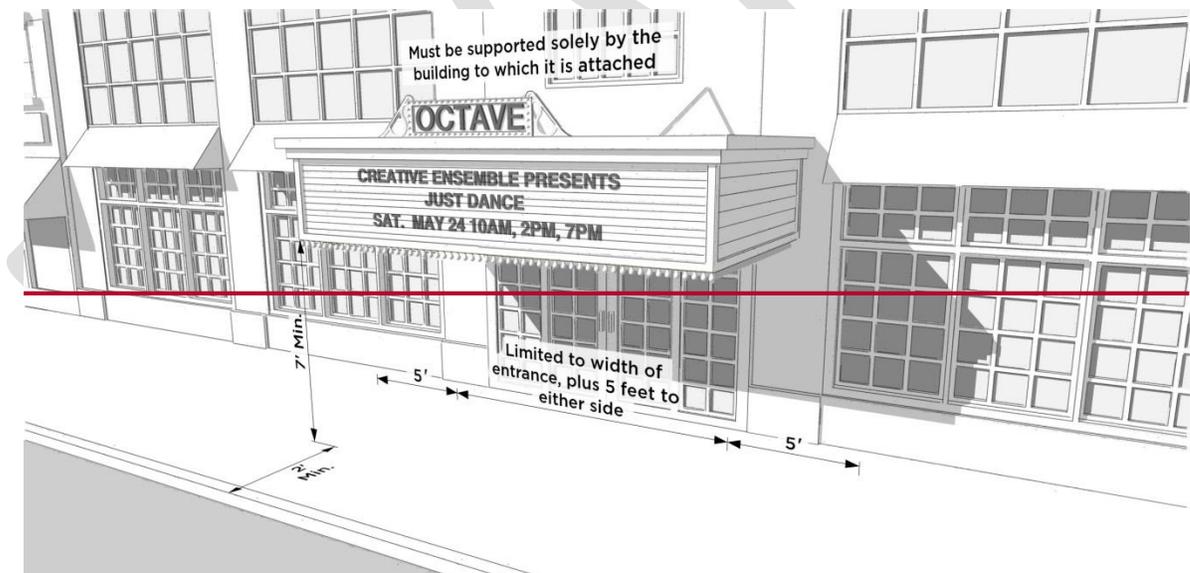
If sign is designed with a decorative base that extends to the ground, the single row of shrubs surrounding the sign base is not required. A minimum of 50% of the required 2' landscape area must be planted with shrubs, trees, perennials, or other live groundcover.

- ~~6. Freestanding signs must be set back five feet from any lot line. No freestanding sign may project into, over, or otherwise encroach on a public right-of-way.~~
- ~~7. Freestanding signs may be internally or externally illuminated. If externally illuminated, all light must be directed onto the sign face.~~
- ~~8. Freestanding signs must be constructed of wood or simulated wood, stone, concrete, metal, or plastic.~~
- ~~9. If a nonresidential development does not have direct adjacency to a major street, said development is permitted to place one additional freestanding sign on any adjacent property that has direct access to a major street provided that such sign is either pole or monument construction, as determined by the zoning district it is located in, and must adhere to the following:
 
  - ~~a. The location of the property of the development being displayed on the proposed freestanding sign shall not be located more than 500 linear feet from the right-of-way of the street on which the sign fronts.~~
  - ~~b. Adheres to all freestanding sign regulations found in this subsection.~~~~

**I. Marquee**

1. Marquees are permitted for non-residential uses in the districts indicated in Table 9-2.
2. Marquees must be supported solely by the building to which they are attached. No exterior columns or posts are permitted as supports.
3. The roof of a marquee may not be used for any purpose other than to form and constitute a roof and must be constructed of noncombustible material.
4. Water from the roofs of a marquee may not drain, drip, or flow onto the surface of a public right-of-way. Sufficient downspouts, drains, and gutters must be installed as part of each marquee to prevent water from the roof of the marquee from flowing onto the surface of a public right-of-way.
5. Marquees must be erected over a building entrance and are limited to the width of the building entrance with an additional five feet on each side of the entrance doors.
6. All marquees must maintain a minimum vertical clearance of seven feet and six inches, and the roof of the marquee structure must be erected below the second floor windowsill.
7. Marquees may encroach into the public right-of-way but must be located at least two feet from the curb line.
8. Marquees are permitted lettering attached to and located above the roof of a marquee to a maximum height of 48 inches.
9. Marquees may be internally illuminated.

**FIGURE 9-11: MARQUEES**

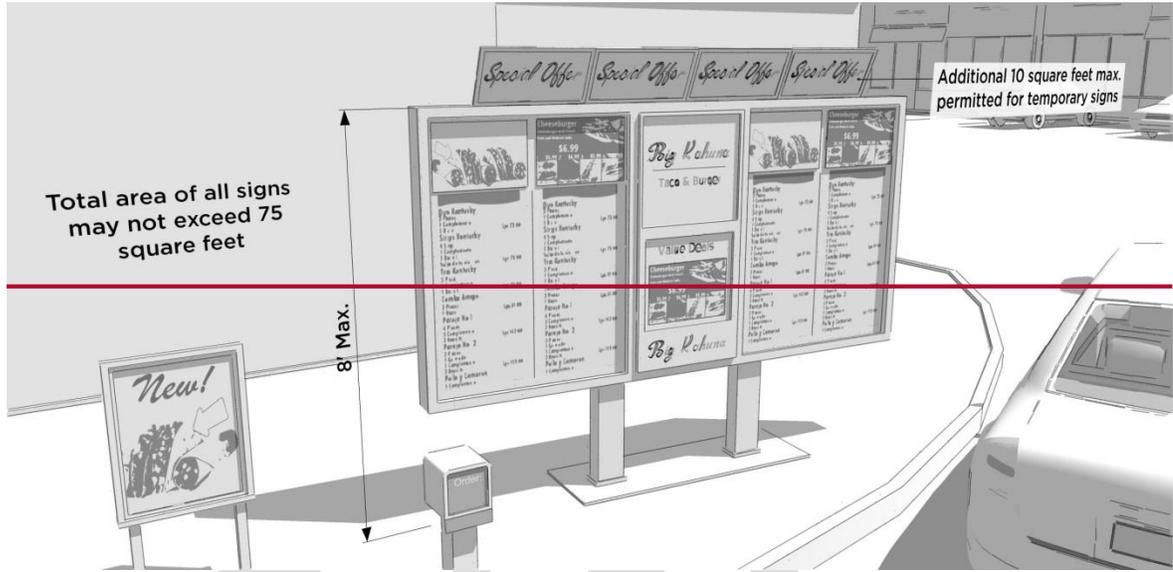


**J. Menuboard**

1. Menuboards are permitted for all drive-through facilities.
2. Menuboards are limited to a maximum of one per drive-through lane.
3. Menuboards are limited to 75 square feet in sign area and eight feet in height. The menuboard may be designed as separate freestanding signs grouped together and may include the use of preview boards designed as separate freestanding signs installed a distance earlier in the drive-through lane, however the total area of all signs must not exceed 75 square feet.

4. ~~Menuboard~~s are permitted an additional 10 square feet of sign area for temporary signs attached to the top or sides of the menuboard.
5. ~~Menuboard~~s must be located a minimum of 15 feet from any residential district lot line.
6. ~~Menuboard~~s may be internally illuminated. ~~Menuboard~~s may also contain an electronic screen that displays order information for each customer.

**FIGURE 9-12: MENUBOARD**



**K. ~~Portable Reader Board – Temporary~~**

1. ~~A portable reader-board sign may be used on a temporary basis to identify a business if there is no other identifying sign on premise.~~
  - a. ~~A portable reader-board sign may be used until a permanent sign is installed on premise, or for a period not to exceed one (1) year.~~
  - b. ~~Once a permanent sign is installed, the property owner has a maximum of 30 days to remove the portable reader-board.~~
  - c. ~~A temporary sign permit for a portable reader-board sign may not be renewed.~~
2. ~~A portable reader-board may be used as an attention-getting device in accordance with the Attention-Getting-Device regulations.~~

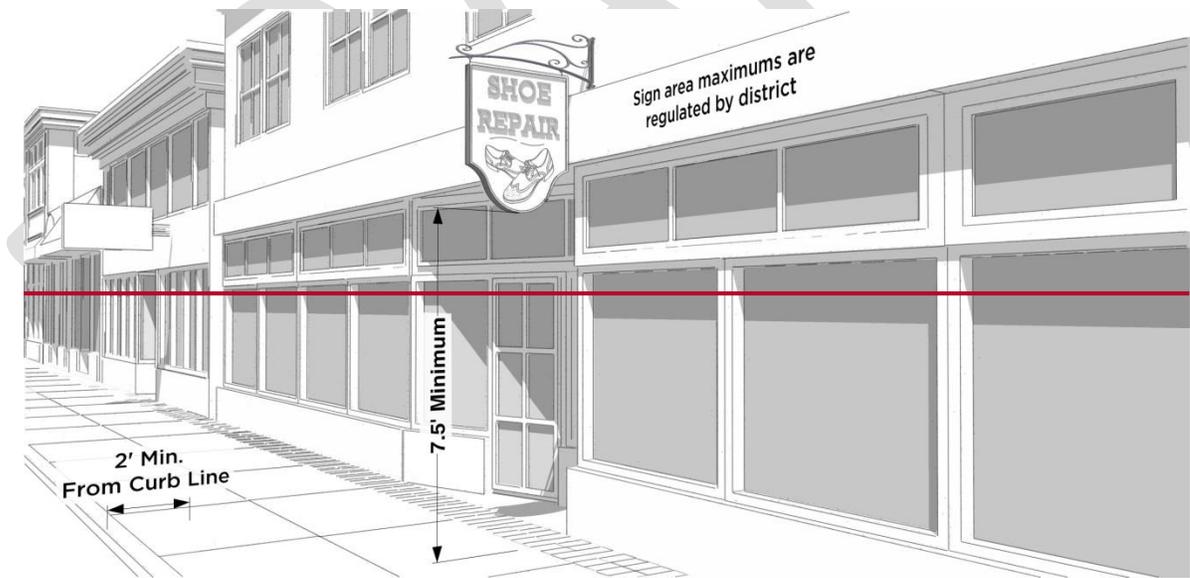
**L. ~~Projecting Sign~~**

1. ~~Projecting signs are permitted for non-residential uses in the districts indicated in Table 9-2.~~
2. ~~One projecting sign is permitted per establishment with frontage on a street. For a corner lot, one projecting sign is permitted for each street frontage.~~
3. ~~Projecting signs may encroach into the public right-of-way but must be located at least two feet from the curb line.~~
4. ~~Projecting signs must maintain a minimum vertical clearance of seven feet, six inches. No projecting sign affixed to a building may project higher than the building height, including the sign support structure.~~
5. ~~Projecting sign area is limited to the maximums of Table 9-4: Projecting Sign Regulations.~~

TABLE 9-4: PROJECTING SIGN REGULATIONS	
DISTRICT	Projecting Sign
R-A	Prohibited
R-E	Prohibited
R-1-12	Prohibited
R-1-7	Prohibited
R-1-5	Prohibited
R-2	Prohibited
R-MHS	Prohibited
R-MHP	Prohibited
C-1	36sf
C-2	48sf
I-1	48sf
I-2	48sf
NA	Prohibited
OS	Prohibited
RMUV	Prohibited
RVD	Prohibited

- Projecting signs must be constructed of wood or simulated wood, metal, plastic, high-density urethane (HDU) foam board or similar durable foam construction, or durable, weather-resistant fabric material like canvas, canvas-like material, nylon, or vinyl coated fabric. Projecting signs constructed of fabric material must be mounted so that they are held taut between support posts.
- Projecting signs may be internally or externally illuminated. If externally illuminated, all lighting must be directed onto the sign face from above.

FIGURE 9-13: PROJECTING SIGNS



**M.—Public Information/Event Sign**

- Public information/event signs are temporary signs permitted for institutional and open space uses, and any civic organization to advertise a public event or informational message in the districts indicated in Table 9-2.
- Sign permits for public information/event signs are approved as a comprehensive sign package. The sign permit application must contain the following additional information:

- ~~a. The nature of the event or the public information to be presented.~~
  - ~~b. The proposed sign copy.~~
  - ~~c. The sign area of all signs to be installed.~~
  - ~~d. The number of signs to be installed.~~
  - ~~e. The general location of where such signs will be installed.~~
  - ~~f. The dates the signs will be displayed, including all installation and removal dates.~~
  - ~~g. When located on private property or on property owned by another jurisdiction, permission from the property owner or other jurisdiction.~~
- ~~3. Public information/event signs must contain a non-commercial message related to a public event or public information. No commercial advertising is permitted.~~
  - ~~4. All public information/event signs must be removed by the date specified in the sign permit approval. Any signs that remain installed on public property or public right-of-way following such expiration date may be removed without notice.~~

**N. Roof Signs**

- ~~1. Roof signs are permitted for non-residential uses in the districts indicated in Table 9-2.~~
- ~~2. Roof signs may not project more than 20 feet above the rooftop.~~
- ~~3. Roof signs are limited to a maximum area of three square feet per linear foot of façade.~~
- ~~4. Roof signs may be internally or externally illuminated.~~

**FIGURE 9-14: ROOF SIGNS**



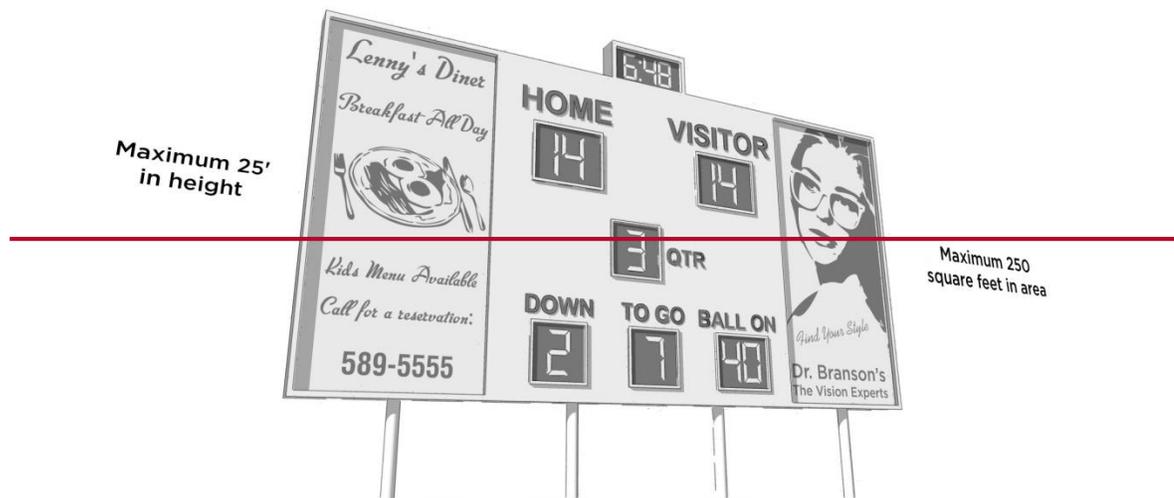
**O. Scoreboard**

~~Scoreboards that are part of an outdoor recreational field of an educational facility or a recreational field for a public park/playground are not regulated by this Code and considered part of the use, and are exempt from these provisions. This exemption also applies to scoreboards for indoor recreation fields. Scoreboards for an outdoor recreational field in association with any other use are subject to the following standards:~~

- ~~1. Scoreboards are permitted as part of an outdoor recreational field playing field. Unless they are exempted from regulations as described in this section, scoreboards require approval of a sign permit.~~

- 2.—One scoreboard is permitted per playing field. Scoreboards are limited to a maximum of 250 square feet in sign area and 25 feet in height.
- 3.—The score-keeping portion of the scoreboard may utilize an electronic message component.
- 4.—If the scoreboard cannot be viewed from any adjacent right-of-way, up to 50% of the sign area may be used for sponsor advertising. If the scoreboard can be viewed from any adjacent right-of-way, up to 30% of the sign area may be used for sponsor advertising.

**FIGURE 9-15: SCOREBOARD**

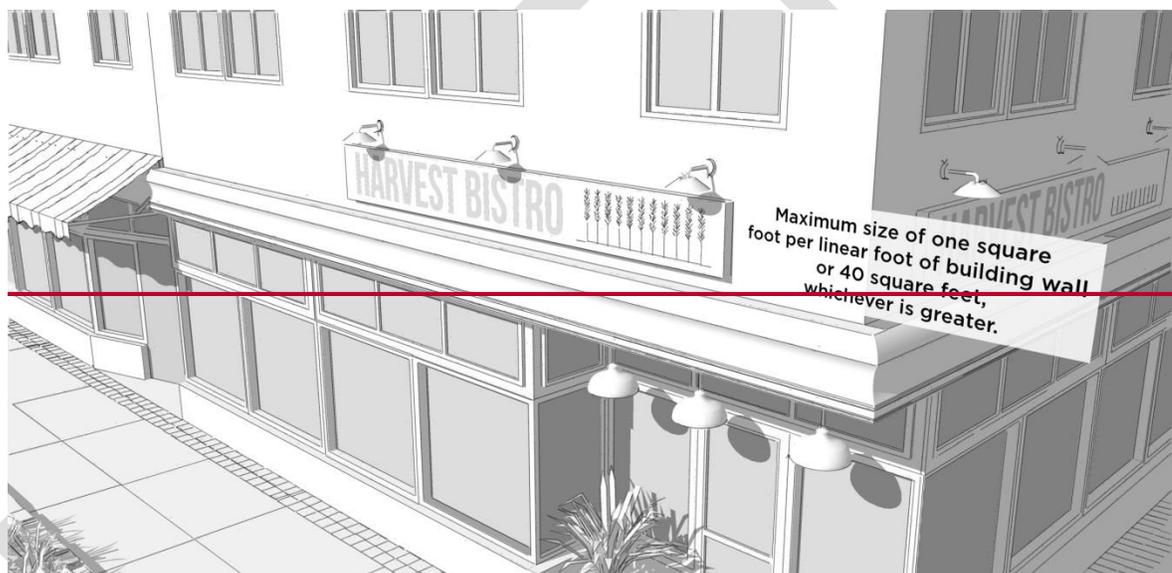


**P.—Wall Sign**

- 1.—Wall signs are permitted for non-residential uses in the districts indicated in Table 9-2.
- 2.—The maximum size of a wall sign is established at one square foot per linear foot of building wall where the wall sign will be mounted or 40 square feet, whichever is greater. The square footage from different façades cannot be combined to create a larger sign on any façade. In a multi-tenant structure, each tenant is permitted a wall sign of one square foot per linear foot of business frontage or 40 square feet, whichever is greater.
- 3.—For a corner lot, the maximum size of a wall sign located on each building wall shall be established at one square foot per linear foot of building wall where the wall sign will be mounted or 40 square feet, whichever is greater. The size of a wall sign on each side of the building shall be limited to the square footage calculated on that side only. In no case shall the square footage permitted for the building wall located along the front lot line and the square footage permitted for the building wall located along the corner side lot line be combined to create a larger sign on a wall other than that permitted on each individual wall.
- 4.—Wall signs may be internally or externally illuminated. If externally illuminated, all light must be directed onto the sign face.
- 5.—Wall signs must be safely and securely attached to the building wall. Wall signs must be affixed flat against the wall and must project 18 inches or less from the building wall. Wall signs may encroach into the public right-of-way for no more than 18 inches.
- 6.—No wall sign affixed to a building, including sign support structure, may project beyond the ends or top of the wall or higher than the roofline of the structure to which it is attached.
- 7.—Wall signs must be constructed of wood or simulated wood, brick, metal, high-density urethane (HDU) foam board or similar durable foam construction, or plastic. Wall signs constructed of material must be mounted so that they are held taut against the wall.

- ~~8. Wall signs are permitted on architectural appurtenances, such as chimneys or penthouses, which are part of the structure. Wall signs must not cover any window, windowsill, transom sill, or significant architectural feature.~~
- ~~9. In addition, any structure over 10 stories in height is permitted one additional wall sign per façade to identify the building. Such wall sign must be placed within the top 20 feet of the structure and cannot not cover any fenestration or architectural features. The maximum size is established at two square feet per linear foot of façade, measured at the roof line, where the wall sign will be mounted.~~
- ~~10. Ghost signs are considered wall signs. Existing ghost signs are exempt from these requirements and deemed conforming. Ghost signs may be maintained and repainted but no new information or images may be added to the existing sign. No new wall signs may be painted on structures.~~
- ~~11. Wall signs are only permitted on the front and side façade of a building. Rear wall signs are not permitted.~~
- ~~12. Wall signs may not be located on any façade which abuts a residentially zoned district.~~

**FIGURE 9-16: WALL SIGNS**



## ~~9.8 BILLBOARDS~~

### ~~A. Purpose~~

- ~~1. The purpose of this section is to:
 
  - ~~a. Establish standards and regulations to insure the reasonable, orderly and effective display of billboards and to define those structures that are not in compliance.~~
  - ~~b. Enforce the intent of the U. S. Congress and the Louisiana State Legislature in adopting the Highway Beautification Act and the state version of that law, who, in so acting, have declared that it is in the public interest to regulate and restrict the erection and maintenance of billboards along any interstate or primary aid highway system.~~
  - ~~c. Promote the safety and recreational value of public travel.~~
  - ~~d. Promote and enhance the beauty, order and attractiveness of Caddo Parish to residents, tourists, and visitors, and positively influence the economic prosperity of the area.~~
  - ~~e. Support and complement the land use objectives of this Code.~~~~

- ~~2. These regulations control the location, size, spacing, illumination, and maintenance of all billboard devices resulting in the overall enhancement of the health, safety, and welfare of the within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.~~

## ~~B. Permitted Billboard Locations~~

### ~~1. Static and Electronic Billboards~~

- ~~a. After the effective date of this Code, no new billboard, static or electronic, may be constructed, erected, installed, or modified within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, and no sign permit will be issued for the construction, erection, or modification of a new billboard or an existing billboard within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, except as authorized by this section.~~
- ~~b. Any active sign permit issued prior to the effective date of this Code shall be allowed to be constructed based on the Code at the time of issuance, provided said permit meets the following conditions:~~
- ~~i. Any existing active sign permit may be cancelled and surrendered to the Zoning Administrator for a 1-to-1 square footage credit towards the application of a new sign permit within 30 days of July 17, 2019.~~
- ~~ii. Any new sign permit reissued under this provision shall expire within 90 days from issuance.~~
- ~~iii. All existing sign permit not surrendered within the 30 day period shall become null and void August 27, 2019.~~

### ~~2. Permitted Locations~~

- ~~a. Construction of a new static or non-electronic billboard is allowed in the I-1, and I-2 Districts or where legally allowed within 660 feet of any federal interstate or primary aid highway on land that is zoned commercial or industrial.~~
- ~~b. Construction of a new electronic billboard is allowed in the C-2, I 1, and I 2 Districts or within 660 feet of any federal interstate or primary aid highway on land that is zoned commercial or industrial.~~
- ~~c. All static and electronic billboards are prohibited in the following zoning districts: R-A, R-E, R-1-12, R-1-7, R-1-5, R-2, R-MHS, R-MHP, C-1, NA, OS, RMUV, and RVD Districts.~~
- ~~d. No property may be rezoned to one of the permitted allowable districts for the sole purpose of allowing the erection of a static or electronic billboard. Any property that has been rezoned within the past twenty four (24) months shall (1) obtain an approved site plan, (2) acquire an active building permit and (3) commence active construction on the site for a use other than a billboard prior to any submittal of an application for a static or electronic billboard.~~

### ~~3. New Billboard Construction~~

- ~~a. In order to construct one new billboard, whether static or electronic, the applicant must permanently remove either:~~
- ~~i. One existing conforming billboard; or~~
- ~~ii. One or more existing nonconforming billboards whose cumulative sign area is a minimum of two times the square footage of the sign area of the proposed billboard.~~

- ~~b. If the applicant constructing a new billboard permanently removes nonconforming existing billboards whose total square footage of sign area exceeds that required to construct a new billboard (i.e., the total square footage removed is more than twice the square footage of the new billboard), the square footage in excess of that required will be held by the Metropolitan Planning Commission, once verified as extra square footage by the Executive Director, in a credit bank that can be applied to the square footage nonconforming billboard removal requirement for a new billboard.~~
- ~~c. The applicant requesting a sign permit for any new billboard must identify the locations and total display face area of the existing billboards to be removed and their status as either conforming or nonconforming, and obtain a demolition permit for each billboard to be removed prior to issuance of the sign permit for the new billboard. Each of the billboards identified for demolition must be completely removed prior to the construction and operation of the new billboard. Each of the billboard structures identified to be removed must be demolished and the entire structure completely removed to grade level prior to the construction or installation of the new billboard, including the support structure, electrical connections, catwalk (if any), and special grading, and all post holes must be completely covered.~~

### **C. Permitted Billboard Conversions**

Existing static billboards may be converted to electronic billboards as described in this section.

- ~~1. An existing conforming billboard may be converted to an electronic billboard in accordance with the standards of this Code.~~
- ~~2. In order to convert an existing nonconforming static billboard to an electronic billboard, the applicant must permanently remove one or more existing billboards whose cumulative sign area is a minimum of two times the square footage of the sign area of the new billboard. If the applicant converting a billboard permanently removes existing nonconforming billboards whose total square footage of sign area exceeds that required to construct a new billboard (i.e., the total square footage removed is more than twice the square footage of the new billboard), the square footage in excess of that required will be held by the Metropolitan Planning Commission, once verified as extra square footage by the Executive Director, in a credit bank and can be applied to the square footage removal requirement for a new billboard.~~
- ~~3. When converting an existing nonconforming static billboard to an electronic billboard, the applicant requesting a sign permit for a billboard conversion must identify the locations and total display face area of the existing billboards to be removed and their status as either conforming or nonconforming, and obtain a demolition permit for each billboard to be removed prior to issuance of the sign permit for the new billboard. Each of the billboards identified for demolition must be completely removed prior to the conversion of the billboard. Each of the billboard structures identified to be removed must be demolished and the entire structure completely removed to grade level prior to the construction or installation of the new billboard, including the support structure, electrical connections, catwalk (if any), and special grading, and all post holes must be completely covered.~~

### **D. Electronic Billboard Owner/Operator Responsibilities**

- ~~1. The face of the electronic sign permit application must identify contact information for an emergency contact available to turn off the electronic sign within twelve hours after a malfunction occurs.~~
- ~~2. An electronic display must contain a default mechanism to show a "full black" image or turn the sign off in case of malfunction, or must be manually turned off within twelve hours of a reported malfunction.~~

### **E. Billboard Design**

- ~~1. No new static or electronic billboard may obscure, obstruct, or otherwise physically interfere with the clear or unobstructed view of an official traffic sign, signal, or device, or obstruct or physically interfere with the driver's view of approaching, merging or intersecting traffic.~~
- ~~2. No new static or electronic billboard may be located on or project over a building.~~
- ~~3. Signs and sign faces must not be stacked. Only one sign face is allowed on each side.~~

- ~~4. All billboards must include an identification plaque of 200 square inches or less on each sign surface. The plaque must contain the name (or easily recognized logo) of the billboard owner and be clearly legible.~~
- ~~5. All new billboards can only be constructed on steel beams, metal pipes, or similar material, and must be painted a neutral color. No new static or electronic billboard may be built on wood poles.~~
- ~~6. Visible backs of billboards must be suitably painted or otherwise covered to present a neat and clean appearance.~~
- ~~7. No billboard may have audio speakers or any audio component.~~
- ~~8. Billboards may be illuminated, subject to the following restrictions:~~
  - ~~a. No revolving or rotating beam or beacon of light that simulates any emergency light or device is permitted as part of any billboard. Flashing devices are prohibited. However, illuminated signs that indicate customary public service as time, date, temperature, or other similar information are permitted.~~
  - ~~b. External lighting, such as floodlights, thin line, and gooseneck reflectors are permitted provided the light source is directed on the face of the billboard and are effectively shielded so as to prevent beams or rays of light from being directed or reflected onto any portion of the interstate highway or public street.~~
- ~~9. An electronic display must be equipped with both a dimmer control and a photocell that automatically adjusts the display's intensity according to natural ambient light conditions.~~
- ~~10. Operational requirements for new electronic billboards must comply with the following standards:~~
  - ~~a. Only one electronic billboard is permitted per lot. Electronic billboards are subject to the same location and dimensional limitations as standard static billboards.~~
  - ~~b. The changeable images must be only a series of still images. Moving images or images which create the appearance of motion during the static display period are prohibited.~~
  - ~~c. The minimum dwell time, defined as the interval of change between each individual message, is eight seconds, and a change of message must be accomplished within one second or less. The dwell time cannot include the one second or less required to change a message.~~
  - ~~d. An electronic billboard display cannot resemble or simulate any traffic control or other official signage.~~
  - ~~e. An electronic billboard display must be equipped with a light sensing device that automatically adjusts the display's intensity according to natural ambient light conditions.~~
  - ~~f. No electronic billboard display may be erected, installed, or altered to include animation, such as parts which move, blinking lights, sound, or smoke or fumes issuing from the sign. Use of flashing, strobing, or scrolling line travel test is prohibited. An electronic billboard must not exceed a maximum illumination of 6,000 nits during daylight hours and a maximum illumination of 500 nits between dusk and dawn, as measured from the sign's face at maximum brightness.~~
- ~~11. Any new billboard must comply with all of the provisions of this section, as well as all other Caddo Parish ordinances including, but not limited to, electrical, plumbing, and grading.~~

**F. Billboard Height Limitations**

No billboard may exceed the most restrictive height applicable to it under Table 9-5: Height Limits for Billboards, and is subject to the further specific conditions set forth in this section:

TABLE 9-5: HEIGHT LIMITS FOR BILLBOARDS			
Location	Billboard Size		
	<200sf	200sf—390sf	391sf—672sf
Industrial and commercial districts along interstate highways	Not Permitted	60'	60'
I-1, and I-2 Districts	Not Permitted	45'	45'
C-2 Districts for static billboards	Not Permitted	Not Permitted	Not Permitted
C-2 Districts for electronic billboards	Not Permitted	45'	Not Permitted
0'—199' from residential property	Not Permitted	Not Permitted	Not Permitted
200'—499' or more from residential property	Not Permitted	4' additional height above 30' for every 20' in additional distance separation beyond 200'	60'
Oriented toward raised expressway and at least 500' from residential	Height allowed by other cells on table or 25' above centerline of expressway, whichever is taller		

*Note: The maximum height of any signs is measured as the vertical distance between the highest part of the sign and either the ground level at its supports or the nearest shoulder of the adjacent Interstate highway right-of-way or public street right-of-way, whichever is higher in elevation.*

**G. Billboard Size Limitations**

Table 9-6: Maximum Billboard Sign Area below specifies the maximum permitted sizes for any new billboard by district:

TABLE 9-6: MAXIMUM BILLBOARD SIGN AREA		
Maximum Sign Area	District	
	I-2 and I-1	C-2
Oriented to I-20 & I-49	672sf	390sf
Public streets	390sf	390sf

1. The maximum area, heights of surface, and length of surface dimensions in the above table are exclusive of any border or trim, the base or supports, and other structural members. For signs in I-2, I-1, and C-2 Districts, cut-outs or extensions up to 50 square feet of additional area may be allowed without Metropolitan Planning Commission approval and cut-outs above 50 square feet may be permitted administratively by the Executive Director.
2. No more than two sign surfaces are allowed on one device. Two-sided signs must have the same surface area on each side.

**H. Billboard Separation**

Billboards must be separated by the distances set forth in this sub-section and must comply with the requirements of Table 9-7: Separation Requirements for Billboards.

TABLE 9-7: SEPARATION REQUIREMENTS FOR BILLBOARDS			
Billboard Size	Separation Distance Required from Another Billboard (Based on Billboard Size)		
	< 200sf	200sf – 390sf	391sf – 672sf
<b>Separation of billboards facing same flow of traffic, along major streets</b>			
Billboard < 200sf	Not Permitted	Not Permitted	Not Permitted
Billboard 200sf – 390sf	Not Permitted	500'	500'
Billboard 391sf – 672sf	Not Permitted	500'	1,000'
<b>Separation of billboards not facing same flow of traffic, along major streets</b>			
Billboard < 200sf	Not Permitted	Not Permitted	Not Permitted
Billboard 200sf – 390sf	Not Permitted	350'	500'
Billboard 391sf – 672sf	Not Permitted	500'	600'
<b>Separation of billboards within 660 feet of Interstate Highway from other billboard within 660 feet of same Interstate Highway</b>			
Billboard < 200sf	Not Permitted	Not Permitted	Not Permitted
Billboard 200sf – 390sf	Not Permitted	1,000'	1,000'
Billboard 391sf – 672sf	Not Permitted	1,000'	1,000'
<b>Separation of billboards from any property zoned for residential use (not including mixed-use) or from any property used for educational facility, primary or secondary, or public park purposes as measured from property line of zoned use to sign base</b>			
Residential Property Line	Not Permitted	200'	400'

- Where Table 9-7 requires a separation from another sign or another use and that separation requirement is greater than the setback requirement under this subsection, the greater separation requirement applies.
- For the purpose of these regulations, each side of the interstate system is considered separately.
- The maximum distance between billboards is measured along the nearest edge of the pavement between points directly opposite the signs on each side of the roadway and applies only to billboards located on the same side of the roadway.
- For the purpose of separation requirement regulations, V-type or back-to-back sign surfaces on the same device are considered one sign.
- Any new static or electronic billboard must maintain a minimum spacing of 200 feet from any residential district lot line and any public park or educational facility, primary or secondary.

**I. Billboard Setback Requirements**

- Any new billboard shall be setback from the front property lines on the properties on which they are located by the distances set forth in this subsection. Minimum front yard setbacks must comply with the requirements of Table 9-8: Billboard Setback Requirements.

TABLE 9-8: BILLBOARD LOT LINE SETBACK REQUIREMENTS			
District	Sign Size		
	< 200sf	200sf – 390sf	391sf – 672sf
I-2 and I-1	15'	15'	15'
C-2	30'	30'	30'

- ~~2. In no case can the property line extend into the parkway or right-of-way.~~
- ~~3. Setbacks are measured from the sign surface to the lot line.~~
- ~~4. Side and rear minimum setbacks must be five feet.~~

#### **J. ~~Special Control Areas for Billboards~~**

~~New static and new electronic billboards are prohibited in the following special control areas:~~

##### **1. ~~Designated Scenic Corridors~~**

~~Billboards are prohibited within 1,000 feet of the Clyde E. Fant Memorial Parkway right-of-way, within 500 feet of I-220, and within 500 feet of the Inner Loop Expressway rights-of-way.~~

#### **K. ~~Construction of Billboards~~**

- ~~1. Stacked billboards are prohibited.~~
- ~~2. V-type billboards shall be constructed with an angle of construction that is consistent with industry standards.~~
- ~~3. New electronic displays cannot be erected back-to-back. New electronic billboards must be V-style and erected using appropriate industry standards.~~

#### **L. ~~Time for Construction~~**

~~Construction of any new or converted billboard, whether static or electronic, must be completed within six months of issuance of a sign permit. One six month extension may be granted by the Metropolitan Planning Commission upon a showing that the permittee has diligently attempted to complete the installation.~~

#### **M. ~~Billboard Maintenance, Cleanliness, and Repair~~**

~~All billboards, both new and existing, must be maintained in good structural condition at all times.~~

- ~~1. All billboards must be kept neatly painted, including all metal parts and supports thereof, except those portions that are galvanized or of rust-resistant material. Billboard sites must be kept free from the accumulation of filth, weeds, graffiti, trash, and all other debris. The Zoning Administrator has the authority to order the painting, repair, alteration, or removal of any sign that constitutes a hazard to public health, safety, and welfare by reason of inadequate maintenance or dilapidation. The owner of the property on which a sign is located is responsible for the conditions of the area occupied by the sign and are required to keep the area clean, sanitary, and free from rubbish. Failure to comply with this section constitutes a violation of this Code.~~
- ~~2. For purposes of responsibility, the owner of the property refers, jointly and severally, to the legal owner of the property.~~
- ~~3. The following are considered to be routine maintenance activities that do not require a permit: the replacement of nuts, bolts, nailing, riveting, welding, cleaning, painting, changing of light bulbs, changing of the advertising message, or the replacement of minor parts if the materials are the same type as those being replaced and the basic design or structure of the sign is not altered.~~
- ~~4. The following are customary maintenance activities that require a permit before initiation: replacement of poles, but only if not more than one-half of the total number of poles of the sign structure are replaced in any 12-month period and the same material is used for the replacement poles or adding a catwalk to the sign structure. An added catwalk must meet Occupational Safety and Health Administration guidelines.~~
- ~~5. The following are examples of substantial changes that require a sign permit application before the initiation of such an activity. Nonconforming signs may not engage in such maintenance activities and will lose their legal nonconforming status if they conduct such maintenance, regardless of whether or not a permit was issued:~~

- ~~a. Adding lights to an un-illuminated sign or adding more intense lighting to an illuminated sign whether or not the lights are attached to the sign structure.~~
- ~~b. Changing the number of poles in the sign structure.~~
- ~~c. Adding permanent bracing wires, guy wires, or other reinforcing devices, except if the structure is modified to convert a static sign to an electronic sign to conform with the current IBC code.~~
- ~~d. Changing the material used in the construction of the sign structure, such as replacing wooden material with metal material.~~
- ~~e. Adding faces to a sign, changing the sign configuration, or increasing the height of the sign.~~
- ~~f. Changing the configuration of the sign structure, such as changing a V-sign to a back-to-back sign, or a single face sign to a back-to-back sign.~~
- ~~g. Moving the sign structure or sign face in any way unless the movement is made in accordance with a relocation or replacement.~~

#### **N. Registration of Existing Billboards**

- ~~1. No later than 70 calendar days after the effective date of this Code, the owner and, if different, the operator of each billboard must submit to the Metropolitan Planning Commission a complete and accurate inventory of signs erected and operational as of the effective date of this Code. The inventory must identify each sign, in accordance with industry standards, and at a minimum should identify the sign by location description, latitude/longitude, type of sign (i.e.; poster, junior, etc.), dimensions of the display face, orientation of the display face, and current photograph of the sign. Supporting documentation for each sign, such as permits, should be provided if reasonably available.~~
- ~~2. It is the responsibility of the owner and operator to ensure that the signs submitted as part of the inventory comply with the registration provisions. Deficiencies may be corrected provided that the sign inventory is submitted in a timely manner to allow the Metropolitan Planning Commission at least 30 days to review what has been submitted or, if the Metropolitan Planning Commission finds deficiencies in any submittals, the Metropolitan Planning Commission will notify the owner or operator and provide 45 days for the owner or operator to correct the deficiencies.~~

#### **O. Nonconforming Billboards**

- ~~1. A nonconforming billboard location means a billboard which met all legal requirements at the time of construction but could not be built at the effective date of this Code due to subsequent changes to the sign regulations regarding zoning or spacing between billboards or was originally constructed with no regards to local permitting requirements.~~
- ~~2. A legal nonconforming billboard refers to billboards which were constructed when the Code allowed for them but have since become noncompliant due to a change in legislation or due to a change in billboard size or configuration; however the land on which the billboard is located is still a legal conforming location for a billboard based on current zoning requirements. For the purposes concerning billboard removal credits, legal nonconforming billboards on properly zoned property shall have the same meaning as conforming.~~

### **9.9 CLASSIC SIGNS**

#### **A. Applicability**

- ~~1. Any person within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport may apply for designation of an existing sign, as of the effective date of this Code, as a classic sign. Classic signs are exempt from area, setback, height, lighting, movement, flashing, placement, type, content, placement, and construction materials requirements of this Code.~~
- ~~2. To qualify for designation as a classic sign, the sign must:
 
  - ~~a. Be at least 25 years old or an exact replica of an original sign where the combined age of the duplicate and original sign is at least 25 years old.~~~~

- ~~b. Possess unique physical design characteristics, such as configuration, message, color, texture, etc.~~
- ~~c. Be of significance to Caddo Parish, regardless of the use identified by the sign.~~
- ~~3. A sign designated a classic sign may remain on the premises even if the original use to which the sign relates is no longer located on the premises. In addition, a designated classic sign may be moved to another structure within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.~~
- ~~4. No designated classic sign may be converted into a billboard.~~

**~~B. Designation~~**

- ~~1. An application for classic sign status must include plans for sign maintenance, renovation, or possible reconstruction.~~
- ~~2. Application for classic sign status must be made to the Metropolitan Planning Commission, who will schedule a public hearing, where the applicant presents classic sign application.~~
- ~~3. The Metropolitan Planning Commission will approve or deny the application within 60 days of the public hearing.~~

**~~C. Maintenance~~**

- ~~1. The owner of a classic sign must ensure that the sign is not structurally dangerous, a fire hazard, an electrical shock hazard, or any other kind of hazard.~~
- ~~2. Classic signs may be rebuilt if damaged.~~

**~~D. Designated Classic Signs~~**

~~An inventory of all classic signs shall be kept and made available for distribution at the Office of the Metropolitan Planning Commission. All designated classic signs are exempt from the provisions of this Code.~~

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## ARTICLE 10. LANDSCAPE REQUIREMENTS

- 10.1 LANDSCAPE PLAN APPROVAL
- 10.2 LANDSCAPE BUFFERS
- 10.3 FRONTAGE LANDSCAPE STRIPS
- ~~10.4 PARKING LOT PLANTINGS~~
- ~~10.5 SCREENING OF TRUCK LOADING AREAS~~
- 10.64 OBSTRUCTIONS TO SIGHT DISTANCE
- 10.7-5 SCREENING OF TRASH STORAGE CONTAINERS / DUMPSTERS
- 10.86 SCREENING OF AIR CONDITIONING UNITS
- 10.97 SCREENING OF STORMWATER DETENTION POND
- 10.108 LANDSCAPE INSTALLATION AND DESIGN STANDARDS
- 10.149 LANDSCAPE MAINTENANCE STANDARDS
- 10.12-10 TREE PLANTING, MAINTENANCE AND REMOVAL ON STREET RIGHTS-OF-WAY AND OTHER PUBLIC GROUNDS

### 10.1 LANDSCAPE PLAN APPROVAL

#### A. Submittal of a Landscape Plan

1. All proposed site landscaping and zoning buffers, as required by this Development Code, shall be illustrated on landscape plans as described in Article 16 under the requirements for a site plan review application for all non-residential developments and as part of the preliminary site plan application for a planned unit development. The plans may be consolidated as one plan if the information can be clearly shown.
2. The landscape plan must be approved prior to the issuance of a building permit.
3. Landscape plans must be prepared by a landscape architect, architect or civil engineer licensed in Louisiana. The landscape plan must meet the standards set forth in this Article and bear the landscape architects, architects or civil engineer's seal and signature.
4. The Executive Director will evaluate the appropriateness of the landscape plan and may approve or approve with conditions.
5. New construction of single-family (attached or detached), two-family dwellings, or townhomes do not require landscape plans.

#### B. Landscape Plan Content

The Executive Director, or his or her designee, shall establish and maintain a list of the required criteria necessary for the submittal of a Landscape Plan.

#### C. Stormwater Management

In accordance with Article 11 of this Code, certain development and redevelopment actions require on-site stormwater management. ~~In addition to a landscape plan, a stormwater management plan may also be required by the Director of Public Works.~~

#### D. Alternative Landscape Design

1. Alternative landscape design or plant materials may be used where unreasonable or impractical situations would result from application of the landscaping requirements. Such situations may result from topography, geological characteristics, water features, significant vegetation, lot configuration, utility easements, locations of existing structures on the site, or from other unusual site conditions that pose unnecessary constraints to appropriate landscape development or the owner's use of the property.
2. The Executive Director may approve an alternative landscape plan upon determining that such plan meets the intent of the standards of this Article and meets or exceeds a landscape plan in strict compliance.

**E. Changes to Approved Landscape Plans**

1. Changes to the landscape plan that result in a reduction or addition in the net amount of plant material as specified on the approved landscape plan may be approved by the Executive Director.
2. Changes to a landscaping plan that results in a reduction in the net amount of plant material pertaining to special use permits, Small Planned Units Developments (SPUD), and Planned Unit Developments (PUD) must be approved by the decision making body granting approval. If the net amount of required plant material is not reduced, the modified landscape plan may be approved administratively by the Executive Director.

**F. Certificate of Occupancy**

No certificate of occupancy will be approved before completion of landscaping with the following exception. If, due to the seasonal nature of plant materials, landscaping has not been completed at the time that a certificate of occupancy could be granted, and the certificate is requested, the Executive Director and/or Zoning Administrator may grant a temporary certificate of occupancy, which will specify up to a maximum 90 day timeframe for completion of the landscaping requirements. The Executive Director and/or Zoning Administrator may grant an additional 30 days due to unforeseen circumstances.

**10.2 LANDSCAPE BUFFERS****A. Buffer Strips**

Any multi-family use, commercial use or industrial use, off-street loading areas, or off-street parking areas for five or more automobiles shall be separated from adjoining residential property by a continuous buffer strip as required by this Article.

**1. Zoning Buffers, where required.**

Landscape buffers must be provided as follows:

- a. On a property zoned for any multi-family use (duplexes, townhouses, apartments or mobile home park), a buffer must be provided along a side or rear lot line that abuts any residential zoning district.
- b. On a property zoned for any office, institutional or commercial use, a buffer must be provided along a side or rear lot line that abuts any residential zoning district; and
- c. On a property zoned for any industrial use, a buffer must be provided along a side or rear lot line that abuts any residential zoning district.

**2. Zoning buffers, timing of installation.**

Buffers are required to be created at the time of construction of any infrastructure or new development of a building or site.

**B. Zoning Buffer Standards****1. General**

- a. Buffer areas shall contain no driveways, access easements, parking areas, patios, storm water detention facilities, or any other structures or accessory uses except for a fence, wall or earthen berm constructed to provide the visual screening required to meet the standards of this Development Code.
- b. Underground utilities including closed storm drains may be permitted to cross perpendicular to a buffer if the screening standards of this Code will be subsequently achieved.
- c. Vehicular access through a buffer may be allowed only as a condition of an Administrative Special Use Permit, Special Use Permit, or Planned Unit Development approval by the appropriate approval body.

**2.—Width of Buffer**

Buffers required along any lot line shall be no less than the minimum required width as shown on Table 4-1, or as may be reduced by the Metropolitan Planning Commission, as applicable.

TABLE 4-1: SITUATIONS WHERE BUFFER IS REQUIRED				
Along a Side or Rear Lot Line next to this Use or Zoning	Provide a Buffer on the Lot of this Use			
	Single-Family Residential	Multi-Family Residential	Commercial	Industrial
R-A in any zoning district	N/A	15'	15'	15'
Single-Family Residential	None	25'	50'	100'
Multi-Family Residential	None	None	25'	50'
Commercial	None	None	None	None
Industrial	None	None	None	None

**3.2. Minimum Required Screening**

A required zoning buffer must create a barrier that substantially blocks the sight lines, noise transmission, and the transfer of artificial light and reflected light up to a height of no less than 6 feet at the property line (or such greater height as required by conditions of zoning approval on a particular property).

**4.3. Natural Buffers**

Natural buffers shall be composed of healthy plants which possess growth characteristics of such a nature as to produce a dense, compact visual screen not less than six feet in height. Natural buffers may contain deciduous or perennial vegetation but shall contain existing or planted evergreen shrubs and trees suitable to local growing conditions that will provide an opaque visual screen during all seasons of the year.

**5.4. Structural Buffers**

A structural buffer shall provide a continuous visual screen throughout its entire length, and may consist of any combination of the following, as approved by the Planning Director: Opaque fencing constructed of cedar, redwood, treated and stained or painted wood, vinyl replicating wood, or other suitable all-weather material; masonry walls of brick or stone concrete block walls treated with a decorative finish; planted or natural vegetation; or earthen berms. Structural buffers shall meet the following criteria:

- a.—Structural buffers shall be vegetated throughout the minimum area required for the buffer around any fences or walls and upon any earthen berms, which may include ground covers, shrubs and trees.
- b.—All earthen berms shall have a maximum side slope of 50% (1 foot of vertical rise to 2 feet of horizontal run). Earthen berms shall not be constructed within the drip line of any existing trees that will remain on the property; new trees that overhang the berm may be planted after the berm is constructed.
- c.—Trees shall be located or planted within any structural buffer at a density of no less than one tree for each 25 feet of buffer length or portion thereof. New deciduous trees shall have a caliper of no less than 2 inches upon planting, and new evergreens shall be at least 6 feet tall when planted.

Fences and freestanding walls shall present a finished and decorative appearance to the abutting property and shall be located no closer to the property line than 2 feet. Shrubs, ground covers, or other vegetation shall be provided between the fence or wall and the property line so as to provide a decorative effect.

#### 6. Maintenance of Buffers

Every buffer required under this ~~Division~~ Article shall be maintained by the owner of the property where the buffer is located, so as to provide an opaque visual screen to a height of 6 feet on a continuous, year-round basis. Dead or dying plants or trees must be replaced immediately with the same or an equivalent species.

#### 7. Reduction for Unnecessary Buffers

The Metropolitan Planning Commission may reduce a zoning buffer requirement to a temporarily appropriate level of screening only if ~~the Comprehensive Plan anticipates~~ it is anticipated that any future development on the adjoining property ~~is~~ is a land use category such that a zoning buffer would not be required by this Code once the adjoining property is rezoned or developed. Such determination shall be based on the Future Land Use Map in the Master Plan, surrounding land use and zoning patterns, and the propriety of a future zoning change on the adjoining property.

### 10.3 ~~FRONTAGE LANDSCAPE STRIPS~~ LANDSCAPE BUFFER REQUIREMENTS

Landscape buffer yards are located within rear and interior side yards, including the required rear or interior side setbacks, and must be reserved for the planting of material and installation of screening as required by this section. No parking spaces or accessory structures are permitted within the required buffer yard.

1. As of the effective date of this Code, non-residential districts and uses require buffer along interior side and rear yards in the following cases:
  - a. Where a non-residential use is located within a residential district, excluding parks.
  - b. Where a non-residential district abuts a residential district. This does not apply to any public parks.
  - c. Where I-1 or I-2 District abuts a commercial district.
2. The minimum size and improvement of buffer yards is as follows (Figure 10-2). When the calculation of minimum buffer yard requirements results in a fraction, the fraction is rounded up to the nearest whole number.
  - a. A buffer yard must be a minimum of ten feet in width. A buffer yard must be a minimum 30 feet in width where any industrial district abuts a residential district.
  - b. One shade tree or three ornamental trees must be planted for every 30 linear feet of buffer yard length. As part of the landscape plan approval, trees may be spaced at various intervals based on specific site requirements, but the total number of trees planted must be no less than one per 30 linear feet of buffer yard length.
  - c. A solid fence or masonry wall a minimum of six feet and a maximum of eight feet in height must be erected along 100% of the yard length.
3. One shrub, measuring a minimum of 18 inches in height at planting and reaching a minimum of three feet in height at maturity, must be planted for every three linear feet of buffer yard length, spaced linearly.
4. The remainder of the buffer yard must be planted in live groundcover, perennials, or grass.

FIGURE 10-2: BUFFER YARD



## B. Landscape Along Street Rights-of-Way

### 1. Applicability

- a. All parking lots, whether accessory or principal, require landscaping along that portion of the parking lot that abuts a street right-of-way. Street right-of-way does not include alleys.
- b. Non-residential structures that are set back from any lot line that abuts a street right-of-way by 20 feet or more are also required to provide landscape in accordance with this section in such area. This excludes all or a portion of such area when it is used for outdoor seating. This does not apply to the OS or NA Districts or to any public park use.

### 2. Planting Area Size

- a. The landscape planting area in the I-1 and I-2 zoning districts must be a minimum of 15 feet in width. In all other districts, the landscape planting area must be a minimum of seven feet in width.
- b. The Executive Director or Metropolitan Planning Commission may reduce the width of the required landscape edge during site plan review when the reduction is required for public improvements.
- c. The Executive Director shall have administrative authority to waive these planting requirements due to adjacent zoning or uses, in regards to I-1 and I-2 zoning districts.

### 3. General Planting Requirements

All landscape areas along street rights-of-way are required to meet these general requirements:

- a. One shade tree or three ornamental trees must be planted per 500 square feet of planting area. The number of required trees is calculated solely on the area of the planting area.
- b. Landscape areas outside of required plantings must be planted with live groundcover, perennials, or grass. Any permeable surface not occupied by trees, shrubs, planting beds, signs, or other permitted fixtures must be planted with grass or other living groundcover. The landscape design may also include the use of stone, mulch beds, or other pervious landscaping materials.

- c. No site developed prior to the effective date of this Code is required to conform to the requirements of this section unless the site is being redeveloped. Redevelopment is considered to occur when a building is increased by 25% or more of the existing gross floor area and/or the addition of twenty or more parking spaces to an existing parking lot.

**C. Interior Parking Lot Landscaping**

Parking lots that abut street right-of-way, excluding alleys, of twelve 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.

1. The minimum total landscape area of a parking lot, including parking lot islands, must be 10% of the total parking lot area. Parking lot landscaping along a street lot line, as required above, is excluded from the calculation of total parking lot area.
2. One parking lot island is required between every twelve parking spaces and all rows of parking spaces must terminate in a landscape area. As part of the landscape plan review and approval, parking lot island locations may vary from this requirement based on specific site requirements or design scheme, but the total number of islands must be no less than the amount required of one island for every twelve spaces. Parking lot islands must be the same dimension as the parking stall. Double rows of parking must provide parking lot islands that are the same dimension as the double row. One shade tree is required for each parking lot island or other landscape area. Ornamental trees may be substituted for shade trees at a ratio of 2:1 with approval of the Executive Director.
3. The use of stormwater management elements such as rain gardens and bioswales is encouraged in landscape areas. When a parking lot island is designed for stormwater management, the tree requirement may be exempted as part of landscape plan approval when such trees are not typically part of such design.
5. Where an existing parking area is altered or expanded to increase the number of spaces to more than 20 spaces, interior landscaping must be provided only on the new portion of the lot in accordance with the above standards.

**FIGURE 10-4: PARKING LOT INTERIOR LANDSCAPE**



When required under this Development Code or as a condition of zoning approval, frontage landscape strips shall meet or exceed the standards of this Article.

**A. Frontage Landscape Strips, Where Required**

1. Single family subdivisions and lots are exempt from the requirements of this Section.
2. All multi-family projects to be developed in the R-2, and all property to be developed in the MHP, commercial and industrial zoning districts, shall provide and maintain a continuous 10-foot wide frontage landscape strip adjacent to all street rights-of-way. This landscaping area shall be landscaped in accordance with the requirements of this Section. The location and detail of all required landscaping shall be depicted on the site landscaping plan required under this Article.

**B. Location of Structures in Frontage Landscape Strip**

If a frontage landscape strip is required, it shall contain no structures, parking areas, patios, storm water detention facilities or any other accessory uses except for the following:

1. Retaining walls or earthen berms constructed as part of an overall landscape design.
2. Pedestrian-oriented facilities such as sidewalks.
3. Underground utilities and fire hydrants.
4. Driveways required to access the property.
5. Signs otherwise permitted by this Code.

**C. Landscaping Required in Frontage Landscape Strips**

1. All portions of a required frontage landscape strip shall be planted in trees, shrubs, grass or ground cover, except for those ground areas that are covered by permitted structures.
2. Shrubs are to be provided within the frontage landscape strip at the rate of 10 shrubs for every 35 linear feet of street frontage, or portion thereof (excluding driveways). Shrubs must be at least 18 inches tall at the time of planting and be of a species that will normally exceed 2 feet in height at maturity.
3. Trees shall be provided within the frontage landscape strip at the rate of one tree for every 35 linear feet of street frontage, or portion thereof (excluding driveways). Such trees must be of a type that is suitable to local growing conditions.
4. Upon planting, new deciduous trees shall have a caliper of no less than 2 inches and new evergreen trees shall be at least 6 feet tall.
5. New trees and shrubs may be clustered for decorative effect following professional landscaping standards for spacing, location and design.
6. Trees and shrubs in the frontage landscape strip are not to extend into the street right-of-way, nor interfere with the sight visibility requirements of this Code.
7. Trees provided in a frontage landscape strip shall be credited toward the tree conservation requirements of this Article.

**10.4 PARKING LOT PLANTINGS**

Any parking lot designed or intended to accommodate 5 cars or more for any purpose, or to accommodate the parking of any number of light trucks or vans, which is located adjacent to any residential zoning district or located adjacent to a public street, must provide a buffer adjoining such zoning district and visual screening from such street in accordance with the requirements of this Article. Landscaped planting areas are also required throughout the parking lot under the requirements of this Article.

### **A.—Landscape Planting and Maintenance Plan Required**

~~A Landscape Planting and Maintenance Plan including provisions for watering, maintenance and replacements is to be submitted to the Executive Director and approved prior to the issuance of a building permit. Installation of plant materials shall have been completed prior to the issuance of a certificate of occupancy.~~

### **B.—Parking Lot Buffers**

~~Any parking lot designed or intended to accommodate 5 cars or more for any purpose, or to accommodate the parking of any number of light trucks or vans, which is located adjacent to any residential zoning district must provide a buffer as follows:~~

- ~~1. The buffer shall meet the minimum width for a zoning buffer as required under Section 10.2.B.2, unless waived or reduced under Section 10.2.B.7.~~
- ~~2. Parking lot buffers required adjacent to a residential use or zoning district shall meet the buffer standards of Section 10.2.B.2, and be maintained in accordance with Section 10.2.B.6.~~

### **C.—Parking Lot Screening from Street**

~~For landscape strips adjacent to public streets or rights of way, plant materials shall consist of at least one shade tree (as defined in this Development Code) for each 25 linear feet of landscape strip and visual screening as provided below. For purposes of this section, such tree may be any shade tree native to this region which, when planted, has a minimum caliper of 2 inches.~~

#### **1.—Visual Screening Required**

- ~~a. Any parking lot designed or intended to accommodate 5 cars or more for any purpose, or to accommodate the parking of any number of light trucks or vans, which is visible from a street right-of-way, must provide a landscaped visual screen of the parking lot that meets the requirements of this Section. Truck loading areas shall be screened in accordance with the requirements of Section 10.6.~~
- ~~b. Decorative visual screening shall be provided to a height of 3 feet above the elevation of the parking area (measured at the edge or top of curb nearest the adjacent street) or 3 feet above the adjacent street (measured at the right-of-way line), whichever is highest.~~
- ~~c. The parking lot screening may be included within any frontage landscape strip required by this Development Code, but in no case shall be less than 10 feet wide.~~

#### **2.—Screening Alternatives**

~~The decorative visual screening may be provided in any of (or any combination of) the following ways that achieves a total height of 3 feet:~~

- ~~a. **Planted only.** A hedge consisting of at least a single row of shrubs planted 3 feet on center that will spread into a continuous visual screen within 2 growing seasons. Shrubs must be at least 18 inches tall at the time of planting, be of a species that will normally exceed 3 feet in height at maturity, and be suitable for the parking lot application. The hedge must be set back at least 4 feet from the street right-of-way line.~~
- ~~b. **Earthen berm.** An earthen berm shall not exceed a slope of 50% (1 foot of vertical rise for every 2 feet of horizontal run) and shall have a crown of at least 2 feet. The berm shall be planted in ground covers and other plant materials to achieve a decorative effect to a total height (berm plus plantings) of 3 feet.~~
- ~~c. **Wall.** A wall of brick, stone or finished and textured concrete, landscaped with plant material to achieve a decorative effect to the reasonable satisfaction of the Executive Director. The wall must be set back at least 4 feet from the street right-of-way line.~~

- ~~d.—Decorative fence.~~ A fence constructed of imitation wood vinyl pickets, or of wrought iron with masonry columns, landscaped with plant material to achieve a decorative effect to the reasonable satisfaction of the Planning Director. “Open design” decorative fencing of wood or imitation wood vinyl, such as split rail or slat fencing, are allowed with supplemental plantings to achieve the required screening effect. Fences must be set back at least 4 feet from the street right-of-way line.
- ~~e.—Combination.~~ Any combination of hedge, berm, wall or fence that effectively provides a visual screen of the parking lot or loading area to a height of 3 feet and achieves a decorative effect through appropriate use of landscaping and plant material.

#### ~~D.—Parking Lot Internal Planting Areas.~~

~~The following requirements apply to any parking lot designed or intended to accommodate 5 cars or more for residents, employees, customers or visitors. Parking lots designed and intended for the storage of vehicles owned by the business on-site overnight (such as a company fleet), or maintains a stock of vehicles as part of its business activities (such as a car sales lot, a salvage and wrecking yard, car rental agency, etc.), are not subject to the requirements of this subsection.~~

##### ~~1.—Trees Required~~

~~At least one shade tree (as defined in this Code), occupying a planting space of at least 150 square feet each, shall be furnished for each 10 parking spaces in the parking lot.~~

- ~~a.—Trees must be placed in or around the parking lot such that every parking space is within 50 feet of a shade tree. The 50-foot distance is measured from the center of the tree to any point within the parking space.~~
- ~~b.—New trees shall have a caliper of no less than 2 inches and a height of no less than 8 feet upon planting, and shall be maintained in good condition. Trees that must be removed as a result of disease, damage or death, must be replaced.~~
- ~~c.—Trees provided as parking lot plantings shall be credited toward the tree conservation requirements of this Article.~~

##### ~~2.—Standards for Parking Lot Planting Areas~~

- ~~a.—Landscape islands, strips or other planting areas shall be located within the parking lot and shall constitute at least 8% of the entire area devoted to parking spaces, aisles and connecting driveways.~~
- ~~b.—Landscape islands, strips or other planting areas shall be landscaped with any combination of such plant materials as trees, shrubs, grass or ground cover, except for those areas that are mulched. Such planting areas shall be well drained and contain suitable soil and natural irrigation characteristics for the planting materials they contain.~~
- ~~c.—As a minimum, a landscaping island shall be located at the end of every parking bay between the last parking space and an adjacent travel aisle or driveway. The island shall extend the length of the parking bay and shall be no less than 8 feet wide for at least one-half the length of the adjacent parking space.~~
- ~~d.—Landscape islands between side-by-side parking spaces shall be no less than 8 feet in width and extend for at least one-half the length of the adjacent parking space. Landscaping strips between head-to-head parking spaces shall be no less than 8 feet in width without wheel stops, or 5 feet in width when provided with wheel stops in the parking spaces such that no vehicular overhang is permitted.~~

#### ~~10.5—SCREENING OF TRUCK LOADING AREAS~~

~~The following applies to any designated truck loading and unloading area:~~

##### ~~A.—Truck Loading Area Buffers~~

~~Any area designated for truck loading or unloading on a property that is located adjacent to a residence or residential zoning district must provide a buffer as follows:~~

- ~~1. The buffer shall meet the minimum width for a zoning buffer as required under Section 10.2.B.2, unless waived or reduced under Section 10.2.B.7.~~
- ~~2. Parking lot buffers required adjacent to a residential use or zoning district shall meet the buffer standards of Section 10.2.B.2, and be maintained in accordance with Section 10.2.B.6.~~

#### ~~B. Truck Loading Area Screening~~

~~For any designated truck loading or unloading area visible from or adjacent to a street, the following applies:~~

- ~~1. If the property across the street from the truck loading or unloading area is zoned as any R-numbered residential district or PUD, a visual screen shall be provided between the loading area and the street meeting the standards and all other requirements for a zoning buffer under Section 10.2.B.2, and be maintained in accordance with Section 10.2.B.6, unless the buffer is waived or reduced under Section 10.2.B.7.~~
- ~~2. If the property across the street from the truck loading or unloading area is not zoned as any R-numbered residential district or PUD planned development, screening shall be provided meeting the same requirements as for a parking lot under Section 10.4.A and Section 10.4.C.~~

#### **10.65 OBSTRUCTIONS TO SIGHT DISTANCE**

All landscaping and other screening devices placed along street rights-of-way and driveways must be designed and installed in a manner consistent with the requirements of this ~~Development~~ Code regarding visibility clearance.

#### **10.76 SCREENING OF TRASH STORAGE CONTAINERS / DUMPSTERS**

All exterior commercial trash storage containers shall be screened so that they are not visible from off the property, and a permanent masonry or frame enclosure shall be provided for each such bin. A detailed drawing of enclosure and screening methods to be used in connection with trash bins on the property shall be included with the site landscaping plan.

#### **10.8 SCREENING OF AIR CONDITIONING UNITS**

In any commercial or industrial zoning district, ground based and roof mounted heating and air conditioning units shall be screened from view from any street or adjoining residential property unless waived by the Executive Director.

#### ~~10.9 SCREENING OF STORMWATER DETENTION POND~~

~~Unless provided as a site amenity (such as a lake, lagoon or pond) designed provided with public access improvements such as walk ways, patios or benches, a visual screen shall separate and screen all stormwater detention or retention facilities from view from any adjacent street and any adjoining or contiguous property, except for penetrations for required access. The visual screen shall comply with the following standards:~~

##### ~~A. Minimum Required Screening~~

~~Minimum required screening shall achieve an opaque visual screen to a height of 4 feet using the materials listed below.~~

##### ~~B. Materials~~

The visual screen may be formed through the retention of existing vegetation, the planting of new vegetation, the creation of a planted hedge, the construction of a fence or wall or earthen berm, or any combination of these approaches.

**1. Fencing or Masonry Walls**

Fences and masonry walls shall present a finished and decorative appearance. Shrubs, ground covers, or other vegetation shall be provided in front of the fence or wall so as to provide a decorative effect, following professional landscaping standards for spacing, location and design. Wooden and woven wire fences shall not be used; vinyl materials that simulate wooden fences in appearance may be used.

**2. Planted Materials or Natural Vegetation**

Any combination of existing and newly planted vegetation may be used that can reasonably be expected to create an opaque evergreen visual screen 4 feet high within two growing seasons.

**3. Earthen Berms**

When using an earthen berm, the maximum side slope shall not exceed 50% (1 foot of vertical rise to 2 feet of horizontal run) with a minimum crown width of two feet. The berm shall be planted with ground cover, shrubs, trees or other landscaping materials to achieve a total screening height of 4 feet.

**10.409 LANDSCAPE INSTALLATION AND DESIGN STANDARDS**

**A. Acceptable Plant Materials**

The following are the minimum plant sizes and conditions to be used in satisfying the requirements of this Article. Acceptable plant materials for landscaping, screening and zoning buffers must be prepared by a landscape architect, architect or civil engineer licensed in Louisiana.

1. All plant materials must be of good quality for minimum acceptable form, quality, and size for species selected.
2. The *American Standard for Nursery Stock*, published by the American Association for Nurserymen, may be referred to for the determination of plant standards. All plant materials must be free of disease and installed so that soil of sufficient volume, composition, and nutrient balance are available to sustain healthy growth. Installation of plant materials during the appropriate growing season is encouraged.
3. Where overhead utilities are present, the following provisions apply to the selection and installation of plant materials:
  - a. Only trees 25 feet in height or less at maturity are permitted within 20 feet of any overhead utilities. ~~This includes the majority of the tree species classified as "small trees" in Section 10.12. Shrubs, grasses, vines, and other plant materials less than 25 feet in height are also permitted.~~
  - ~~b.a.~~
  - ~~c.b.~~ Any tree species taller than 25 feet at maturity, ~~as classified in Section 10.12,~~ must be planted at a setback from utility lines that is equal to or greater than the tree's height at maturity.

**FIGURE 10-1: OVERHEAD UTILITY PLANTING ZONES**



**D. Minimum Planting Sizes**

1. Shade trees, including broad-leaf evergreens, must have a minimum trunk size of three inches in diameter at breast height (DBH) at planting.
2. Conifer evergreen trees must have a minimum height of six feet at planting.
3. Single stem ornamental trees must have a minimum trunk size of two inches in tree caliper at planting. Multiple stem ornamental trees must have a minimum height of eight feet at planting.
4. Large shrubs must have minimum height of three feet at installation. Small shrubs must have a minimum height of 18 inches at installation. Large shrubs are those shrubs that reach five or more feet in height at maturity. Small shrubs are those shrubs that may grow up to five feet in height if left unmaintained, but are generally maintained at heights of 18 to 36 inches.

**E. Existing Plant Materials**

All plant materials existing on-site, including trees, may be counted toward any planting requirements of this Code so long as the location and type of plant material meets the intent of the specific planting requirements.

**F. Tree Protection During Development**

During development, all precautions must be undertaken to prevent construction damage to existing trees.

**G. Underground Utilities and Utility Areas**

Underground utilities, drain lines, and similar facilities which are located below landscape areas within parking lots must be installed as near to the edge of the planting area as possible, within the outer one-third of the available width of the planter, to minimize interference with tree installation.

**10.140 LANDSCAPE MAINTENANCE STANDARDS**

Landscape material depicted on approved landscape plans is considered a required site element in the same manner as structures, parking, lighting, and other improvements. As such, the property owner is responsible for the maintenance, repair, and replacement of all landscape material, fences, walls, steps, retaining walls, and similar landscape elements.

- A.** All plant material must be maintained in a healthy and growing condition. Plants that are diseased, unsurvivably damaged or are dead shall be removed and replaced with a plant of the same species, variety or cultivar, as acceptable to the Executive Director.
- B.** Other landscape materials shall be maintained in proper repair and shall be kept clear of refuse and debris.
- G.** For new construction, an automatic irrigation system is encouraged for all landscaping. The design must include appropriate shut-off devices, manual over-rides, and rain sensors.
- H.** If the total required landscape area for a development site is less than 1,500 sf, a hose bib and water spigot within 50 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.
- I.** Nothing in this Article prohibits tree pruning, tree trimming or tree cutting to promote the health of a tree or for public safety purposes.

**10.421 TREE PLANTING, MAINTENANCE AND REMOVAL ON STREET RIGHTS-OF-WAY AND OTHER PUBLIC GROUNDS**

All electric transmission and distribution lines, wires, poles, lighting, along with any and all related facilities, in any way necessary for service by an electric public utility subject to the jurisdiction of the Louisiana Public Service Commission, shall be exempt from all of the limitations and requirements of this Code, ~~except for requirements included in this section.~~ Tree planting, maintenance and removal on street rights-of-way and other public grounds ~~must meet the following standards:~~ falls under the jurisdiction of the Department of Public Works.

**~~A. Tree Planting~~**

~~Trees may be planted within street rights-of-way or on other public grounds only after notification to the Caddo Parish Public Works Department, and provided the selection and location of said trees are in accordance with the requirements of this Article.~~

**~~B. Tree Removal~~**

~~Trees shall not be removed from a street right-of-way or other public grounds unless approval is received from Caddo Parish Public Works Department.~~

**~~C. Damage to Trees~~**

~~It shall be a violation of this section to damage, destroy or mutilate any tree in a public right-of-way or on other public grounds, or attach or place any rope or wire (other than one to support a young or broken tree or limb).~~

**D. ~~Top or Cutback to Stubs~~**

~~It shall be unlawful for any person to top or cutback to stubs the crown of any tree in street rights-of-way or on other public grounds.~~

**E. ~~Reserved Rights~~**

~~Caddo Parish reserves the right to plant, preserve, prune, maintain or remove any tree within the street rights-of-way, alleys, squares, and all public grounds when such interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic control device or sign, or as may be necessary to preserve or enhance the symmetry and beauty of such public grounds.~~

**F. ~~Line of Sight~~**

~~Trees shall not be planted to conceal a fire hydrant from the street or impede the line of sight on any street.~~

**G. ~~Storm Damage~~**

~~Trees severely damaged by storms, or other accidental causes, where required pruning practices are impractical are exempt from this Article.~~

**H. ~~Public Utilities~~**

~~Nothing in this section shall be construed to prohibit public utilities from pruning or removing trees that encroach upon electric, telephone, or cable television transmission lines, or gas, sewer or water pipes.~~

**I. ~~Pruning Plans~~**

~~The utility provider, whether it be electric, telephone, cable television, or gas shall present yearly pruning plans for trees located within designated utility easements that cross public property. The applicable department, at their discretion, may follow up with said utility provider to address any issues identified in the submitted plans.~~

**J. ~~Electric Utility Provider~~**

~~The electric utility provider will provide a copy of its annual vegetation management plan submitted to the Louisiana Public Service Commission that addresses planned trimming of select electrical circuits. The applicable department, at their discretion, may follow up with the electric utility provider to provide input regarding the plan. There will be no requirement to notify applicable departments of reactive vegetation management conducted outside of the annual vegetation management plan that is necessary to provide reliable electric service to the provider's customers.~~

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## **ARTICLE 11. STORMWATER MANAGEMENT**

### **11.1 STORMWATER MANAGEMENT PLAN**

### **11.2 DRAINAGE AND STORMWATER MANAGEMENT**

#### **11.1 STORMWATER MANAGEMENT PLAN**

A stormwater management plan must be submitted for new development when required by the Director of Public Works. In the case of sites over one acre, where the Louisiana Department of Environmental Quality requires submittal of a stormwater management plan, a copy of such plan may be substituted in place of the plan required by this section.

#### **11.2 DRAINAGE AND STORMWATER MANAGEMENT**

Within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport~~Within the boundaries of the City of Shreveport~~, drainage ditches, storm sewers, storm drainage courses, and stormwater detention facilities must comply with the design standards established by Caddo Parish per Chapter 46 of the Caddo Parish Code of Ordinances.

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## ARTICLE 12. RIGHT-OF-WAY AND ACCESS STANDARDS

- 12.1 BLOCKS
- 12.2 GENERAL RIGHT-OF-WAY STANDARDS
- 12.3 SIDEWALK DESIGN STANDARDS
- 12.4 BICYCLE LANE DESIGN STANDARDS
- 12.5 RIGHT-OF-WAY DIMENSIONS
- 12.6 CLOSURE AND ABANDONMENT

### 12.1 BLOCKS

#### A. Block Length

Residential blocks must not exceed 1,000 feet in length, unless otherwise approved by the Director of Public Works.

#### B. Block Design

1. The shape of a new block must be generally rectangular, but may vary to conform to natural features, highway and rail rights-of-way, park boundaries, or site constraints. Where blocks curve, they must generally maintain their cardinal orientation over their entire trajectory.
2. New rights-of-way must connect to and extend the existing block network where possible. This requirement does not apply when connections cannot be made because of a natural or man-made barrier, such as existing structures, steep slopes, wetlands and waterbodies, railroad and utility rights-of-way, and parks and dedicated open space.
3. All rights-of-way must terminate at other rights-of-way forming a network. The Director of Public Works may grant an exception for cul-de-sacs and dead-end streets when they meet the following criteria:
  - a. No connection is available to an existing adjacent subdivision or a natural or man-made barrier, such as a waterway, railroad, limited-access expressway, or unusual topography, exists that prevents connection.
  - b. The cul-de-sac or dead-end street is no more than 600 feet in length, as measured along the centerline from the closest intersection. The length of the cul-de-sac or dead-end street may be more than 600 feet in length if necessitated by topographic and geometric limitations or other circumstances beyond the subdivider's control. Any cul-de-sac or dead end street must be approved by the Director of Public Works.
4. Where adjoining areas are not developed, rights-of-way in new subdivisions should be extended to the project boundary line where feasible to make provision for the future projection of rights-of-way into the adjoining areas.
5. Alleys may be required for new or reconfigured blocks. Where blocks have an existing alley, such alley must be maintained.

### 12.2 GENERAL RIGHT-OF-WAY STANDARDS

All new construction, reconstruction, and reconfiguration of rights-of-way must comply with this section. This does not apply to limited access expressways. Rights-of-way must be designed in relation to topographic and drainage conditions, public safety, and the development served by the right-of-way.

#### A. Right-of-Way Construction

1. All right-of-way construction and repair must be in accordance with standards and specifications set forth by the Director of Public Works.
2. Vertical alignment must be in accordance with standards and specifications set forth by the Director of Public Works.

3. For horizontal alignment, the minimum radius of curvature of streets on the centerline must be as follows:
  - a. Major street: 750 feet
  - b. Collector streets: 200 feet
  - c. Minor streets: 100 feet
4. Unless approved by the Director of Public Works, all streets must have a centerline tangent of 100 feet between reversed curves.
5. Street grades must conform in general to the terrain and the minimum grade will be based on surface type of the roadway as determined by the Director of Public Works. Generally, street grades should not be less than 3/10 of 1% nor more than 5% for major street and collector streets and not less than 3/10 of 1% nor more than 10% for minor streets unless steeper grades are permitted by the Director of Public Works.

#### **B. Access and Intersection Requirements**

1. All public and private rights-of-way must be improved as complete streets. A complete street is defined as right-of-way facilities that are designed and operated to enable safe access for all users. Persons with disabilities, pedestrians, bicyclists, motorists, and transit riders are able to safely move along and across a right-of-way designed as a complete street.
2. If a new subdivision involves frontage on a major street, the street layout should be planned to avoid, to the extent possible, any private residential driveways from having direct access to such streets. In such cases, if such access must be provided by means of a frontage road, the centerline of which must be 75 feet from the centerline of the major street right-of-way with motor access at suitably spaced points.
3. Street intersections must be at right angles. If, because of topography or other natural or man-made barriers, an intersection cannot be at right angles, the intersection may use an alternate design that ensures safety.
4. Street jogs with centerline offsets of less than 100 feet will not be permitted except where the intersected street has a divided roadway without a median break at either intersection.

#### **C. Property Line and Curb Radius**

1. Curb radii cannot be less than 25 feet and must be increased proportionately where the angle of intersection is less than 50 degrees.
2. These minimums may be increased where the Director of Public Works finds that larger arcs or radii are necessary for the proper design of the intersection.

#### **D. Clearing and Grubbing**

The entire area indicated for public use must be cleared and grubbed as directed by the Director of Public Works. In the areas designated to be cleared and grubbed, all stumps, roots, brush, and other unsatisfactory materials must be removed to a minimum depth of two feet below the subgrade, then backfilled and compacted with suitable material.

#### **E. Drainage**

Proper drainage is the responsibility of the subdivider. The type of drainage system (e.g., subsurface, open ditch, inverted crown, etc.) and its design must be approved by the Director of Public Works. Green infrastructure designs are encouraged.

**F. Utility Installation**

Prior to paving of streets or sidewalks, water and sewer mains and services must be in place, or the developer must provide necessary casing for utilities. No pavement may be cut without the approval of the Director of Public Works. No boring of new pavement is allowed for the installation of new service lines mains or other facilities unless approved by the Director of Public Works.

**G. Street Lighting**

Prior to approval of the final plat, a plan for the installation of streetlights on all new streets within the subdivision must be approved. The street lighting plan must include the type, location, and mounting of all fixtures and poles, and evidence that the system must be designed to yield, at 80% efficiency, a minimum of 0.2 footcandles at the centerline of the street with a uniformity ratio of four to one (average to minimum).

**12.3 SIDEWALK DESIGN STANDARDS**

- A. Sidewalks must be provided on both sides of all rights-of-way, with the exception of a rural right-of-way type per Section 12.5. However, sidewalks are not required where one side of the right-of-way is a steep vertical wall, railroad, or other feature to which the public does not require access.
- B. Sidewalks must be paved with a permanent, fixed, non-slip material.
- C. Sidewalks are encouraged to be as straight and direct as possible.
- D. Where sidewalks cross driveways, the sidewalk zone must remain level, with no change in cross-slope.

**12.4 BICYCLE LANE DESIGN STANDARDS**

Where bicycle lanes are included in right-of-way construction, reconstruction, and reconfiguration projects, appropriate designs include, but are not limited to, the design types of this section. Where installed, bicycle facilities, should be constructed in accordance with the Manual on Uniform Traffic Control (MUTCD) and the Urban Bikeway Design Guide published by the National Association of City Transportation Officials (NACTO).

- A. Shared: A marking placed in a vehicular travel lane to indicate that a bicyclist may use the full lane. Also called a shared-lane marking.
- B. Bike Lane: A portion of the roadway that has been designated by striping, signs, and pavement markings for the preferential or exclusive use of bicyclists, typically located adjacent to motor vehicle travel lanes and flowing in the same direction as motor vehicle traffic.
- C. Buffered Bike Lane: A conventional bicycle lane paired with a designated buffer space separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane.
- D. Contra-Flow Bike Lane: A bicycle lane designed to allow bicyclists to ride in the opposite direction of motor vehicle traffic, typically used to convert a one-way traffic street into a two-way street, one direction being for motor vehicles and bikes, and the other being for bikes only.
- E. Left-Side Bike Lane: A conventional bike lane placed on the left side of one-way streets or two-way median divided streets.
- F. Cycle Track: An exclusive bike facility that combines the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the sidewalk.
- G. Raised Cycle Track: A bicycle facility that is vertically separated from motor vehicle traffic, typically paired with a furnishing zone between the cycle track and motor vehicle travel lane and/or pedestrian area, and allowing for one-way or two-way travel by bicyclists.
- H. Two-Way Cycle Track: A physically separated cycle track that allows bicycle movement in both directions on one side of the road.

## 12.5 RIGHT-OF-WAY DIMENSIONS

All rights-of-way must match one of the right-of-way types of this section, which may be modified as needed by the Director of Public Works to address specific site conditions.

### A. Right-of-Way Types

The classifications of rights-of-way are divided into the following:

1. Major streets carry the majority of trips entering and leaving the City of Shreveport, as well as the majority of through movements.
2. Collector streets provide both access to and traffic circulation within residential neighborhoods, commercial and industrial areas. Collector streets differ from major streets in that collector streets enter residential neighborhoods, distributing trips from arterials through the area to destinations. Collector streets also collect traffic from local streets in residential neighborhoods and channel into the arterial system.
3. Minor streets primarily provide direct access to abutting land and access to the higher order street.
4. A frontage road is a secondary road running parallel to a major street or highway that provides access to houses and businesses
5. Alleys are a paved vehicular drive located to the rear of lots providing access to service areas, parking, and outbuildings, and often containing utility easements.
6. Rural roads provide access and circulation through portions of the City that are largely undeveloped or rural in character.

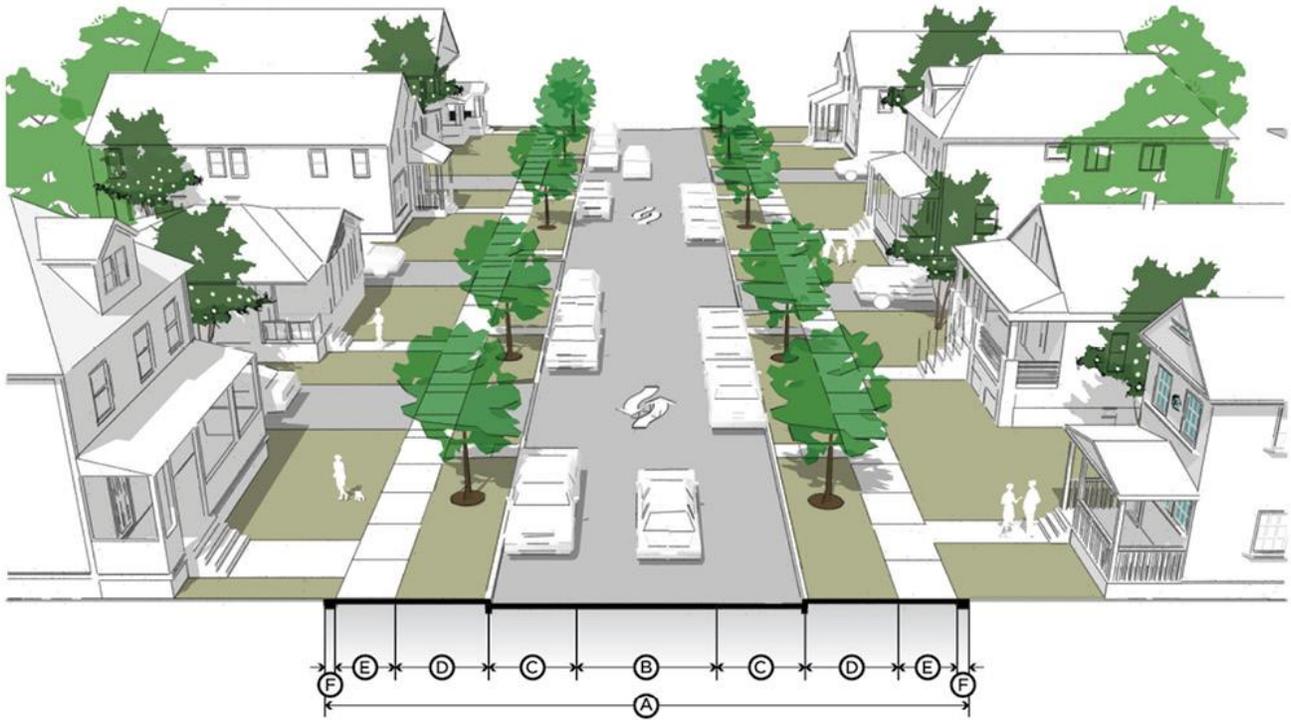
### B. Right-of-Way Dimensional Requirements

Minimum dimensions are provided for each right-of-way type. The illustrative examples are also provided to illustrate a potential configuration of a right-of-way type. Variations to these configurations may be approved by the Director of Public Works. All dimensions indicated are minimums, unless otherwise noted.

### C. Right-of-Way Design Requirements

Figures 12-1 through 12-14 provides right-of-way dimensions. Rights-of-way must be designed and constructed in accordance with the standards of Section 13.5.

FIGURE 12-1: MINOR STREET: NEIGHBORHOOD YIELD STREET



MINOR STREET: NEIGHBORHOOD YIELD STREET

(A)	Minimum Right-of-Way Width	49'	(D)	Minimum Parkway Width	6'
(B)	Minimum Travel Lane Width	11'	(E)	Minimum Sidewalk Width	5'
(C)	Minimum Parking Lane Width	7'	(F)	Minimum Maintenance Strip	1'



FIGURE 12-2: MINOR STREET: NEIGHBORHOOD TWO-LANE LOCAL STREET

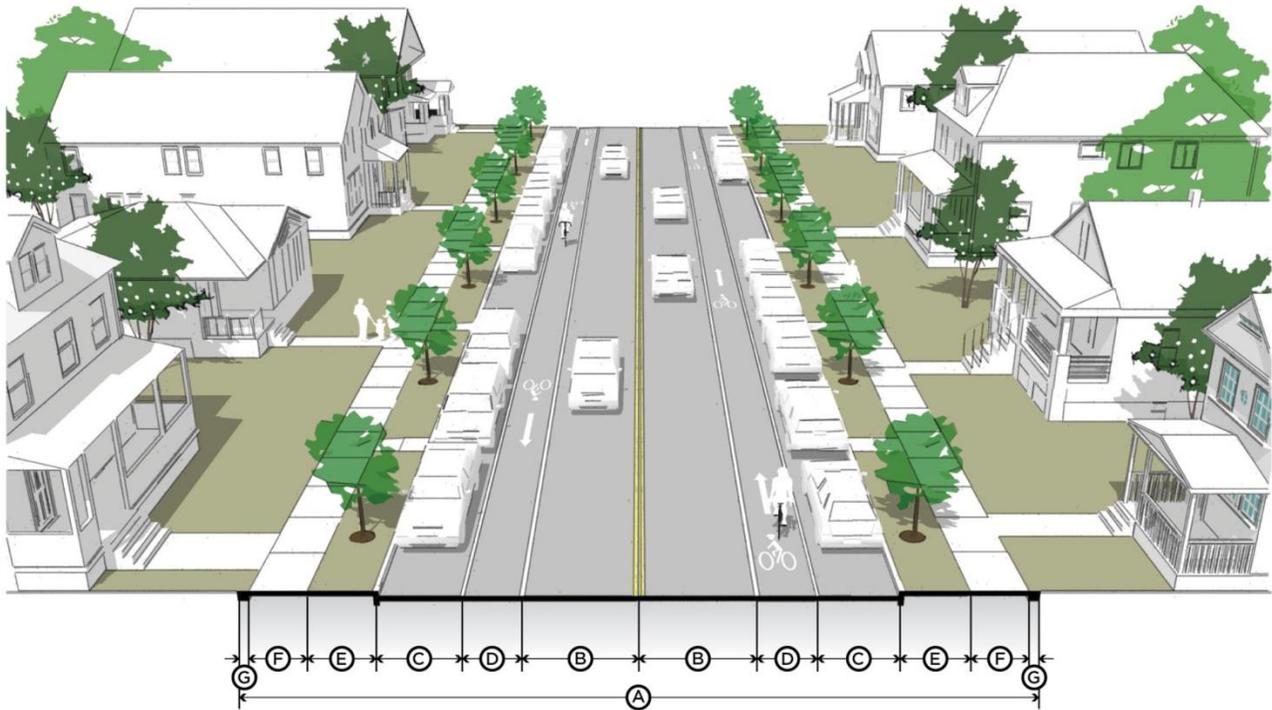


MINOR STREET: NEIGHBORHOOD TWO-LANE LOCAL STREET

(A)	Minimum Right-of-Way Width	58'	(D)	Minimum Parkway Width	6'
(B)	Minimum Travel Lane Width	10'	(E)	Minimum Sidewalk Width	5'
(C)	Minimum Parking Lane Width	7'	(F)	Minimum Maintenance Strip	1'



FIGURE 12-3: MINOR STREET: NEIGHBORHOOD TWO-LANE STREET

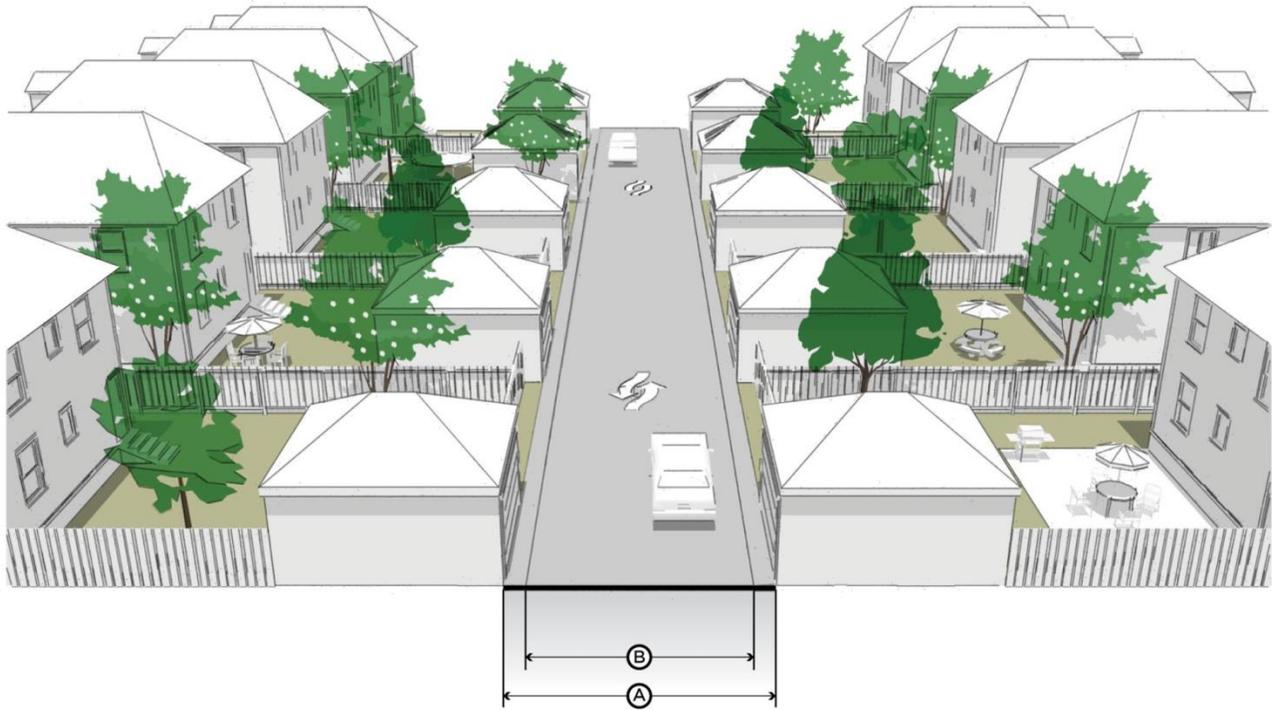


**MINOR STREET: NEIGHBORHOOD TWO-LANE STREET**

Ⓐ	Minimum Right-of-Way Width	68'	Ⓔ	Minimum Parkway Width	6'
Ⓑ	Minimum Travel Lane Width	10'	Ⓕ	Minimum Sidewalk Width	5'
Ⓒ	Minimum Parking Lane Width	7'	Ⓖ	Minimum Maintenance Strip	1'
Ⓓ	Minimum Bike Lane Width	5'			



FIGURE 12-4: ALLEY

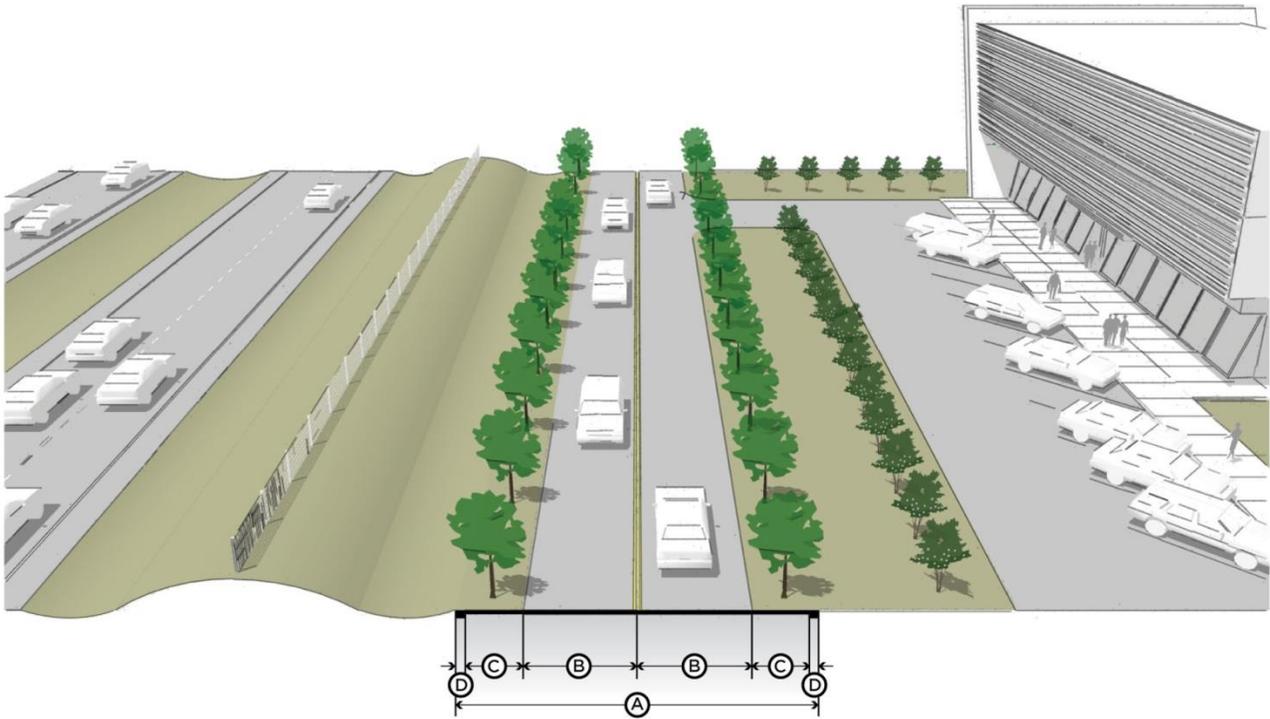


ALLEY

Ⓐ	Minimum Right-of-Way Width	24'	Ⓑ	Minimum Travel Lane Width	20'
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FIGURE 12-5: FRONTAGE ROAD: TWO-LANE

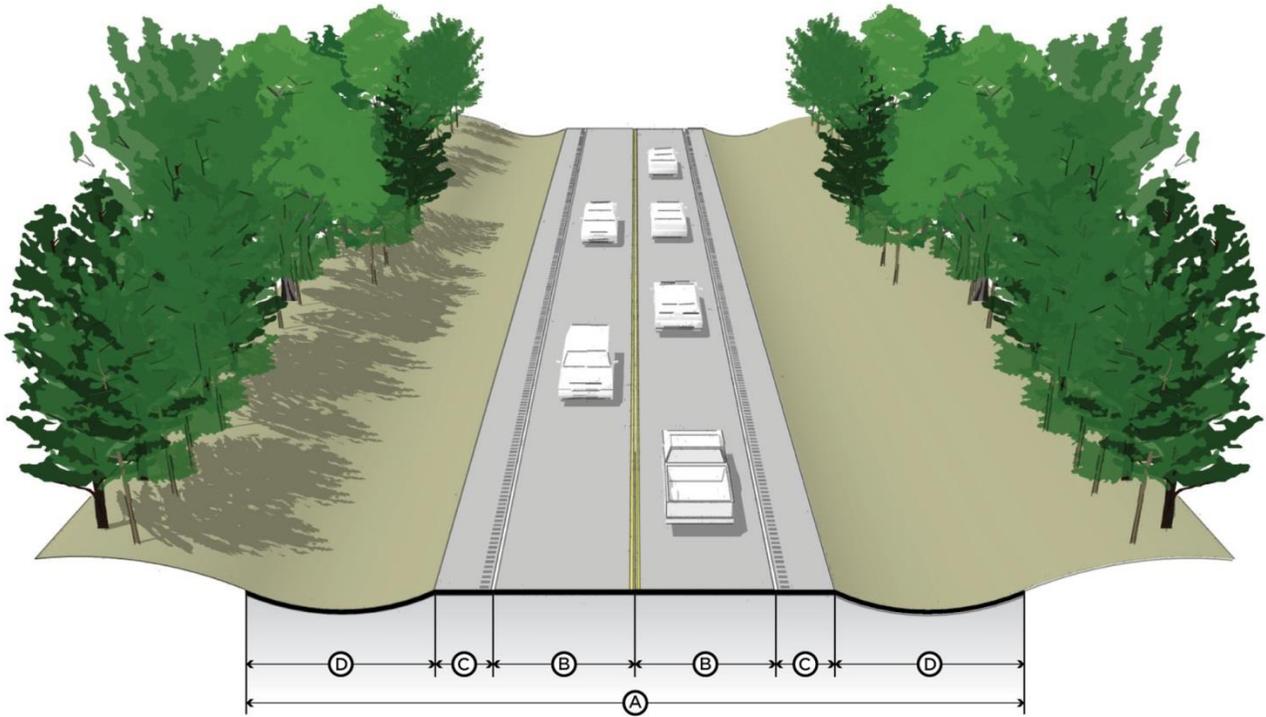


**FRONTAGE ROAD: TWO-LANE**

Ⓐ	Minimum Right-of-Way Width	38'	Ⓒ	Minimum Parkway Width	6'
Ⓑ	Minimum Travel Lane Width	12'	Ⓓ	Minimum Maintenance Strip	1'



FIGURE 12-6: RURAL ROAD: TWO-LANE



RURAL ROAD: TWO-LANE

Ⓐ	Minimum Right-of-Way Width	66'	Ⓒ	Minimum Shoulder Width	5'
Ⓑ	Minimum Travel Lane Width	12'	Ⓓ	Minimum Drainage Area	16'

12.6 CLOSURE AND ABANDONMENT

[An application to permanently close and abandon a public way or public land within the area of Caddo Parish that falls the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport shall be submitted on such forms or in such other manner as provided by the Director of Public Works and shall be filed in the Office of the Department of Public Works.](#)

## ARTICLE 13. SUBDIVISION REQUIREMENTS

- 13.1 PURPOSE
- 13.2 PUBLIC FACILITY REQUIREMENTS
- 13.3 LOT CONFIGURATION
- 13.4 SERVITUDES
- 13.5 RIGHT-OF-WAY DESIGN
- 13.6 SANITARY SEWERS
- 13.7 WATER SUPPLY
- 13.8 UTILITIES
- 13.9 STORMWATER
- 13.10 SIDEWALKS

### 13.1 PURPOSE

The purpose of these subdivision requirements is:

- A. To establish reasonable design standards for subdivision of land.
- B. To establish an adequate street system, a means of water supply, sewage disposal and other utilities, surface drainage and stormwater control, and other services related to the use of subdivided land.
- C. To protect and provide for the public health, safety, and welfare of the citizens who live within the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.
- D. To provide for the conservation design of subdivisions to promote the following purposes:
  - 1. To conserve open space and sensitive natural features.
  - 2. To preserve and restore natural areas and provide for their long-term ecologic management.
  - 3. To preserve the hydrologic condition and infiltrative capability of the soil by minimizing mass grading and impervious surfaces.
  - 4. To protect the quality of surface water and groundwater.

### 13.2 PUBLIC FACILITY REQUIREMENTS

Land proposed for subdivision must be served adequately by essential public facilities and services. Land will not be approved for subdivision unless and until public facilities exist or provision has been made for water facilities, wastewater facilities, drainage facilities, and transportation facilities necessary to serve the proposed development, whether such facilities are located within the land being platted or outside of the site. The size, depth, location, etc. of such facilities must be adequate for future expansion to service the area beyond the proposed development. The subdivider is responsible for all such costs. For the purposes of this section and this Code, the term "subdivider" includes any subsequent property owners and/or developers who assume the development of the land that has been subdivided in the case where the original applicant who subdivides the property sells the land following development.

#### A. Conformance to Plans

Proposed land division and public improvements must be consistent with the Master Plan and any applicable public facilities and capital improvements plans.

#### B. Water

All platted lots must be connected to a public water system or properly permitted to ensure water for health purposes.

**C. Wastewater**

All platted lots must be served by public sewer system or an alternate approved means of wastewater collection and treatment.

**D. Streets**

All streets must provide a safe, convenient and functional system for vehicular and pedestrian circulation. All streets must be appropriate for the traffic characteristics and impacts of the proposed development. All rights-of-way must meet the right-of-way standards of Article 12.

**E. Drainage**

Drainage improvements must accommodate potential runoff from upstream drainage areas and designed to prevent overloading the capacity of the downstream drainage system. This may require the phasing of development, the use of control methods such as retention, detention, or pumping systems, and/or the construction of off-site drainage improvements to mitigate the impacts of the proposed development. All developments must meet the stormwater management requirements of Article 11 and innovative stormwater management methods are encouraged.

**F. Phasing**

Phasing of development or improvements may be required as part of subdivision approval to maintain current levels of service for existing public services and facilities or for other reasons based upon protecting the health, safety, and welfare of residents.

**13.3 LOT CONFIGURATION**

**A.** Lot width and area, and all setback lines, must conform to all requirements of the zoning district standards of this Code, with the following exceptions:

1. Where no public or community sanitary sewers exist, the minimum area of residential lots must meet the requirements of the State Board of Health and the Caddo-Shreveport Health Unit, unless a larger area is required by the zoning district.
2. The subdivision is a conservation design development subject to the regulations of conservation design.

**B.** All lots must front directly upon and take access from a public or private road.

**C.** Every lot created by subdivision must be substantially similar in shape to those lots on the same block, unless the contours of an adjacent street or previously established lot render such shape impractical. Every lot or parcel of land that is subdivided must contain a relatively straight boundary line between each lot. Side lot lines must be approximately at right angles or radial to the street line.

**D.** Through lots must be avoided, except where essential to provide separation of residential development from major thoroughfares or to overcome specific disadvantages of topography and orientation.

**13.4 SERVITUDES**

**A.** Servitudes must be provided for utility services and drainage including, but not limited to, sanitary sewer, storm sewer, water, gas, telecommunication, cable television, and electric. The location of a utility easement is determined by developer and/or the appropriate utility company, and to be reviewed and approved by the Director of Public Works. These servitudes must be marked on the plat.

**B.** Servitudes are reserved for the performance of municipal and governmental services, including water, storm, and sanitary sewer service and maintenance, and to those utility companies that operate within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.

- C. Utility companies have the perpetual right, privilege, and authority to construct, reconstruct, repair, inspect, maintain, and operate the variety of utility transmission and distribution systems within such servitudes, together with right of access across the property for necessary personnel and equipment to do work.
- D. Principal buildings, overhangs, accessory structures, and temporary structures or obstructions are prohibited within the servitude. For quasi-permanent structures, fences, plantings, and temporary obstructions see below.
- E. Quasi-permanent structures may be constructed in the required servitude only if:
  - a. Location of the quasi-permanent structure is reviewed and approved by MPC staff.
  - b. Any damage incurred by the structure during maintenance or improvement of the facility is the responsibility of the property owner.
- F. The property owner may place fences, plantings, or temporary obstructions in the public servitudes if, upon request, the fences, plantings or temporary obstructions will be removed by the property owner. If the property owner fails to remove the obstructions, the appropriate authority using the utilities servitude may remove them and upon removal, the property owner is not entitled to damages and may not recover any cost of replacing the objects removed from the servitude.

### 13.5 RIGHT-OF-WAY DESIGN

- A. All rights-of-way must meet the right-of-way standards of Article 12.
- B. In the case of public roads, the plat must indicate that the Director of Public Works, as applicable, will take responsibility for maintaining the rights-of-way after final acceptance. In the case of a private road, the plat must state that Caddo Parish will not accept any private road in the future. Within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, curb and gutter are required as part of right-of-way design.
- C. The subdivider must furnish and erect all necessary traffic control and directional signs, including street signs, as designated by the Director of Public Works. All signs must be of a type approved by the Director of Public Works.
- D. Shoulders are required along all streets not provided with curbs and gutters. Green infrastructure design is encouraged for shoulders. Curbs and shoulders must be designed to meet the American Association of State Highway and Transportation Officials (AASHTO) standards.
- E. All street construction within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport must meet the standards of Chapter 40, Roads and Bridges, of the Caddo Parish Code of Ordinances.
- F. The following must be complied with during construction:
  - 1. During construction of streets with curb and gutter, the subdivider is prohibited from partially installing pavement below the gutter elevation during construction operations. The subdivider is required to maintain positive drainage throughout construction and install pavement up to the finished gutter elevation on a temporary basis. A temporary cross slope of less than 2% is allowed during construction operations to match the gutter elevation. At the conclusion of construction, the subdivider must remove the appropriate thickness of the pavement surface in order to establish the final approved cross section of the roadway.
  - 2. The subdivider is responsible for maintaining and repairing all roads in the subdivision until the roads are accepted by the Director of Public Works.
  - 3. Subdivision roads will not be accepted by the Director of Public Works until all construction detailed in the plans is completed. It is the responsibility of the subdivider to consult with the Director of Public Works before the work has begun to afford the Director of Public Works an opportunity to inspect the work as construction progresses.

4. The asphalt surface course may only be applied after the subdivider has received written approval from the Director of Public Works.

### **13.6 SANITARY SEWERS**

- A. A public sanitary sewer is required for all subdivisions within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.
- B. The location of sanitary sewers must be approved by the Director of Public Works. Whenever possible, they should be located within the right-of-way. Sanitary sewers must not be located within seven feet of the edge of pavement.
- C. Where sanitary sewer is provided, sewer service lines must be installed to serve all lots within the subdivision at the time they are constructed. Sewer service lines must extend to the lot line and the preferred location is the low side of the lot.
- D. In Caddo Parish, the design and construction of sanitary sewers must conform Chapter 52 of the Caddo Parish Code of Ordinances.
- E. In the Caddo Parish, gravity sewer facilities must be constructed where physically practicable. Lift stations require approval of the Director of Water and Sewer.

### **13.7 WATER SUPPLY**

- A. Where a connection to a public water system is present at the boundary of the subdivision, water distribution facilities, including fire hydrants, must be installed to serve all properties within the subdivision in addition to any additional requirements for public sewer in state law.
- B. Where a connection to a public water system is present, it must be extended for and throughout the entire subdivision in such a manner that each lot within a subdivision is serviced by means of a connection to the water system within its own frontage.
- C. In Caddo Parish, the design and construction of public water systems must conform Chapter 52 of the Caddo Parish Code of Ordinances.

### **13.8 UTILITIES**

- A. Utility services should be clustered within a single servitude when practical. Prior to the installation of such utilities, drawings must be submitted to the Director of Public Works.
- B. The developer must provide underground utilities unless specific site conditions make the installation of underground utilities impractical.

### **13.9 STORMWATER**

- A. All developments must meet the stormwater management requirements of Article 11.
- B. A drainage study is required and must be approved by the Director of Public Works identifying the lot number and drainage pipe size.
- C. Storm drainage improvements consisting of storm sewers and/or open channels must adequately drain the area being developed and also all of that area which naturally drains through the area being developed. The design of drainage improvements must be coordinated with present and probable future improvements so as to form part of an integrated system. Appropriate grading may be required. In Caddo Parish drainage infrastructure must consist of pipe systems. If a pipe system is not physically possible, an exception can be made by the Director of Public Works.
- D. Drainage servitudes must have a minimum width of 20 feet and must be sodded or seeded at the developer's expense. This requirement is waived when stormwater management methods are used.

- E. Where the character or topography of the land in a subdivision is such that it is impossible or impractical to place streets so that they carry off the surface water, the appropriate servitudes along lot lines must be provided and improved, where necessary, to carry off surface water in storm sewers. This should only be for regional drainage.
- F. All publicly dedicated drainage servitudes must be approved by the Director of Public Works.

### 13.10 SIDEWALKS

This section provides regulations for the construction and maintenance of sidewalks on private property ~~throughout the City that falls within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport~~ for the safety and convenience of pedestrians. If any conflicts arise between this section and the Caddo Parish Code of Ordinances, the Caddo Parish PADC shall control.

#### A. Design Standards and Specifications

1. All sidewalks shall be constructed or reconstructed in accordance with this section for width, location, construction material, finish, appearance and structural quality, as well as the design standards and specifications set forth in the most current Caddo Parish standard details for concrete sidewalks.
  - a. Sidewalks shall be constructed of concrete unless otherwise approved by the Executive Director.
  - b. Sidewalks shall be five feet in width, and located adjacent and parallel to the property line with a minimum unpaved parkway width of six feet.
    1. If the adjacent lots have an existing sidewalk at least four feet wide, then the required sidewalk for any new development or redevelopment may match the existing properties.
    2. If the adjacent lots have an existing sidewalk that is less than four feet wide, then the required sidewalk shall be five feet in width.
  - c. Sidewalks adjacent to the curb shall be six feet in width.
  - d. The parkway width is the distance from the back of curb to the leading edge of the sidewalk.
  - e. Sidewalks shall be designed to support the weight of vehicles at all driveway crossings.
  - f. Wherever sidewalks are constructed, the remaining parkway width, whether between the curb and sidewalk or sidewalk and property line, shall remain unpaved.
  - g. "Meandering" sidewalks are permitted but shall be no closer than four feet from the back of the curb at the nearest point.
  - h. If any connection opportunities exist, sidewalk must be connected.
2. All greenways built in accordance with this Code shall be constructed to industry standards and specifications.
3. All sidewalks and greenways shall conform to the most recent published version of the Public Rights-of-Way Accessibility Guidelines (PROWAG) or ADA Standards, as appropriate.
4. The site grading plan for the subdivision shall be designed to allow for the driveway transition from the street to the sidewalk, the design of the sidewalk, and the driveway transition from the sidewalk to the parking area/garage for the house.

#### B. New Subdivisions

1. For all new residential and nonresidential subdivisions, continuous sidewalks shall be required on both sides of all rights-of-way, per this section and Article 12.3 (Sidewalk Design Standards).

2. Sidewalk Plans shall be required for any new subdivision and shall be submitted during the platting process and shall contain the following information:
  - a. Location of sidewalks, landings, and curb ramps.
  - b. Design Specifications and Details.
  - c. Identify the party responsible for the construction of the sidewalks.
3. Sidewalk Plans will be reviewed during the subdivision process and approved by the Metropolitan Planning Commission or Executive Director, as applicable.
4. The developer, home builder or property owner shall be responsible for constructing the sidewalk in accordance with the sidewalk plan during the construction of a house on a lot, or any amenity area.
5. Due to the potential damage sidewalks can incur during the construction of homes and other buildings, sidewalks should not be installed until building work has been completed on individual properties. Exceptions may be made for streets that are without direct property access.

**C. New Construction Not Related to a New Subdivision**

1. All new construction not specifically addressed in the section shall provide sidewalks along all adjacent streets regardless of street classification, which shall be reviewed during the site plan review process.
2. Sidewalks must connect building entrances with parking areas and with public sidewalks along adjacent streets.
3. When the development is single family residential, and in an existing subdivision, the requirement for sidewalks will be determined as follows:
  - i. If sidewalks already exist on more than 40% of the street block frontage, then a new sidewalk will be required.
  - ii. If no sidewalks exist on that particular street, and no connections can be made, then sidewalks will not be required.
4. Implementation and construction costs of all sidewalks in newly developing areas shall be paid for by the developer, builder or property owner. Caddo Parish shall not be liable for any sidewalk implementation or construction costs for projects located on private property.
5. All required sidewalks shall be installed prior to the issuance of a Certificate of Occupancy.

**D. Redevelopment**

1. Redevelopment is defined as any proposed expansion, addition, or major facade change to an existing building, structure, site, parking lot or parking facility, and shall include but not be limited to the following:
  - a. An existing principal structure is demolished and a new structure is constructed.
  - b. A new principal structure is constructed.
  - c. The existing principal structure is increased in total building footprint by 25% or more.
  - d. An existing parking lot of 20 or more spaces is fully reconstructed, or an existing parking lot area is expanded by 50%.
2. When the development is single family residential, and in an existing subdivision, the requirement for sidewalks will be determined as follows:

- i. If sidewalks already exist on more than 40% of the street block frontage, then a new sidewalk will be required.
  - ii. If no sidewalks exist on that particular street, and no connections can be made, then sidewalks will not be required.
3. Implementation and construction costs of all sidewalks on redeveloped sites shall be paid for by the developer, builder or property owner. Caddo Parish shall not be liable for any sidewalk implementation or construction costs for redevelopment projects located on private property.
- d. All required sidewalks shall be installed prior to the issuance of a Certificate of Occupancy.

#### **E. Existing Substandard Sidewalks**

1. In cases where sidewalks are already present on property being developed or redeveloped, or there are sidewalks in the right of way immediately adjacent along the frontage of the property being developed or redeveloped, but their width or condition renders them substandard, they shall be reconstructed by the developer, builder or property owner following the guidelines of this section and Article 12.3 (Sidewalk Design Standards).
2. Examples of conditions rendering sidewalks unsafe shall include but not be limited to:
  - a. Uneven Sidewalks
  - b. Broken Concrete
  - c. Overgrown Weeds
3. Where sidewalk repair or replacement is impractical due to physical conditions or lack of right-of-way, the Director of Public Works may elect to remove the sidewalk and return the property to grass.

#### **F. New Public Facilities**

Sidewalks shall be constructed along all public streets adjacent to new public facilities, including but not limited to parks, libraries, and recreation centers. Facilities not intended for public access are exempt from this requirement.

#### **G. New Public Schools**

Sidewalks shall be constructed along all public streets adjacent to new public schools located ~~within City limits~~ within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport. Sidewalks shall connect via a pedestrian circulation system to all public entrances to the school and to all outdoor amenities on the school grounds, including but not limited to playgrounds, ball fields, tracks and courts.

#### **H. Paved Greenways as an Alternative to Sidewalks**

The Metropolitan Planning Commission may approve a paved greenway trail or network of paved greenway trails as an alternative to part or all of the sidewalks required by this Code within a new subdivision, if the greenway meets all of the following requirements:

1. Typical 10 feet of paved width, within a typical 30-foot-wide servitude, or as approved by the Metropolitan Planning Commission.
2. Provides the same or greater connectivity to individual parcels within the development and to external streets as the sidewalk system would.

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## ARTICLE 14. CODE ADMINISTRATORS

### 14.1 DESIGNEES

### 14.2 ~~CADDO PARISH PLANNING AND ZONING COMMISSION~~ ~~METROPOLITAN PLANNING COMMISSION~~

### 14.3 CADDO PARISH COMMISSION

### ~~14.4 ZONING BOARD OF APPEALS~~

### ~~14.5-4 EXECUTIVE DIRECTOR OF THE MPC~~

### ~~14.6-5 ZONING ADMINISTRATOR~~

### 14.1 DESIGNEES

Certain officials within this section are cited as having powers that may also be administered by a designee, indicated in this section by the language "designee." The ability to direct powers to a designee applies to the actions of such officials throughout this Code.

### 14.2 ~~CADDO PARISH PLANNING AND ZONING COMMISSION~~ ~~METROPOLITAN PLANNING COMMISSION~~

The Metropolitan Planning Commission has the following specific powers pursuant to this Code:

- A. To make recommendations on zoning text and map amendment applications.
- B. To make final decisions on special use applications.
- C. To make recommendations on planned unit development applications.
- D. To make final decisions on site plan reviews when required by this Code.
- E. To make final decisions on appeals of site plan reviews conducted by the Executive Director.
- F. To make final decisions on subdivisions.

### 14.3 CADDO PARISH COMMISSION

The Caddo Parish Commission has the following specific powers pursuant to this Code:

- A. To make final decisions on zoning map amendment applications for lots within for the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the [Caddo Parish Planning and Zoning Commission's](#) ~~Metropolitan Planning Commission's~~ planning area, but outside of the corporate limits of the City of Shreveport.
- B. To make final decisions on zoning text amendment applications.
- C. To make final decisions on appeals of the approval or denial of special use applications for lots for the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the [Caddo Parish Planning and Zoning Commission's](#) ~~Metropolitan Planning Commission's~~ planning area, but outside of the corporate limits of the City of Shreveport.
- D. To make final decisions on planned unit development applications for lots for the physical area of Caddo Parish, Louisiana, that falls within the jurisdiction of the [Caddo Parish Planning and Zoning Commission's](#) ~~Metropolitan Planning Commission's~~ planning area, but outside of the corporate limits of the City of Shreveport.
- E. [To make final decisions on variance and special exception use applications.](#)
- F. [To make final decisions on zoning appeals.](#)

### ~~14.4 ZONING BOARD OF APPEALS~~

~~The Zoning Board of Appeals has the following powers pursuant to this Code:~~

- ~~A. To make final decisions on variance and special exception use applications.~~

~~B. To make final decisions on zoning appeals.~~

**14.5.4 EXECUTIVE DIRECTOR OF THE MPC**

The Executive Director may designate one or more staff persons to act as the Executive Director; however, a zoning decision may only be rendered once. The Executive Director, or his/her designee, has the following powers pursuant to this Code:

- A. To review and make final decisions on administrative exception applications.
- B. To review and make final decisions on site plan review applications when required by this Code.
- C. To review and make final decisions on zoning interpretation applications.
- D. To receive and forward zoning applications as required by this Code to the appropriate administrative bodies.

**14.6 ZONING ADMINISTRATOR**

The Zoning Administrator may designate one or more staff persons to act as the Zoning Administrator; however, a zoning decision may only be rendered once. The Zoning Administrator, or his/her designee, has the following powers, with the concurrence of the Executive Director, pursuant to this Code:

- A. To review and make final decisions on temporary use permit applications.
- B. To review and make final decisions on sign permit applications.
- C. To conduct inspections of structures or the use of land to determine whether there is compliance with this Code, and, in case of any violation, order corrective action.

## ARTICLE 15. APPLICATION PROCEDURES

- 15.1 APPLICATION
- 15.2 NOTICE
- 15.3 PUBLIC HEARING
- 15.4 NEIGHBORHOOD PARTICIPATION PLAN

### 15.1 APPLICATION

#### A. Filing and Pre-Application Meeting

1. All zoning and subdivision applications must be filed with the Executive Director, unless otherwise specified. The application must be on forms provided by the Executive Director and filed in such quantity as required by the instructions.
2. Prior to formal submittal of an application, the applicant may request a pre-application meeting with the Executive Director and/or the Metropolitan Planning Commission staff. The purpose of the pre-application meeting, which does not require a formal application or fees, is to provide informal advice and assistance to the applicant. Any opinions or advice provided are not binding with respect to any official action that may be taken on the application. Certain applications per Article 16 require a pre-application meeting as part of the approval process.

#### B. Completeness

1. The application must include all information, plans, and data as specified in the application requirements. Any required plans must be at a scale sufficient to permit a clear and precise understanding of the proposal, unless specifically required to be at a set scale.
2. The Executive Director will examine all applications within 30 days of filing to determine completeness. If the application does not include all the submittal requirements for the application, the Executive Director will reject the application and provide the applicant with the reasons for the rejection. The Executive Director will take no further steps to process the application until all deficiencies are remedied.
3. If any application submittal is not applicable or inappropriate to determine the nature of the development, a submission waiver may be requested with justification for such a waiver.
4. After an application is determined to be complete, any substantive change made by the applicant to the application requires resubmittal of the entire application and a new completeness review. However, such revisions do not require an additional payment of fees.
5. Once the application is under consideration by the appropriate body, additional information or revisions requested during review do not constitute a substantive change to the application.

#### C. Fees

Each application must be accompanied by the required filing fee as established and modified in the Code of Ordinances. The failure to pay such fee when due is grounds for refusing to process the application and renders the application incomplete. If an application is submitted by the Caddo Parish Commission or Metropolitan Planning Commission, then fee requirements are waived.

#### D. Withdrawal of Application

An applicant has the right to withdraw an application at any time prior to the final decision, including the ability to withdraw the application if it has been tabled by the Caddo Parish Commission, Zoning Board of Appeals, or Metropolitan Planning Commission. The applicant must submit a request for withdrawal in writing. There will be no refund of fees. Receipt of a written withdrawal request by the Executive Director will officially terminate the application.

**E. Consideration of Successive Applications**

1. Within one year of the date of denial, a subsequent application for the same zoning approval will not be reviewed or heard unless there is substantial new evidence available, or if a significant mistake of law or fact affected the prior denial.
2. If the application is resubmitted earlier than one year from the date of denial, the subsequent application must include a detailed statement of the grounds justifying its consideration.
3. The Executive Director will make a determination as to whether the subsequent application is appropriate for resubmittal prior to the expiration of the one year wait requirement. If the Executive Director finds that there are no new grounds for consideration of the subsequent application, he/she will summarily, and without hearing, deny the request.

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F. Summary of Application Actions

Table 15-1: Summary of Application Actions describes the responsibilities and actions taken in the processing and approval of the applications of the Code. This is provided for reference purposes and in the case of any conflict with Section 16, Section 16 controls.

TABLE 15-1: SUMMARY OF APPLICATION ACTIONS							
APPLICATIONS	ADMINISTRATORS						
	Zoning Administrator	Executive Director	Metropolitan Planning Commission (MPC)	Zoning Board of Appeals (ZBA)	Caddo Parish Commission	Caddo Parish Civil District Court	Planning Area Development Code Source Cited
<b>Caddo Parish Commission</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 16.79
<b>Zoning Board of Appeals (ZBA)</b>							
Variance to Zoning		RR		PH & D	A	A	Section 16.45
<a href="#">Special Exception Use</a>			<a href="#">RR</a>		<a href="#">PH &amp; D</a>	<a href="#">A</a>	<a href="#">Section 16.6</a>
Appeal to Staff Administrative Decisions				R & D	A	A	Section 16.4415
<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 16.68
Subdivision – Major		RR	PH & D		A	A	Article 17
Subdivision – Minor		RR	D		A	A	Article 17
<b>Executive Director</b>							
<a href="#">Administrative Special Use Permit</a>		<a href="#">R &amp; D</a>			<a href="#">A</a>	<a href="#">A</a>	<a href="#">Section 16.4</a>
Administrative Exception to Zoning		R & D		A			Section 16.57
Site Plan Review – Administrative		R & D	A				Section 16.68
Zoning Interpretation	R	R & D		A			Section 16.911
Subdivision – Administrative		R & D			A	A	Article 17
<b>Zoning Administrator</b>							
Sign Permit	R & D			A			Section 16.810
<a href="#">Certificate of Occupancy</a>	<a href="#">R &amp; D</a>	<a href="#">R</a>		<a href="#">A</a>			<a href="#">Section 16.13</a>
<a href="#">Temporary Certificate of Occupancy</a>	<a href="#">R &amp; D</a>	<a href="#">R</a>		<a href="#">A</a>			<a href="#">Section 16.14</a>
Temporary Use Permit	R & D	R		A			Section 16.4912
<b>KEY</b>							
R = Review		RR = Review & Recommendation		PH – Public Hearing		D = Decision      A = Appeal	

15.2 NOTICE

A. Required Notice

Table 15-2: Required Notice indicates the types of notice required for public hearings on the zoning and subdivision applications.

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 <a href="#">Permit</a>	•	•	•
<a href="#">Administrative Special Use Permit</a>	•	•	•
<a href="#">Special Exception Use</a>	•	•	•
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	•		

B. Published Notice

When published notice is required, the Executive Director will publish notice in a newspaper of general circulation within Caddo Parish and the City of Shreveport. The notice must include the date, time, place, and purpose of such hearing, the name of the applicant, and the address of the subject property. Notice must be published no less than 14 days and no more than 30 days in advance of the scheduled hearing date.

C. Mailed Notice

1. General Requirements

- a. Written notice will be mailed by the Executive Director no less than 15 and no more than 30 days in advance of the scheduled hearing date to all property owners within 300 feet of the property line of the subject property. The notice must include the date, time, place, and purpose of such hearing, the name of the applicant, and the address of the subject property. When a zoning map amendment is proposed by the Caddo Parish Commission or Metropolitan Planning Commission, notification must also be mailed to the owner of the subject property.
- b. Nothing in this section is intended to prevent the applicant from giving additional notice as he/she may deem appropriate.
- c. Notwithstanding the foregoing, when more than ten parcels are to be zoned or rezoned by enactment of a zoning ordinance, the advertisement in the official journal or a paper of general circulation shall be considered adequate notice to the property owners. (State law reference: La. R.S. 33:4724)

2. Mailed Notice for Administrative Exceptions

- a. For administrative exceptions, written notice will be mailed by the Executive Director to property owners abutting the subject property as well as the property owner(s) located directly across the street no less than 15 and no more than 30 days in advance of the date of when he/she will make a decision.
- b. If a noticed property owner objects to the administrative exception prior to the date indicated on the notice, the application is then considered a variance and subject to the variance notice requirements.

**D. Posted Notice**

When posted notice is required, it must be located on the subject property in accordance with the following provisions:

1. The required posting period must be no less than 15 days and no more than 30 days in advance of the scheduled hearing date. The sign must be posted at a prominent location on the property, near the sidewalk or public right-of-way so that it is visible to pedestrians and motorists. Properties with more than one street frontage are required to post one sign visible on each street frontage. Posted signs may be removed the day following the scheduled hearing date.
2. The Zoning Administrator will erect the sign and the property owner must maintain the sign during the required posting period.
3. Notwithstanding the foregoing, when more than ten parcels are to be zoned or rezoned by enactment of a zoning ordinance, the advertisement in the official journal or a paper of general circulation shall be considered adequate notice to the property owners. (State law reference: La. R.S. 33:4724)

**15.3 PUBLIC HEARING**

**A. Pre-Hearing Examination**

Once required notice is given, any person may examine the application and material submitted in support of or in opposition to the application during normal business hours, subject to the exceptions set forth in the Freedom of Information Act. Upon reasonable request, any person is entitled to copies of the application and related documents. A fee may be charged for such copies.

**B. Conduct of the Public Hearing**

The public hearing must be conducted in accordance with all applicable requirements of Louisiana law and the rules and regulations of the body conducting the hearing.

**C. Continuances**

The body conducting the hearing may continue a public hearing. No new notice is required to reopen the public hearing if the hearing is continued to a date specific, provided that a public announcement of the future date, time, and place of the continued hearing is made at the current hearing and recorded in the minutes. If the hearing is adjourned, rather than continued to a date specified, in order to reopen the hearing all notice must be given that would have been required for the initial public hearing.

**15.4 NEIGHBORHOOD PARTICIPATION PLAN**

**A. Purpose and Intent**

1. Ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood;
2. Ensure that the citizens and property owners within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport] have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
3. Facilitate ongoing communication between the applicant, interested citizens and property owners, MPC staff, and elected officials throughout the application review process.

4. The neighborhood participation plan 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 may 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 this subsection to guarantee or require that an application will be approved with or without any particular conditions.

~~5. At a minimum, the neighborhood participation plan may include the following:~~

- ~~a. Which residents, property owners, interested parties and public and private agencies may be affected by the application;~~
- ~~b. How those interested in and potentially affected by an application will be notified that an application has been made;~~
- ~~c. How those interested and potentially affected parties will be informed of the substance of the zoning change, amendment, or development proposed by the application;~~
- ~~d. How those interested and affected parties will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;~~
- ~~e. The applicant's schedule for completion of the neighborhood participation plan; and~~
- ~~f. How the applicant will keep the Metropolitan Planning Commission informed on the status of citizen participation efforts.~~

**B. Applicability**

A neighborhood participation plan ~~may shall~~ be completed as part of the application submittal process for the following ~~land-use application types, including, but not limited to:~~

- ~~1. Zoning Map Amendment~~
- ~~2. Special Use Permit~~
- ~~3. Variance, with the exception of applications for variances involving a single-family or two-family dwelling~~
- ~~4. Planned Unit Development (PUD)~~
- ~~5. Small Planned Unit Development (SPUD)~~
- ~~6. Major Subdivision Preliminary Plat, with the exception of applications when:~~
  - ~~a. The subject property has been the subject of a zoning change within the previous twelve months of application submittal.~~
  - ~~b. The subject property is a part of an approved Planned Unit Development / Small Planned Unit Development.~~
  - ~~c. The number of lots being considered for approval is less than 30 units.~~
- 1. Any Zoning Map Amendment (Rezoning) request from any residential zoning district to a more intensive zoning district, such as, but not limited to, rezoning the property to a commercial or industrial zoning.
- 2. Any Zoning Map Amendment (Rezoning) request to rezone any property to an R-2 or R-3 zoning district.
- 3. Any Special Use Permit request involving the Retail Sales of Alcohol.
- 4. Any Special Use Permit request located within 200' of a residentially zoned piece of property.

5. Any land development application the Executive Director, or his/her designee, deems necessary due to its sensitive nature, proximity to the neighborhood or where unusual circumstances, common sense and good judgment dictate. The Executive Director will evaluate each application on a case-by-case basis.

67. A neighborhood participation plan is not required for any application for a Code text amendment.

### **C. Waiver of Neighborhood Participation Plan Requirements**

If a neighborhood participation plan is required, the Executive Director has the authority to waive any portion of the neighborhood participation plan and may do so where unusual circumstances, common sense and good judgment dictate. The affected applicant may submit a written request for waiver citing rationale therefore. The Executive Director will document his or her decision and rationale of all waiver requests.

#### **CD. Participants**

Participants in the neighborhood participation plan ~~may~~shall consist of the following:

1. Applicants and property owners or their duly authorized representatives listed on the development or variance application.
2. Homeowners associations, neighborhood associations, or any equivalent local group, and individuals. An inventory of all homeowners associations, neighborhood associations, or any equivalent local group, may be kept and made available for distribution at the Office of the Metropolitan Planning Commission.

#### **DE. Target Area**

The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the Site. ~~At a minimum, t~~The target area may include the following:

1. Individuals located within five hundred (500) feet of the subject property;
2. The head of homeowners association, neighborhood association, or equivalent local group located within five hundred (500) feet of the subject property. In the case where there are no homeowners associations within the five hundred (500) foot radius, MPC staff will provide the applicant a list of the five (5) nearest homeowners associations' contact information outside of the five hundred (500) foot radius line;
3. Other potentially affected property owners outside of the outside of the five hundred (500) foot radius line as determined by MPC staff; and
4. Other interested parties who have requested that they be placed on a list of interested parties maintained by the Office of the MPC.
5. The applicant may not submit a neighborhood participation plan until after a pre-application meeting and consultation with MPC staff.

#### **EF. Neighborhood Participation Meeting**

If a neighborhood participation plan is required, ~~The~~the applicant ~~may~~shall schedule one meeting with the target area homeowners association, neighborhood association, or individuals as part of the submission of ~~any~~their land-use development or variance application. The meeting(s) ~~may~~shall include a presentation and a discussion about the proposed project, or request, subject to review by either the Executive Director or the Metropolitan Planning Commission (depending on the type of application). Additional meetings may be scheduled by the applicant, if desired. ~~The~~Any scheduled neighborhood participation meeting ~~may~~shall be held at a reasonable time and at a reasonable location.

#### **FG. Neighborhood Participation Report**

If a neighborhood participation plan is required, ~~The~~ applicant ~~may~~ shall provide a written report on the results of its neighborhood participation meeting efforts. At a minimum, the neighborhood participation report ~~may~~ shall include the following items:

1. Dates and locations of all meetings where entities and individuals were invited to discuss the applicant's proposal or a statement indicating the reasons if no meeting was held. No information pertaining to any meeting held more than one hundred eighty (180) days prior to the submittal of the application may be accepted as part of the neighborhood participation report.
2. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters, publications, and petitions received in support of or in opposition to the proposed project, and any other materials pertaining to the notification process.
3. A list of individuals and entities that were invited and contacted to the meeting.
4. Copy of the meeting sign-in sheet showing the names, addresses, and contact information of the participants of the meeting.
5. A summary of the concerns and issues discussed during the meeting and how the applicant intends to address them. If the concern, issue, or problem is not being addressed, the applicant may state the reasons.

**GH. Affidavit of Compliance**

The report on the neighborhood participation meeting ~~may~~ shall include one of the following in the form of a notarized affidavit:

1. The signature of an individual or any executive officer of any homeowners or neighborhood association required to be contacted, certifying that the neighborhood meeting was conducted, provided, however, that the signature need not certify agreement with the applicant as to any issues raised at the meeting;
2. If the individual or any executive officer of the homeowners or neighborhood association was unavailable or refused to sign such certification, a statement as to the efforts to contact them and, in the event of unavailability, the reasons as to why they did not sign the certification.

**ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES**

- 16.1 CODE TEXT AMENDMENT
- 16.2 ZONING MAP AMENDMENT
- 16.3 SPECIAL USE PERMIT
- 16.4 ADMINISTRATIVE SPECIAL USE PERMIT
- ~~16.45~~ VARIANCE TO ZONING
- 16.6 SPECIAL EXCEPTION USE
- ~~16.67~~ ADMINISTRATIVE EXCEPTION TO ZONING
- ~~16.68~~ SITE PLAN REVIEW
- ~~16.79~~ PLANNED UNIT DEVELOPMENT AND SMALL PLANNED UNIT DEVELOPMENT
- ~~16.810~~ SIGN PERMIT
- ~~16.911~~ ZONING INTERPRETATION
- ~~16.1012~~ TEMPORARY USE PERMIT
- ~~16.1413~~ CERTIFICATE OF OCCUPANCY
- 16.14 TEMPORARY CERTIFICATE OF OCCUPANCY
- ~~16.1215~~ APPEAL OF STAFF ADMINISTRATIVE DECISIONS

**16.1 CODE TEXT AMENDMENT**

**A. Purpose**

The regulations imposed and the districts created by this Code may be amended from time to time in accordance with this section. This process for amending the Code is intended to allow modifications in response to omissions or errors, changed conditions including subdivision of land, or changes in land use policy. Amendments are not intended to relieve particular hardships or confer special privileges or rights upon any person or party.

**B. Initiation**

The Caddo Parish Commission, the Metropolitan Planning Commission, a property owner who owns property within the jurisdiction of the Metropolitan Planning Commission’s planning area, but outside of the corporate limits of the City of Shreveport, or person expressly authorized in writing by the property owner, may propose a Code text amendment. Code text amendments initiated by the Caddo Parish Commission also require an application, but are exempt from fees.

**C. Authority**

The Caddo Parish Commission, after receiving a recommendation from the Metropolitan Planning Commission, shall take formal action on requests for Code text amendments.

**D. Process**

**1. Action by Executive Director**

All applications for a Code text amendment must be filed with the Executive Director in accordance with Section 15.1 (Application). The Executive Director shall take the following actions upon submittal of an application.

- a. Once it is determined that the application is complete, the Executive Director shall review and provide a summary of the issue to be addressed by the proposed Code text amendment, and shall also include staff comments and a recommendation regarding the application and proposed Code text amendment.
- b. The Executive Director shall obtain a resolution from the Metropolitan Planning Commission that authorizes the preparation of the proposed Code text amendment for review by the Metropolitan Planning Commission.
- c. The Executive Director will prepare a draft of the proposed Code text amendment.
- d. The Executive Director may consult with appropriate City staff and/or community stakeholders groups in the course of drafting the proposed Code text amendment.

- e. The Executive Director will assign a case number and place the proposed Code text amendment in ordinance draft form on the official agenda for the Metropolitan Planning Commission.

**2. Action by Metropolitan Planning Commission**

- a. After receipt of a complete application, summary, and staff comments, including a recommendation from the Executive Director, the Metropolitan Planning Commission will consider the proposed Code text amendment at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice).
- b. The Metropolitan Planning Commission must evaluate the application based upon the evidence presented at the public hearing, pursuant to the approval standards of this section and shall recommend any of the following actions: recommendation of approval, recommendation of approval with modifications, or recommendation of denial of the application for a Code text amendment.
- c. Within 60 days of the close of the date that the recommendation is rendered, the Metropolitan Planning Commission must forward its recommendation to the Caddo Parish Commission.

**3. Action by Caddo Parish Commission**

- a. Upon receipt of a copy of the filed application, the Metropolitan Planning Commission Staff Report and the Metropolitan Planning Commission's recommendation the Caddo Parish Commission will follow this Code and the Caddo Parish Commission Rules of Procedure in review and action on the proposed Code text amendment.
  - i. The Caddo Parish Commission must act on the application within 90 days of receipt of the Metropolitan Planning Commission recommendation unless the Caddo Parish Commission grants additional consideration time before the 90 day period has expired.
  - ii. If the Caddo Parish Commission does not act upon the application within 90 days of receipt of the Metropolitan Planning Commission recommendation, the application is deemed denied unless the Caddo Parish Commission grants additional consideration time before the 90 day period has expired.
- b. Decisions on a Code text amendment are not final until the Caddo Parish Commission takes action on the proposed Code text amendment in one of the following ways: approval, approval with modifications, or denial. Modifications for a Code text amendment are only allowed to clarify the intent of the proposed amendment, to resolve contradictions under the Code or to correct errors such as grammatical mistakes, labeling, numbering or formatting issues. The Caddo Parish Commission may also return the application or request for a Code text amendment to the Metropolitan Planning Commission with instructions for further review and consideration.
  - i. Simple Majority Vote. If the Metropolitan Planning Commission recommended approval of the Code text amendment then the Caddo Parish Commission may render its decision to approve the amendment with a simple majority vote. (State law reference: La. R.S. 33:140.30)
  - ii. Two-Thirds Vote. If the Metropolitan Planning Commission recommended denial of the Code text amendment then the Caddo Parish Commission shall render its decision to approve the amendment with a two-thirds vote. (State law reference: La. R.S. 33:140.30)
- c. Decisions on a Code text amendment are not final until the Caddo Parish Commission acts concerning the recommended Code text amendment.

**E. Approval Standards**

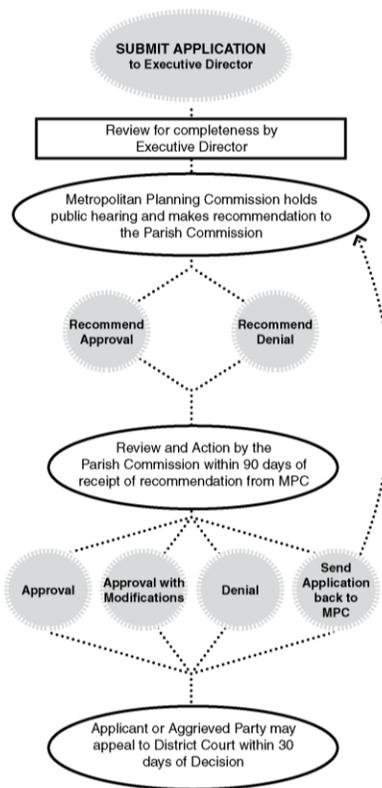
In making their recommendation and decision, the Metropolitan Planning Commission and Caddo Parish Commission must consider the following standards. The approval of Code text amendments is based on a balancing of these standards.

1. The extent to which the proposed amendment promotes the public health, safety, and welfare.
2. The consistency of the proposed amendment with the Master Plan and any adopted land use policies.
3. The consistency of the proposed amendment with the intent of this Code.
4. Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.
5. The extent to which the proposed amendment creates nonconformities.

**F. Appeals**

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a Caddo Parish Commission decision on a Code text amendment to Caddo Parish Civil District Court.

**FIGURE 16-1: CODE TEXT AMENDMENT**



**16.2 ZONING MAP AMENDMENT**

**A. Purpose**

The regulations imposed and the districts created by this Code may be amended from time to time in accordance with this section. This process for amending the Zoning Map is intended to allow modifications in response to omissions or errors, changed conditions including subdivision of land, or changes in land use policy. Amendments are not intended to relieve particular hardships or confer special privileges or rights upon any person or party.

**B. Initiation**

The Caddo Parish Commission, the Metropolitan Planning Commission, A property owner within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, or person expressly authorized in writing by the property owner, may propose zoning map amendments. Zoning map amendments initiated by the Caddo Parish Commission also require an application, but are exempt from fees.

**C. Authority**

For zoning map amendments proposed 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 Commission, after receiving a recommendation from the Metropolitan Planning Commission, shall take formal action on requests for zoning map amendments.

**D. Process**

**1. Action by Executive Director**

All applications for a zoning map amendment must be filed with the Executive Director in accordance with Section 15.1 (Application). The Executive Director shall take the following actions upon submittal of an application.

- a. Once it is determined that the application is complete, the Executive Director shall review and provide a summary of the proposed zoning map amendment and shall also include staff comments and a recommendation regarding the application and proposed zoning map amendment.
- b. The Executive Director shall then schedule the application for consideration by the Metropolitan Planning Commission.

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

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

**3. Action by Metropolitan Planning Commission**

- a. After receipt of a complete application, summary, and comments including a recommendation from the Executive Director, the Metropolitan Planning Commission will consider the proposed zoning map amendment at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice).
- b. The Metropolitan Planning Commission must evaluate the application based upon the evidence presented at the public hearing, pursuant to the approval standards of this section and shall recommend any of the following actions: recommendation of approval, recommendation of approval with modifications, or recommendation of denial of the application.
- c. Within 60 days of the close of the date that the recommendation is rendered, the Metropolitan Planning Commission must forward its recommendation to the Caddo Parish Commission.

**4. Action by Caddo Parish Commission**

- a. Upon receipt of a copy of the filed application, the Metropolitan Planning Commission Staff Report and the Metropolitan Planning Commission's recommendation the Caddo Parish Commission will follow this Code and the Caddo Parish Commission Rules of Procedure in

review and action on the proposed zoning map amendment.

- i. The Caddo Parish Commission must act on the application within 90 days of receipt of the Metropolitan Planning Commission recommendation unless the Caddo Parish Commission grants additional consideration time before the 90 day period has expired.
  - ii. If the Caddo Parish Commission does not act upon the application within 90 days of receipt of the Metropolitan Planning Commission recommendation, the application is deemed denied unless the Caddo Parish Commission grants additional consideration time before the 90 day period has expired.
- b. Decisions on a zoning map amendment are not final until the Caddo Parish Commission takes action on the proposed zoning map amendment for properties within the boundaries of the City of Shreveport, Louisiana in one of the following ways: approve or deny. The Caddo Parish Commission may also return the application or request for a zoning map amendment to the Metropolitan Planning Commission with instructions for further review and consideration.
- i. Simple Majority Vote. If the Metropolitan Planning Commission recommended approval of the zoning map amendment then the Caddo Parish Commission may render its decision to approve the amendment with a simple majority vote. (State law reference: La. R.S. 33:140.30)
  - ii. Two-Thirds Vote. If the Metropolitan Planning Commission recommended denial of the zoning map amendment then the Caddo Parish Commission shall render its decision to approve the amendment with a two-thirds vote. (State law reference: La. R.S. 33:140.30)

#### **E. Approval Standards**

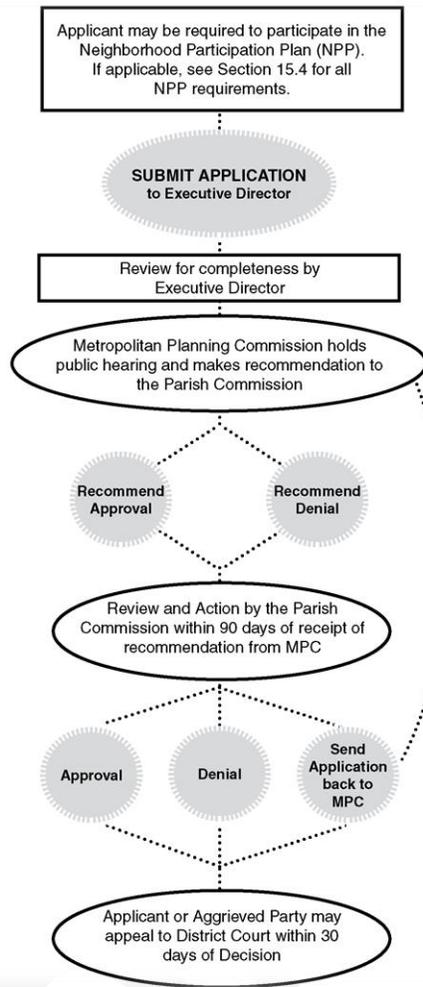
In making their recommendation and decision, the Metropolitan Planning Commission and Caddo Parish Commission must consider the following standards. The approval of zoning map amendments is based on a balancing of these standards:

1. The compatibility with the existing use and zoning of nearby property.
2. The extent to which the proposed amendment promotes the public health, safety, and welfare.
3. The suitability of the property for the purposes for which it is presently zoned, i.e., the feasibility of developing the property in question for one or more of the uses allowed under the existing zoning classification.
4. The consistency of the proposed amendment with the Master Plan and any adopted land use policies.
5. That the proposed amendment will benefit the Metropolitan Planning Commission's planning area outside of the corporate limits of the City of Shreveport as a whole, and not just the applicant, property owner(s), neighbors of any property under consideration, or other special interest groups, and the extent to which the proposed use would be in the public interest and would not serve solely the interest of the applicant.
6. The extent to which the proposed amendment creates nonconformities.
7. The trend of development, if any, in the general area of the property in question.
8. Whether adequate public facilities are available including, but not limited to, schools, parks, police and fire protection, roads, sanitary sewers, storm sewers, and water lines, or are reasonably capable of being provided prior to the development of the uses, which would be permitted on the subject property if the amendment were adopted.

#### **F. Appeals**

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a Caddo Parish Commission decision on a zoning map amendment to Caddo Parish Civil District Court.

FIGURE 16-2: ZONING MAP AMENDMENT



**16.3 SPECIAL USE PERMIT**

**A. Purpose**

This Code is based upon the division the Metropolitan Planning Commission’s planning area outside the corporate limits of the City of Shreveport into zoning districts. Within each district the use of land and structures are substantially uniform. It is recognized, however, that there are certain uses that, because of their unique characteristics, must be considered individually in a district or districts to address the impact of those uses upon neighboring land and of the need for that use at the particular location.

**B. Initiation**

A property owner within the jurisdiction of the Metropolitan Planning Commission’s planning area, but outside of the corporate limits of the City of Shreveport, or person expressly authorized in writing by the property owner, may file an application to use his/her land for one or more of the special uses authorized within the zoning district. A property owner may only propose a special use for property under his/her control.

**C. Authority**

The Metropolitan Planning Commission shall take formal action on requests for special use permits.

## D. Application Process

### 1. Action by Executive Director

All applications for a special use permit must be filed with the Executive Director in accordance with the requirements in Section 15.1 (Application). The Executive Director shall take the following actions upon submittal of an application:

- a. Once it is determined that the application is complete, the Executive Director shall review and provide a summary of the proposed special use permit and shall also include staff comments and a recommendation regarding the application and proposed special use permit.
- b. The Executive Director shall then schedule the application for consideration by the Metropolitan Planning Commission.

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

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

### 3. Action by Metropolitan Planning Commission

- a. After receipt of a complete application, summary, and staff comments, including a recommendation from the Executive Director, the Metropolitan Planning Commission shall consider the special use permit application at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice).
- b. The Metropolitan Planning Commission must evaluate the application based upon the evidence presented at the public hearing, pursuant to the approval standards of this section and shall take any of the following actions: approval, approval with conditions, or denial of the application for a special use permit.
- b. Decisions on a special use permit are not final until the Metropolitan Planning Commission acts concerning the special use permit application.

## E. Approval Standards

The listing of a use as a special use within a zoning district does not constitute an assurance or presumption that such special use will be approved. Rather, each special use permit must be evaluated on an individual basis, in relation to all applicable standards of this Code. In considering each special use permit application, the Metropolitan Planning Commission or, on appeal, the Caddo Parish Commission will review the overall compatibility of the proposed 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 special use is minimal and that little or no adverse effects occur to nearby property.

The Metropolitan Planning Commission or, on appeal, the Caddo Parish Commission must consider the following development standards and design specifications. The approval of a 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.

**F. Conditions**

1. The Metropolitan Planning Commission or, on appeal, the Caddo Parish Commission may impose conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the 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 a special use permit must be complied with before any part of the use can be occupied.

**G. Violations**

Violation of any term, condition, requirement, or duration of a special use permit approved under this division 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 Caddo Parish Commission due to such violation, following public hearings by the Metropolitan Planning Commission and the Caddo Parish Commission.

**H. Modifications to Approved Special Uses**

**1. Administrative Modifications to Approve Special Use Permits**

The Executive Director may approve the following administrative modifications to an approved special use permit when it is determined by the Executive Director that such changes are in substantial conformance with the approved special use. Any changes considered a minor or major modification, as defined in this section, cannot be approved as an administrative modification. No notice is required for an administrative modification. Administrative modifications are as follows:

- a. A change of ownership or name of the business.
- b. Changes required during construction when related to final engineering issues such as topography, drainage, underground utilities, or structural safety.
- c. Changes in building design, including building materials that continue to meet the requirements of this Code and any conditions of the final plan approval.

- d. Any additions or enlargements to a structure where the area devoted to a special use is increased by less than 10%.
- e. 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.
- f. 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.
- g. 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.

**2. Minor Modifications to Approved Special Use Permits**

The Metropolitan Planning Commission, at a public meeting, may approve the following minor modifications to an approved special use permit when it is determined by the Metropolitan Planning Commission that such changes are in substantial conformance with the approved special use.

- a. 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%.
- b. The addition or modification of new outdoor service components, such as seating or dining areas.
- c. 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.

**3. Major Modifications to Approved Special Use Permits**

The Metropolitan Planning Commission or, on appeal, the Caddo Parish Commission may approve any other changes to an approved special use permit that do not qualify as an administrative modification or minor modification. Proposed major modifications to an approved special use permit must follow the process for approval of a new special use permit of this section.

**I. Term and Expiration of Special Use Permit**

**1. Term**

A special use permit is approved indefinitely unless otherwise specified by the Metropolitan Planning Commission or, on appeal, the Caddo Parish Commission.

**2. Expiration**

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

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

**J. Appeals**

**1. Appeals of Metropolitan Planning Commission Decision**

Within ten (10) days after the date of the decision for a special use permit by the Metropolitan Planning Commission, the applicant or any aggrieved party may appeal to Caddo Parish

Commission.

**2. Appeals of Caddo Parish Commission**

Within thirty (30) days after the date of the decision by Caddo Parish Commission on the appeal, regarding a special use permit, the applicant or any aggrieved party may appeal the Caddo Parish Commission decision to Caddo Parish Civil District Court.

**K. Appeal Process**

**1. Initiation**

**a. Applicant or Any Aggrieved Party.**

The applicant or any aggrieved party may appeal a Metropolitan Planning Commission decision regarding a special use permit. All appeal documents and fees must be filed with the Metropolitan Planning Commission Office.

**b. Fees.**

- i. The applicant, if appealing the decision, shall be responsible for payment of an appeal fee in accordance with Article 21 (Fees).
- ii. Any other aggrieved party, if appealing the decision, shall not be required to pay an appeal fee.

**c. Deadline.**

The applicant or any aggrieved party who wants to appeal the decision must file the appeal documents and pay the associated fees with the Metropolitan Planning Commission Office no later than 5:00 p.m. on the 10th calendar day following the date of decision by the Metropolitan Planning Commission.

**2. Action by Executive Director**

The Executive Director shall forward any filed appeal along with the Metropolitan Planning Commission's Staff Report and the Metropolitan Planning Commission's decision regarding the special use permit to the Clerk of Council no later than the next business day following the receipt of said appeal.

**3. Action by Clerk of Caddo Parish Commission**

- a. The clerk of council shall acknowledge in writing the receipt of any appeal from an applicant or any aggrieved party.
- b. Upon receipt of an appeal the Clerk of Council shall place the appeal on the Caddo Parish Commission's agenda pursuant to Caddo Parish Commission Rules of Procedure Section 1.5.
- c. The Clerk of Council shall mail notice not less than three (3) calendar days before the Caddo Parish Commission meeting to the following:
  - i. Applicant filing an appeal,
  - ii. Any aggrieved party filing an appeal,
  - iii. Metropolitan Planning Commission through its Executive Director, and
  - iv. Any person requesting in writing notice of the appeal.

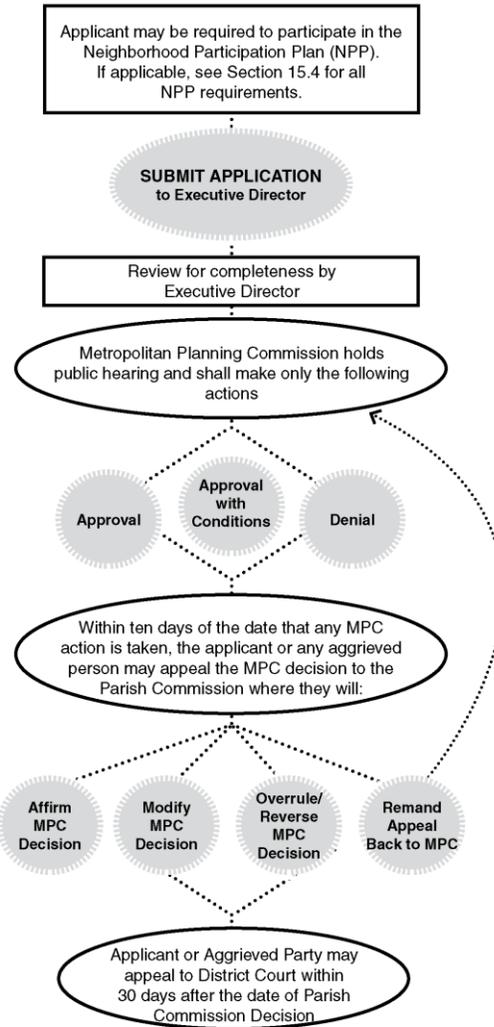
**4. Action by Caddo Parish Commission**

- a. Upon the receipt of a copy of the filed appeal via placement on the Caddo Parish

Commission's Agenda the Caddo Parish Commission will follow this Code and the Caddo Parish Commission Rules of Procedure in review and action on the appeal. This Code prevails over any conflicting provisions in the Caddo Parish Commission Rules of Procedure.

- i. The Caddo Parish Commission must act on the appeal within 90 days unless the Caddo Parish Commission grants additional consideration time before the 90 day period has expired.
  - ii. If the Caddo Parish Commission does not act upon the appeal within 90 days or grant the additional consideration time before the 90 day period has expired, the appeal is deemed denied and the Metropolitan Planning Commission decision is affirmed.
- b. The Caddo Parish Commission shall take action on the appeal of a Metropolitan Planning Commission decision in one of the following ways: affirm, modify, overrule/reverse or remand to the Metropolitan Planning Commission.
- c. Any action by the Caddo Parish Commission on an appeal will be by motion or resolution and does not require an ordinance.
- i. **Simple Majority Vote.** The Caddo Parish Commission may render its decision on an appeal of a special use permit with a simple majority vote by a quorum of its members.
  - ii. **Tie Vote.** In the event of a tie vote by a quorum of the Caddo Parish Commission members the Metropolitan Planning Commission's decision shall be deemed affirmed.

**FIGURE 16-3: SPECIAL USE PERMIT**



**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**

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

#### **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 Parish Commission 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 Parish Commission 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:
  - a. The design, location, and operating plans must be such that the public health, safety and/or welfare is protected.
  - b. The proposed special use is compatible with the general land use of adjacent properties and other property within 300 feet.
  - c. The special use conforms to the regulations of the zoning district where it will be located.
  - d. The location and dimensions of all public rights-of-way on or abutting the proposed special use.
  - e. 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.
  - f. The outdoor surfacing and paving for all parking and loading areas.
  - g. 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.
  - h. A landscape plan showing proposed treatment of the areas designated as either buffers or open space.

- i. The location and dimensions of all existing and proposed easements and public improvements on the site.
- j. The location and size of all structures, distances between buildings, and distances from structures to property lines.
- k. The location and description of all signage, including facade signs on buildings.
- l. 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 Parish Commission 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 administrative special use permit may be revoked or suspended by the Parish Commission due to such violation, following public hearings by the Metropolitan Planning Commission and the Parish Commission.

**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 Parish Commission.

##### **2. Expiration**

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

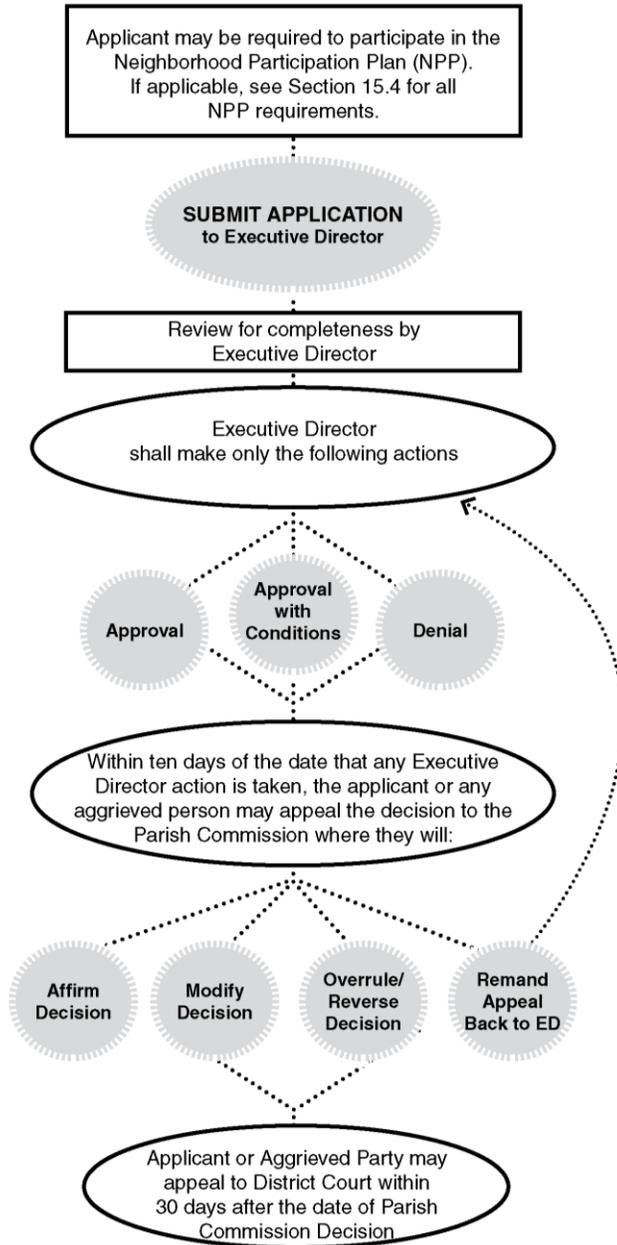
- a. When an approved administrative special use is changed to or replaced by another use.
- b. For new construction or additions or enlargements to an existing structure, the administrative special use permit approval expires within 180 days of the date of approval if a building permit has not been 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 Parish Commission, 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 Parish Commission shall conduct a public hearing on any administrative SUP appeal filed pursuant to this section. Following the conclusion of the hearing, Parish Commission 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 Parish Commission on the appeal, regarding an administrative special use permit, the applicant or any aggrieved party may appeal the Parish Commission decision to Caddo Parish Civil District Court.

#### **FIGURE 16-4: ADMINISTRATIVE SPECIAL USE PERMIT**

## Administrative Special Use Permit



### 16.4.5 VARIANCE TO ZONING

#### A. Purpose

Zoning variances are intended to address unnecessary hardships or practical difficulties resulting from the strict application of zoning-related standards. The purpose of the variance process is to provide a narrowly limited means by which relief may be granted from unforeseen applications of this Code.

#### B. Initiation

A property owner within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, or person expressly authorized in writing by the property owner, may file an application for a variance. A property owner, or his/her designee, may only propose a variance for property under his/her control.

**C. Authority**

1. The Zoning Board of Appeals shall take formal action on variance applications. However, the Executive Director is authorized to grant certain administrative exceptions, as described in Section 16.5 (Administrative Exception).
2. Use variances are prohibited. A use variance is a request for a variance to allow a use that is not listed as a permitted or special use within a zoning district in Article 5.

**D. Process**

**1. Action by the Executive Director**

All applications must be filed with the Executive Director in accordance with Section 15.1 (Application). The Executive Director shall take the following actions upon submittal of an application:

- a. Once it is determined that the application is complete, the Executive Director shall review and provide a summary of the proposed variance and shall also include staff comments and a recommendation regarding the application and proposed variance to zoning.
- b. The Executive Director shall then schedule the application for consideration by the Zoning Board of Appeals.

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

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

**3. Action by the Zoning Board of Appeals**

- a. After receipt of a complete application, summary, staff comments, and recommendation from the Executive Director, the Zoning Board of Appeals shall consider the proposed variance at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice).
- b. The Zoning Board of Appeals must evaluate the application based upon the evidence presented at the public hearing, pursuant to the approval standards of this section. The Zoning Board of Appeals must act on the application within 90 days of receipt of the complete application unless the Zoning Board of Appeals grants additional consideration time before the 90 day period has expired. The Zoning Board of Appeals shall take action in one of the following ways: approval, approval with conditions, or denial.
- c. If the Zoning Board of Appeals does not act upon the application within 90 days of receipt of the complete application, the application is deemed denied unless the Zoning Board of Appeals grants additional consideration time before the 90 day period has expired.
- d. The Zoning Board of Appeals may impose such conditions and restrictions upon the variance as may be deemed necessary for the protection of the public health, safety, and welfare.

- e. The Zoning Board of Appeals may grant a variance that is less than that requested in the submitted application when it has been decided that the applicant is entitled to some relief, but not to the entire relief requested in the variance application.

**E. Approval Standards**

1. The Zoning Board of Appeals must make findings to support the following criteria:
  - a. The strict application of the terms of this Code will result in undue hardship unless the specific relief requested is granted.
  - b. The plight of the owner is due to unique circumstances inherent to the subject property and not from the personal situation of the owner.
  - c. The variance, if granted, will not alter the essential character of the locality.
2. The Zoning Board of Appeals, in making its findings, may inquire into the following evidentiary issues, as well as any others deemed appropriate:
  - a. The particular physical surroundings, shape or topographical conditions of the specific property impose a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
  - b. The alleged difficulty or hardship has not been created by any person presently having a proprietary interest in the property in question.
  - c. The granting of the variance will not be detrimental to the public health, safety, and welfare.
  - d. The proposed variance is consistent with this Code.

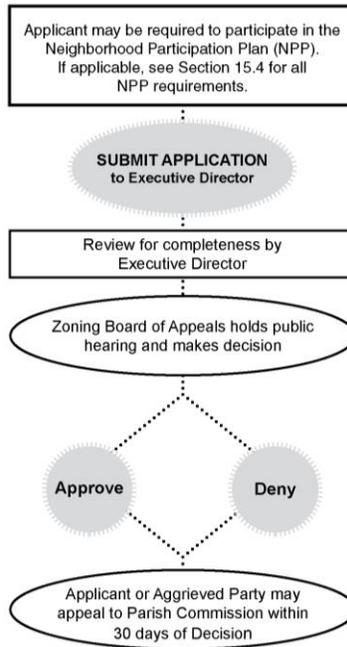
**F. Expiration of Variance**

An approved variance will expire 180 days from the date of approval unless a building permit is obtained before the expiration of such period. The Zoning Board of Appeals may grant an extension of time for a period of validity longer than 180 days. An applicant may apply in writing for an extension of time at any time prior to the date of expiration.

**G. Appeals**

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a Zoning Board of Appeals decision on a variance to Caddo Parish Commission.

FIGURE 16-45: VARIANCE TO ZONING



**16.6 SPECIAL EXCEPTION USE**

**A. Purpose**

1. This Code currently allows certain uses to be approved with a Special Use Permit by the Metropolitan Planning Commission. It is recognized, however, that there are certain uses that, because of their unique characteristics, can be more appropriately evaluated by the Zoning Board of Appeals. These uses are known as a Special Exception Use.
2. Under this provision, a use or structure may be authorized by the Zoning Board of Appeals that would not be appropriate generally or without restriction throughout a district but which, if controlled could be appropriate within that district. Uses may be authorized with appropriate conditions and safeguards as may be determined by the Zoning Board of Appeals.

**B. Initiation**

A property owner in the City of Shreveport, or person expressly authorized in writing by the property owner, may file an application to use his/her land for one or more of the special exception uses authorized within the zoning district. A property owner may only propose a special exception use for property under his/her control.

**C. Authority**

The Zoning Board of Appeals shall take formal action on requests for special exception use approvals.

**D. Application Process**

**1. Action by Executive Director**

All applications for a special exception use must be filed with the Executive Director in accordance with the requirements in Section 15.1 (Application). The Executive Director shall take the following actions upon submittal of an application:

- a. Once it is determined that the application is complete, the Executive Director shall review and provide a summary of the proposed special exception use and shall also include staff comments and a recommendation regarding the application and proposed special exception use.
- b. The Executive Director shall then schedule the application for consideration by the Zoning Board of Appeals.

## **2. Action by the Zoning Board Appeals**

- a. After receipt of a complete application, summary, and staff comments, including a recommendation from the Executive Director, the Zoning Board of Appeals shall consider the special exception use application at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice).
- b. The Zoning Board of Appeals must evaluate the application based upon the evidence presented at the public hearing, pursuant to the approval standards of this section and shall take any of the following actions: approval, approval with conditions, or denial of the application for a special exception use.
- c. Decisions on a special exception use are not final until the Zoning Board of Appeals acts concerning the special exception use application.

## **E. Approval Standards**

1. The listing of a use as a special exception use within a zoning district does not constitute an assurance or presumption that such special exception use will be approved. Rather, each special exception use permit must be evaluated on an individual basis, in relation to all applicable standards of this Code. In considering each special exception use permit application, the Zoning Board of Appeals or, on appeal, the Parish Commission will review the overall compatibility of the proposed special exception 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 special exception use is minimal and that little or no adverse effects occur to nearby property.
2. The Zoning Board of Appeals or, on appeal, the Parish Commission must consider the following development standards and design specifications. The approval of a special exception use is based on a balancing of these development standards and design specifications:
  - a. The design, location, and operating plans must be such that the public health, safety and/or welfare is protected.
  - b. The proposed special exception use is compatible with the general land use of adjacent properties and other property within 300 feet.
  - c. The special exception use conforms to the regulations of the zoning district where it will be located except where allowed under Article 18.
  - d. The special exception use in the specific location proposed is consistent with this code.

## **F. Conditions**

1. The Zoning Board of Appeals or, on appeal, the Parish Commission may impose conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the special exception use 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 a special exception use permit must be complied with before any part of the use can be occupied.

## **G. Violations**

Violation of any term, condition, requirement, or duration of a special exception use approved under this division 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 exception use may be revoked or suspended following public hearings by the Zoning Board of Appeals and the Parish Commission, if appealed.

#### **H. Modifications to Approved Special Exception Uses**

##### **1. Administrative Modifications to Approved Special Exception Uses**

The Executive Director may approve the following administrative modifications to an approved special exception use when it is determined by the Executive Director that such changes are in substantial conformance with the approved special exception use. Any changes considered a minor or major modification, as defined in this section, cannot be approved as an administrative modification. No notice is required for an administrative modification. Administrative modifications are as follows:

- a. A change of ownership or name of the business.
- b. Changes required during construction when related to final engineering issues such as topography, drainage, underground utilities, or structural safety.
- c. Changes in building design, including building materials that continue to meet the requirements of this Code and any conditions of the final plan approval.
- d. Any additions or enlargements to a structure where the area devoted to a special exception use is increased by less than 10%.
- e. The modification of existing accessory structures or the addition of new accessory structures related to the special exception 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.
- f. 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.
- g. The modification of existing signs or the addition of new signs related to the special exception use when in conformance with the requirements of the sign regulations.

##### **2. Minor Modifications to Approved Special Exception Uses**

The Zoning Board of Appeals, at a public meeting, may approve the following minor modifications to an approved special exception use when it is determined by the Zoning Board of Appeals that such changes are in substantial conformance with the approved special exception use.

- a. Any additions or enlargements to a structure where the area devoted to a special exception use is increased by 10% up to a maximum of 25%.
- b. The addition or modification of new outdoor service components, such as seating or dining areas.
- c. 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 exception use.

##### **3. Major Modifications to Approved Special Exception Uses**

The Zoning Board of Appeals or, on appeal, the Parish Commission may approve any other changes to an approved special exception use permit that do not qualify as an administrative modification or minor modification. Proposed major modifications to an approved special exception use permit must follow the process for approval of a new special exception use of this section.

#### **I. Term and Expiration of Special Exception Use**

##### **1. Term**

A special exception use is approved indefinitely unless otherwise specified by the Zoning Board of Appeals or, on appeal, the Parish Commission.

**2. Expiration**

A special exception use approval expires if any one of the following events or circumstances occurs.

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

**J. Appeals**

**1. Appeals of Zoning Board of Appeals Decision**

Within 10 days after the date of the decision for a special exception use by the Zoning Board of Appeals, the applicant or any aggrieved party may appeal to Parish Commission.

**2. Appeals of Parish Commission**

Within 30 days after the date of the decision by the Parish Commission on the appeal, regarding a special exception use permit, the applicant or any aggrieved party may appeal the Parish Commission decision to Caddo Parish Civil District Court.

**K. Appeal Process**

**1. Initiation**

**a. Applicant or Any Aggrieved Party**

The applicant or any aggrieved party may appeal a Zoning Board of Appeals decision regarding a special exception use. All appeal documents and fees must be filed with the Metropolitan Planning Commission Office.

**b. Fees**

- i. The applicant, if appealing the decision, shall be responsible for payment of an appeal fee in accordance with Article 21 (Fees).
- ii. Any other aggrieved party, if appealing the decision, shall not be required to pay an appeal fee.

**c. Deadline**

The applicant or any aggrieved party who wants to appeal the decision must file the appeal documents and pay the associated fees with the Metropolitan Planning Commission Office no later than 5:00 p.m. on the 10th calendar day following the date of decision by the Metropolitan Planning Commission.

**2. Action by Executive Director**

The Executive Director shall forward any filed appeal along with the Metropolitan Planning Commission's Staff Report and the Zoning Board of Appeals decision regarding the special exception use permit to the Clerk of Council no later than the next business day following the receipt of said appeal.

**3. Action by Commission Clerk of Caddo Parish Commission**

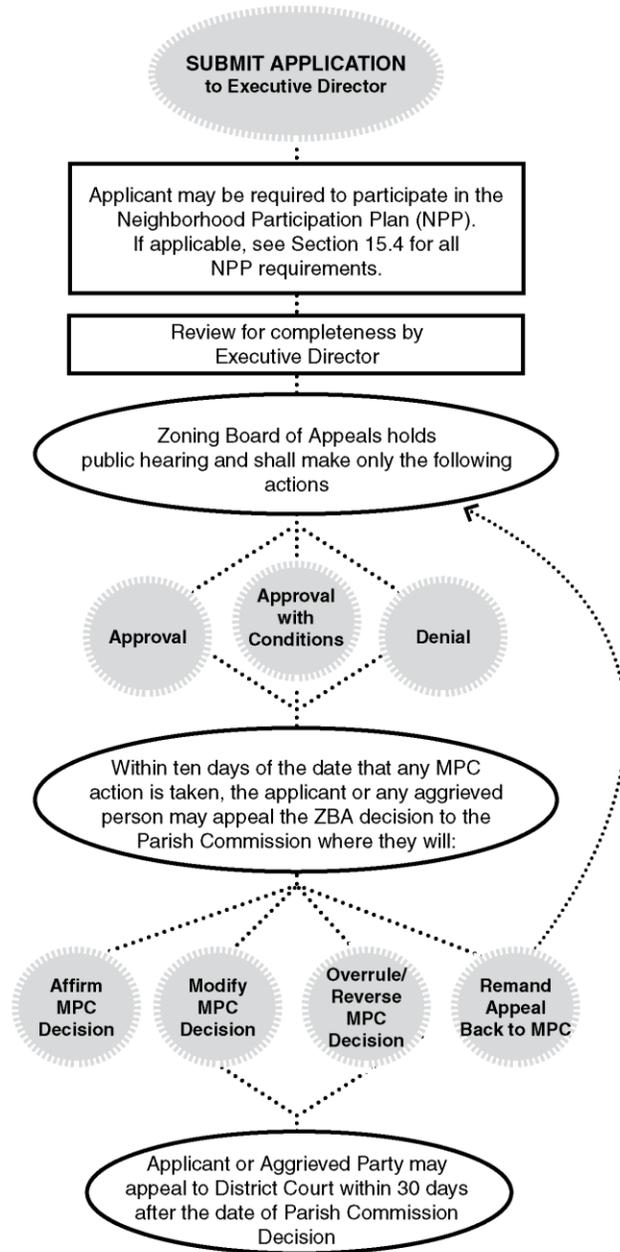
- a. The Commission Clerk of the Parish Commission shall acknowledge in writing the receipt of any appeal from an applicant or any aggrieved party.
- b. Upon receipt of an appeal the Commission Clerk I shall place the appeal on the Parish Commission's agenda pursuant to Caddo Commission Rules of Procedure.
- c. The Commission Clerk shall mail notice not less than three calendar days before the Parish Commission meeting to the following:
  - i. Applicant filing an appeal.
  - ii. Any aggrieved party filing an appeal.
  - iii. Metropolitan Planning Commission through its Executive Director, and
  - iv. Any person requesting in writing notice of the appeal.

#### 4. Action by Parish Commission

- a. Upon the receipt of a copy of the filed appeal via placement on the Parish Commission's Agenda the Parish Commission will follow this Code and the Parish Commission Rules of Procedure in review and action on the appeal. This Code prevails over any conflicting provisions in the Parish Commission Rules of Procedure.
  - i. The Parish Commission must act on the appeal within 90 days unless the Parish Commission grants additional consideration time before the 90-day period has expired.
  - ii. If the Parish Commission does not act upon the appeal within 90 days or grant the additional consideration time before the 90-day period has expired, the appeal is deemed denied and the Zoning Board of Appeals decision is affirmed.
- b. The Parish Commission shall take action on the appeal of a Zoning Board of Appeals decision in one of the following ways: affirm, modify, overrule/reverse or remand to the Zoning Board of Appeals.
- c. Any action by the Parish Commission on an appeal will be by motion or resolution and does not require an ordinance.
  - i. **Simple Majority Vote.** The Parish Commission may render its decision on an appeal of a special exception use with a simple majority vote by a quorum of its members.
  - ii. **Tie Vote.** In the event of a tie vote by a quorum of the Parish Commission members the Zoning Board of Appeal's decision shall be deemed affirmed.

#### FIGURE 16-6: SPECIAL EXCEPTION USE

## Special Exception Use



### 16.57 ADMINISTRATIVE EXCEPTION TO ZONING

#### A. Purpose

Zoning variances, under Section 16.4, are intended to address unnecessary hardships or practical difficulties resulting from the strict application of zoning-related standards. The variance process, under Section 16.4, provides a narrowly limited means by which relief may be granted from unforeseen applications of this Code and the Zoning Board of Appeals shall take formal action on all variance applications. However, the Executive Director is authorized to grant certain administrative exceptions as

described in this Section. The purpose of the administrative exception is to provide relief from carrying out a requirement of this Code that may cause a minor practical difficulty.

**B. Initiation**

A property owner within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, or person expressly authorized in writing by the property owner, may file an application for an administrative exception. A property owner, or his/her designee, may only propose an administrative exception for property under his/her control.

**C. Authority**

Only the items listed below are eligible for an administrative exception; all other requests for relief are considered variances under Section 16.4. The Executive Director is authorized to grant administrative exceptions as follows:

1. A reduction in a required setback of the district of no more than 15%.
2. A reduction in the required setbacks for accessory structures of no more than one foot.
3. A reduction of required off-street parking spaces by no more than 10% of that required or two spaces, whichever is greater.
4. Provision of additional off-street parking spaces above any parking maximums when applicable.
5. A reduction in required bicycle parking of up to 50%.
6. A density increase of no more than 10% of the total number of residential units.
7. An increase in building height of six feet or less.
8. A hardship exists in the landscaping or screening requirements because of lot topography, size, shape, or location.

**D. Process**

**1. Action by Executive Director**

All applications for an administrative exception must be filed with the Executive Director in accordance with Section 15.1 (Application). The Executive Director shall take the following actions upon submittal of an application.

- a. Once it is determined that the application is complete, the Executive Director will consider an application for an administrative exception.
- b. Notice is required, in accordance with Section 15.2 (Notice).
- c. If a noticed property owner objects to the administrative exception application in writing, prior to the date indicated on the notice that the Executive Director may render a decision, the application must be resubmitted as a variance, in accordance with the requirements of Section 16.4 (Variance).
- d. The Executive Director must review and evaluate the complete administrative exception application, pursuant to the approval standards of this section. The Executive Director must render a decision within 30 days of the date listed on the required notice, and either approve, approve with conditions, or deny the application.
- e. If the Executive Director fails to act within 30 days of the date listed on the required notice, the administrative exception will be resubmitted to the Zoning Board of Appeals as a variance, in accordance with the requirements of Section 16.4 (Variance).

- f. The Executive Director may impose such conditions and restrictions upon the administrative exception as may be deemed necessary for the protection of the public health, safety, and welfare.
- g. The Executive Director may grant an administrative exception that is less than that requested, in the submitted application, when it has been decided that the applicant is entitled to some relief of the hardship, but not to the entire relief requested in the application.

**E. Approval Standards**

The decision of the Executive Director must make findings to support the following criteria:

- 1. The strict application of the terms of this Code will result in undue hardship unless the specific relief requested is granted.
- 2. The plight of the owner is due to unique circumstances inherent to the subject property and not from the personal situation of the owner.
- 3. The variance, in the form of an administrative exception, if granted, will not alter the essential character of the locality.

**F. Expiration**

An approved administrative exception will expire 180 days from the date of approval unless a building permit is obtained within such period. The Executive Director may grant an extension of time for a period of validity longer than 180 days. An applicant may apply in writing for an extension of time at any time prior to the date of expiration.

**G. Appeals**

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal an Executive Director decision on an administrative exception to the Zoning Board of Appeals.

**16.68 SITE PLAN REVIEW**

**A. Purpose**

**1. Intent**

The site plan review process is intended to promote orderly development and redevelopment in the City of Shreveport, and to assure that such development or redevelopment occurs in a manner that is harmonious with surrounding properties, is consistent with the Master Plan and adopted land use policies, and promotes the public health, safety, and welfare. This section provides standards by which to determine and control the physical layout and design to achieve compatibility of land uses and structures, efficient use of land, minimization of traffic and safety hazards, and incorporation of stormwater management and sustainable design techniques.

**2. Exclusion of Detached Single Family and Two Family Uses**

The Site Plan process establishes a procedure for coordinating improvements to properties zoned other than detached single family or two family uses.

**3. Multifamily, Townhome and Nonresidential Uses**

Through Site Plan review, zoning regulations and other applicable standards or ordinances that may apply to specific site development can be uniformly implemented by this Code for multifamily, townhome and nonresidential uses.

**4. Results**

This procedure is intended to promote, among other items, the efficient and harmonious use of land, safe and efficient vehicular and pedestrian circulation, parking and loading, lighting, screening, open space, landscaping, and natural features.

**B. Authority**

The Executive Director shall review and issues final approval of site plans, unless a use and/or development is required to undergo site plan review by the Metropolitan Planning Commission; in such case the Metropolitan Planning Commission has final site plan approval.

**C. Applicability**

**1. Uses Requiring Site Plan Review**

- a. All special uses require site plan review by the Metropolitan Planning Commission.
- b. Certain permitted uses are identified in the use standards as requiring site plan review. These uses are reviewed by the Executive Director unless the standards require review by the Metropolitan Planning Commission.
- c. Bus transfer stations.
- d. Food truck parks, major or minor.
- e. A change in principal use, except a change to single family residential use or a multitenant retail center, requires site plan review if the principal use requirements of the proposed new principal use are more stringent.

**2. Developments Requiring Site Plan Review**

Site plan review and approval is required for the following types of developments described in this section. These developments are reviewed by the Executive Director, unless the Code specifically requires review by the Metropolitan Planning Commission.

- a. New townhouse, multi-family, and non-residential (including mixed-use) construction.
- b. Additions to existing townhouse, multi-family, and non-residential (including mixed-use) development that increases the total floor area by 10% or more.
- c. New construction of parking lots of 10 or more spaces.
- d. New construction of parking structures.
- e. Any development with a drive-through facility, including a freestanding automated teller machine.
- f. Residential conversions per Section 4.2.F.
- g. Non-residential uses permitted by the RP Overlay District.

**D. General Process**

Site Plan Review involves a series of two plans, progressing from a generalized evaluation of a site and development concept, being a Preliminary Site Plan, to approval of a detailed development plan, being a Final Site Plan. All applications for site plan review must be submitted to the Executive Director in accordance with the requirements in Section 15.1 (Application).

**1. Preliminary Site Plan**

- a. The first plan in the series is the Preliminary Site Plan. A Preliminary Site Plan presents general information on building layout, parking, drives, landscaping, screening and other site improvements.
- b. Preliminary Site Plan approval assures the applicant that the general layout is acceptable prior to proceeding with detailed engineering and design work.

**2. Final Site Plan**

- a. A Final Site Plan is a detailed, scaled drawing of all surface improvements, structures and utilities proposed for development.
- b. Final Site Plan approval is required prior to the issuance of building permits.

**3. Preliminary Site Plan and Final Site Plan Approval**

- a. Preliminary Site Plans require review and approval by the Executive Director, unless otherwise specified by ordinance.
- b. Final Site Plans require review and approval by the Executive Director, unless the standards require review by the Metropolitan Planning Commission. All special use permits require final site plan review and approval by the Metropolitan Planning Commission.

**E. Procedures, Forms and Standards**

The Executive Director shall establish procedures, forms and standards with regard to the content, format and information constituting an application for Preliminary Site Plans and Final Site Plans. The Executive Director may amend and update the application materials from time to time.

**F. Approval Criteria/Standards**

The following must be evaluated in the review of site plans:

- 1. Conformity with the regulations of this Code, and any other applicable regulations within the Code of Ordinances, and the Master Plan and other adopted land use policies.
- 2. The location, arrangement, size, design and general site compatibility of structures, lighting, and signs to ensure:
  - a. Efficient use of land that responds to the existing off-site utilities and service conditions in order to minimize the demand for additional municipal services, utilities, and infrastructure.
  - b. Compatibility with, and mitigation of, any potential impact upon adjacent property.
  - c. Illumination designed and installed to minimize adverse impact on adjacent properties.
  - d. Signs in conformance with this Code.
- 3. Landscape and the arrangement of open space or natural features on the site should:
  - a. Create a desirable and functional open space environment for all site users, including pedestrians, bicyclists, and motorists.
  - b. Preserve unique natural resources, including measures to preserve and protect existing healthy plantings.
  - c. Design drainage facilities to promote the use and preservation of natural watercourses and patterns of drainage.
  - d. Utilize plant materials suitable to withstand the climatic conditions of the City of Shreveport and microclimate of the site. The use of species native and naturalized to Louisiana is encouraged.
  - e. Use of screening to minimize the impact of the development on adjacent uses and impact of incompatible uses and certain site elements, and creating a logical transition to adjoining lots.
- 4. Circulation systems and off-street parking designed to:
  - a. Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians, bicyclists, and public transit users.

- b. Eliminate dangerous traffic movements.
- c. Minimize curb cuts by using cross-access servitudes and shared parking.
- d. Clearly define a network of pedestrian connections in and between parking lots, street sidewalks, open spaces, and structures that is visible, identifiable, and safe.

## G. Preliminary Site Plan

### 1. Preliminary Site Plan General Information

A Preliminary Site Plan is the first plan in the Site Plan approval process. A Preliminary Site Plan is less detailed and specific than a Final Site Plan in terms of exact arrangement of buildings, parking areas, open spaces, access points and any other site design features. A checklist of all required information to be depicted on a Preliminary Site Plan shall be maintained by the Executive Director.

### 2. Preliminary Site Plan Application Procedure and Requirements

A preliminary site plan shall be submitted in accordance with the following requirements:

#### a. Pre-Application Review

- i. The purpose of the pre-application review is to provide an opportunity for an informal evaluation of an applicant's proposal and to become familiar with the MPC's submittal requirements, development standards, and approval criteria with the Development Review Committee (DRC). The DRC may provide recommendations and/or inform the applicant of any potential issues that might be presented to the applicable decision-making body. The pre-application meeting does not require formal application or fee.
- ii. The Director may require an additional pre-application meeting if a complete application is not submitted within six months of the pre-application meeting.

#### b. Pre-Application Evaluation Not Binding

The informal evaluation and recommendations provided by the Executive Director or authorized staff during a pre-application meeting shall in no way be considered binding upon the applicant, the MPC or the City of Shreveport, nor represents approval of a project with respect to any official action that may be taken on the subsequent formal application.

#### c. Pre-Application Waiver

The Executive Director may waive the pre-application requirement for applications if he or she finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver. Granting the pre-application conference waiver may increase the risk that the application will be rejected or processing will be delayed.

#### d. Neighborhood Participation Plan

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

#### e. Preliminary Site Plan Application Submittal

Within one (1) business day after the date of the pre-application review, the MPC shall notify the applicant in writing of its informal recommendations regarding the desired development activity. After the applicant has received written notice of the Development Review Committee's (DRC) informal comments, a formal preliminary site plan application may be submitted.

- i. The Executive Director shall compile the requirements for application contents, forms, and fees and make such materials available to the public. The Executive Director may amend and update the application materials from time to time.
- ii. The Executive Director shall make a determination of application completeness. If the application is determined to be complete, the application shall then be processed according to the procedures set forth in this Code.
- iii. An application will be considered complete if it is submitted in the required form, includes all mandatory information and supporting materials specified in the application packet, and is accompanied by the applicable fee.
- iv. If the application is determined to be incomplete, the Executive Director shall provide notice to the applicant that includes an explanation of the application deficiencies. No further processing of an incomplete application shall occur until the deficiencies are corrected in a resubmittal.
- v. If any false or misleading information is submitted or supplied by an applicant on an application, that application will be deemed void and a new application must be submitted together with payment of applicable development review fees.
- vi. An applicant may file a final site plan in lieu of a preliminary site plan.

**f. Preliminary Site Plan Application Review and Preparation of Staff Report**

Following a determination that an application is complete, the Executive Director shall circulate the application to staff and appropriate referral entities for review. The Executive Director may also refer applications to other boards, commissions, government agencies, and nongovernmental organizations not referenced in this Article.

**g. Executive Director Issues Decision and Findings for Preliminary Site Plan**

After consideration of the application, the staff report, comments received from other reviewers (if applicable), the Executive Director shall approve, approve with conditions, or deny the application based on the applicable approval criteria/standards. Written notification of the decision shall be provided by the Executive Director to the applicant within seven business days following the decision.

**h. Modification or Amendment to Preliminary Site Plan**

The Executive Director may approve minor amendments to the site plan, an approved preliminary site plan for a small planned unit development (SPUD) and an approved final site plan for a planned unit development (PUD), provided the amendment conforms to the following standards:

- i. The amendment does not increase the density of the development by no more than 10% in the total number of residential units.
- ii. The amendment does not substantially alter the arrangement of buildings, increase the number or size of buildings (limited to no more than a 10% increase in the total gross floor area in square feet), or change the use of building space designated on the original plan.
- iii. The amendment does not substantially alter the configuration of streets or lots.
- iv. The amendment does not increase the height of buildings by more than six feet.
- v. The amendment does not substantially alter vehicular circulation or placement of parking areas.
- vi. The amendment does not significantly reduce or lessen the effectiveness of open space, landscape buffers, and edges.

- vii. The amendment does not conflict with other regulations specified within the ordinance establishing the Preliminary Site Plan.
- viii. Any other requested modifications require submittal of a new preliminary site plan for review and approval.

#### H. Final Site Plan

The site plan review and approval procedure is intended to ensure compliance with the development and design standards of this Code and to encourage quality development reflective of the goals and objectives of the Master Plan. The final site plan review procedures ensure that the MPC has the ability to address and mitigate any adverse impacts that may result from development projects.

##### 1. Final Site Plan General Information

A Final Site Plan is the second plan in the Site Plan approval process. A Final Site Plan is more detailed and specific plan of the public and private improvements to be constructed. A checklist of all required information to be depicted on a final site plan shall be maintained by the Executive Director. The purpose of the plan is to:

- a. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
- b. Coordinate and document the design of public and private improvements to be constructed;
- c. Coordinate the subdivision of land, including the granting of easements, rights-of-way, development agreements and provision of surety;
- d. Promote the health, safety and welfare of the public; and
- e. Identify and address environmental concerns (i.e., floodplain, drainage, trees, topography, etc.).

##### 2. Final Site Plan Application Procedure and Requirements

A Final Site Plan is a prerequisite for the approval of any building permit. A final site plan shall be submitted and approved in accordance with the following requirements:

###### a. Pre-Application Review

A pre-application review for a final site plan is not required if the applicant has previously attended the pre-application review as a part of the preliminary site plan process or if the applicant has been granted a waiver by the Executive Director.

###### b. Final Site Plan Application Submittal

An applicant who has received approval of a preliminary site plan may submit a final site plan for approval by the Executive Director or, in the case of a special use permit or a small planned unit development (SPUD), the Metropolitan Planning Commission. This application shall include the information listed on the Final Site Plan Application Form and Checklist, which shall be created and maintained by the Executive Director.

###### c. Final Site Plan Standards of Approval

- i. Administrative Review and Approval. The application for final site plan approval shall be reviewed by the Executive Director and all other appropriate review departments and/or agencies. The Executive Director may approve, approve with conditions or deny the application based upon the criteria listed below.
- ii. Metropolitan Planning Commission Approval. In cases that require site plan review by the Metropolitan Planning Commission, the Metropolitan Planning Commission may approve, approve with conditions, or deny a final site plan based upon the criteria listed below.

### 3. Final Site Plan Approval Criteria.

The following must be evaluated in the review of site plans:

- a. Conformity with the regulations of this Code, and any other applicable regulations within the Code of Ordinances, and the Master Plan and other adopted land use policies.
- b. The location, arrangement, size, design and general site compatibility of structures, lighting, and signs to ensure:
  - i. Efficient use of land that responds to the existing off-site utilities and service conditions in order to minimize the demand for additional municipal services, utilities, and infrastructure.
  - ii. Compatibility with, and mitigation of, any potential impact upon adjacent property.
  - iii. Illumination designed and installed to minimize adverse impact on adjacent properties.
  - iv. Signs in conformance with this Code.
- c. Landscape and the arrangement of open space or natural features on the site should:
  - i. Create a desirable and functional open space environment for all site users, including pedestrians, bicyclists, and motorists.
  - ii. Preserve unique natural resources, including measures to preserve and protect existing healthy plantings.
  - iii. Design drainage facilities to promote the use and preservation of natural watercourses and patterns of drainage.
  - iv. Utilize plant materials suitable to withstand the climatic conditions of the City of Shreveport and microclimate of the site. The use of species native and naturalized to Louisiana is encouraged.
  - v. Use of screening to minimize the impact of the development on adjacent uses and impact of incompatible uses and certain site elements, and creating a logical transition to adjoining lots and developments.
- d. Circulation systems and off-street parking designed to:
  - i. Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians, bicyclists, and public transit users.
  - ii. Eliminate dangerous traffic movements.
  - iii. Minimize curb cuts by using cross-access servitudes and shared parking.
  - iv. Clearly define a network of pedestrian connections in and between parking lots, street sidewalks, open spaces, and structures that is visible, identifiable, and safe.
- e. Elevation drawings of proposed façades and/or façade improvements including proposed signs.

### 4. Decisions for Final Site Plan

After consideration of the application, the staff report, comments received from other reviewers (if applicable), the Executive Director or Metropolitan Planning Commission, where applicable, shall approve, approve with conditions, or deny the application based on the applicable approval criteria/standards.

### 5. Conditions

If the Executive Director or Metropolitan Planning Commission approves the final site plan subject to conditions, all plans and drawings submitted as part of the application for a building permit or other approval must include those conditions.

**I. Modifications to Approved Final Site Plans**

1. An application for an amendment to an approved site plan must be submitted to the Executive Director. Amendment applications must include a written description of the proposed change, including the reason for such change, and a notation of the location on the approved final site plan.
2. The Executive Director may approve the following minor modifications to approved final site plans:
  - a. Minor changes required that are related to final engineering issues during construction-involving topography, drainage, underground utilities, or structural safety. The written description must show how such minor change is related to one or more of these elements.
  - b. The modification of existing accessory structures or the addition of new accessory structures when in conformance with the requirements of this Code.
  - c. The construction of additional bicycle or parking spaces.
  - d. A reduction in the amount of bicycle or parking spaces so long as the remaining number of spaces is in conformance with the requirements of this Code.
  - e. Modifications to the approved landscape plan that does not result in a reduction of the total amount of plant material required and conform to all landscape requirements.
  - f. The modification of existing signs or the addition of new signs when in conformance with the requirements of this Code.
  - g. The expansion of a principal structure by less than 25%.
3. The Executive Director may decide that the proposed change or changes to the approved final site plan is such a significant change that it constitutes a new application and is subject to a complete site plan review per the provisions of this section.

**J. Façade Improvements to Existing Buildings with or without an Approved Site Plan**

1. Façade modifications meeting the following conditions shall be exempt from the requirements of a site plan review and shall only require submittal and approval of a Minor Façade Improvements Review application before applying for a building permit:
  - a. No building square footage or dwelling units are added.
  - b. No modifications to any existing site elements (i.e., landscaping, parking, access, etc.)
2. The Executive Director shall have the administrative authority to waive the façade review if the determination is made that the modifications do not significantly alter the façade.
3. Façade modifications not meeting the above conditions shall require submittal and approval of a Final Site Plan Application Form and Checklist.
4. The Executive Director may require such visual elements as may be necessary to review the façade plan application.
5. The façade plan will be evaluated to ensure the various façade components, including but not limited to color, construction material and architectural features, are compatible and consistent with one another and complement the architectural style of the building, unless the entire façade is being completely modified.

6. The Executive Director shall review the façade plan for compliance with this Code and standards referenced herein.
7. Façade improvements do not pertain to single family dwellings and duplexes, which are exempt from the provisions of this subsection.

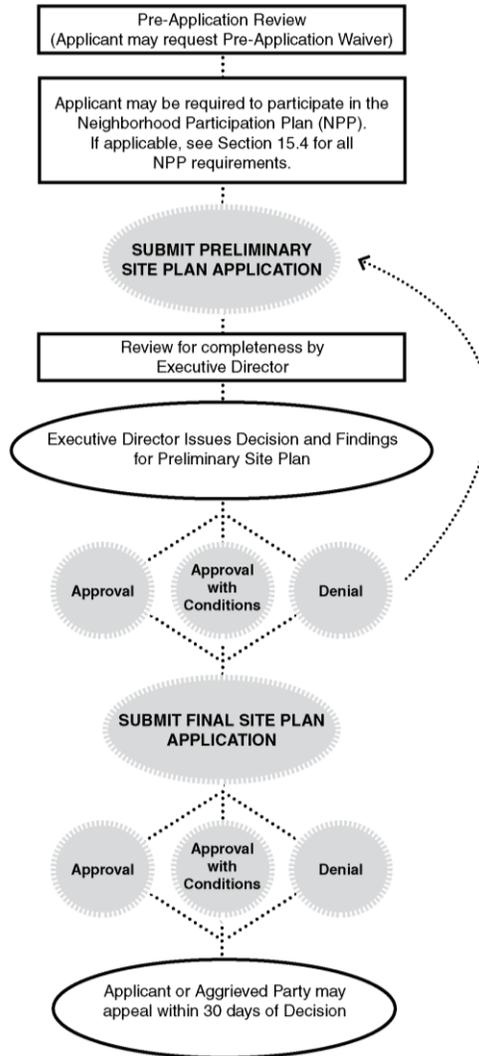
**K. Modifications to Sites without Approved Site Plans**

1. All existing improved developments that do not have a site plan on file will be considered non-conforming. Site plan approval will not be required for all of these developments except in the following described circumstances. If any one of the following occurs, site plan approval will be required:
  - a. The existing principal structure(s) is demolished and a new principal structure(s) is constructed.
  - b. A new principal structure(s) is constructed.
  - c. The existing structure or structures is increased in total building footprint by 50% or more.
  - d. An existing parking lot of more than 10 spaces is fully reconstructed or repaved (any amount of reconstruction or repaving over 50% of the total area of the parking lot is considered fully reconstructed or repaved), or an existing parking lot area is expanded by 50%. Resealing or re-striping of an existing parking lot, which includes paving, resurfacing or replacement of the asphalt, concrete or other surface paving material of less than 50% of the total area of the parking lot is not considered reconstruction.
  - e. A new driveway is constructed that is connected to a public street.
  - f. Major changes in the vehicular circulation pattern of the site that will require staff analysis of the site.
2. Once a determination is made by the planning staff that site plan approval is not required in accordance with the above stated policy, the project will be processed through the permit desk.
3. For developments where only façade changes are contemplated (no site improvements are planned), please reference above subsection Façade Improvements to Existing Buildings.

**L. Appeals**

Within 30 days after the date of the final site plan decision, the applicant or any aggrieved party may file a written appeal of the decision of the Executive Director to the Metropolitan Planning Commission. Any appeals of Metropolitan Planning Commission decisions on site plan reviews are appealed as part of the applicable zoning application.

**FIGURE 16-7: SITE PLAN REVIEW**



**A. Purpose**

The site plan review process is intended to promote orderly development and redevelopment in Caddo Parish, and to assure that such development or redevelopment occurs in a manner that is harmonious with surrounding properties, is consistent with adopted land use policies, and promotes the public health, safety, and welfare. This section provides standards by which to determine and control the physical layout and design to achieve compatibility of land uses and structures, efficient use of land, minimization of traffic and safety hazards, and incorporation of stormwater management.

**B. Authority**

The Executive Director reviews and issues final approval of site plans, unless a use and/or development is required to undergo site plan review by the Metropolitan Planning Commission; in such case the Metropolitan Planning Commission has final site plan approval.

**C.—Required Site Plan Review**

- ~~1.—Site plan review and approval is required for the following types of uses and developments:
  - ~~a.—All special uses.~~
  - ~~b.—Uses identified in Article 6 Use Standards as requiring a site plan review.~~
  - ~~c.—Bus transfer stations.~~
  - ~~d.—Food truck parks.~~
  - ~~e.—New townhouse, multi-family, and non-residential (including mixed-use) construction.~~
  - ~~f.—Additions to existing townhouse, multi-family, and non-residential (including mixed-use) development that increases the total floor area by 25% or more.~~
  - ~~g.—New construction of parking lots of 20 or more spaces.~~
  - ~~h.—New construction of parking structures.~~
  - ~~i.—Any development with a drive-through facility, including a freestanding automated teller machine.~~
  - ~~j.—Residential conversions per Section 4.2.F.~~~~

**D.—Procedure**

**1.—Pre-Application Conference**

- ~~a.—All site plans are required to be reviewed at a Pre-Application Conference (PAC).~~
- ~~b.—The purpose of the PAC is to provide an opportunity for an informal evaluation of an applicant's proposal and to become familiar with the MPC's submittal requirements, development standards, and approval criteria of the PAC members. The PAC members may provide recommendations and/or inform the applicant of any potential issues that might be presented to the applicable decision-making body. The PAC does not require a fee.~~
- ~~c.—The Director may require an additional PAC if a complete formal application is not submitted within six months of the PAC.~~
- ~~d.—The informal evaluation and recommendations provided by the PAC members during a pre-application conference shall in no way be considered binding upon the applicant, the MPC or Caddo Parish, nor represents approval of a project with respect to any official action that may be taken on the subsequent formal application.~~
- ~~e.—The Executive Director may waive the pre-application requirement for applications if he or she finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver. Granting the pre-application conference waiver may increase the risk that the application will be rejected or processing will be delayed.~~

**2.—Site Plan Review by Executive Director**

- ~~a.—The Metropolitan Planning Commission staff will forward the site plan to the PAC members as appropriate. The PAC members will review and comment on the site plan.~~

- ~~b. The MPC staff will review and make a recommendation on the site plan to the Executive Director.~~
- ~~c. The Executive Director will issue final approval of site plans.~~

~~3. Site Plan Review by Metropolitan Planning Commission~~

- ~~a. The Metropolitan Planning Commission staff will forward the site plan to the PAC members as appropriate. The PAC members will review and comment on the site plan.~~
- ~~b. The Metropolitan Planning Commission staff will review the site plan and consult with the Executive Director for recommendations.~~
- ~~c. The Executive Director will issue a recommendation to the Metropolitan Planning Commission.~~
- ~~d. The Metropolitan Planning Commission will issue final site plan approval as part of the application under review.~~

~~4. Conditions~~

~~If the Executive Director or Metropolitan Planning Commission approves the site plan subject to conditions, all plans and drawings submitted as part of the application for a building permit or other approval must include these conditions.~~

~~E. Approval Standards~~

~~The following must be evaluated in the review of site plan:~~

- ~~1. Conformity with the regulations of this Code, and any other applicable regulations within the Code of Ordinances.~~
- ~~2. The location, arrangement, size, design and general site compatibility of structures, lighting, and signs to ensure:
  - ~~a. Efficient use of land that responds to the existing off-site utilities and service conditions in order to minimize the demand for additional municipal services, utilities, and infrastructure.~~
  - ~~b. Compatibility with, and mitigation of, any potential impact upon adjacent property.~~
  - ~~c. Illumination designed and installed to minimize adverse impact on adjacent properties.~~~~
- ~~3. Landscape and the arrangement of open space or natural features on the site should:
  - ~~a. Create a desirable and functional open space environment for all site users, including pedestrians, bicyclists, and motorists.~~
  - ~~b. Preserve unique natural resources, including measures to preserve and protect existing healthy plantings.~~
  - ~~c. Design drainage facilities to promote the use and preservation of natural watercourses and patterns of drainage.~~
  - ~~d. Use of screening to minimize the impact of the development on adjacent uses.~~~~
- ~~4. Circulation systems and off-street parking designed to:~~

- a. Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians, bicyclists, and public transit users.
- b. Eliminate dangerous traffic movements.

**F. Modifications to Approved Site Plans**

- 1. The following changes can be submitted as a site plan modification rather than a full site plan review:
  - a. Minor changes required that are related to final engineering issues during construction involving topography, drainage, underground utilities, or structural safety. The written description must show how such minor change is related to one or more of these elements.
  - b. Exterior renovations to a building façade that do not increase the building footprint or height.
  - c. The modification of existing accessory structures or the addition of new accessory structures when in conformance with the requirements of this Code.
  - d. The construction of additional bicycle or parking spaces.
  - e. A reduction in the amount of bicycle or parking spaces so long as the remaining number of spaces is in conformance with the requirements of this Code.
  - f. Modifications to the approved landscape plan that does not result in a reduction of the total amount of plant material required and conform to all landscape requirements.
- 2. An application for a modification to an approved site plan must be submitted to the Executive Director. Modification applications must include a written description of the proposed change, including the reason for such change, and a notation of the location on the approved site plan.

**G. Modifications to Sites without Approved Site Plans**

- 1. All existing improved developments that do not have a site plan on file will be considered non-conforming. Site plan approval will not be required for these developments except in the following described circumstances. If any one of the following occurs, site plan approval will be required:
  - a. The existing principal structure(s) is demolished and a new principal structure(s) is constructed.
  - b. A new principal structure(s) is constructed.
  - c. The existing structure or structures is increased in total building footprint by 25% or more.
  - d. An existing parking lot of more than 20 spaces is fully reconstructed or repaved (any amount of reconstruction or repaving over 50% of the total area of the parking lot is considered fully reconstructed or repaved), or an existing parking lot area is expanded by 50%. Resealing or restriping of an existing parking lot, which includes paving, resurfacing or replacement of the asphalt, concrete or other surface paving material of less than 50% of the total area of the parking lot is not considered reconstruction.
  - e. A new driveway is constructed that is connected to a public street.
  - f. Major changes in the vehicular circulation pattern of the site that will require staff analysis of the site.
- 2. Once a determination is made by the planning staff that site plan approval is not required in accordance with the above stated policy, the project will be processed through the permit desk.

- ~~3. For developments where only facade changes are contemplated (no site improvements are planned), the project will be processed through the permit desk.~~

#### ~~H. Appeals~~

~~Within 30 days after the date of the final decision, the applicant or any aggrieved party may file a written appeal of the decision of the Executive Director to the Metropolitan Planning Commission. Any appeals of Metropolitan Planning Commission decisions on site plan reviews are appealed as part of the applicable application.~~

## **16.79 PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS**

### **A. Purpose**

Planned unit developments are included in this Code as a special type of development. The planned unit development technique is intended to encourage and allow more creative and flexible development of land than is possible under base district zoning regulations. Planned unit development is a special approval granted under the provisions of this Section. Planned unit developments are of two types: a planned unit development (PUD), which must be a minimum of five acres, and a small planned unit development (SPUD), which may be less than five acres in area and is planned all in one stage. The purpose of the planned unit development (PUD) and small planned unit development (SPUD) process is:

1. To protect and provide for the public health, safety, and general welfare of the City.
2. To guide the future development of the City in accordance with the Master Plan.
3. To accommodate innovation by modifying regulations to better accomplish the City's development goals.
4. To mitigate developmental impacts, especially those related to the environment, traffic, public services and facilities, and adjacent and area land uses.
5. To protect and enhance the aesthetic and visual quality of development.

### **B. Planned Unit Development Regulations**

#### **1. District Regulations**

Every planned unit development must comply with all the regulations established in this Code for the district in which the planned unit development is located, except as provided for in this section.

#### **2. Designation**

The boundary of each planned unit development will be identified on the Zoning Map and designated with the letters "PUD" or "SPUD" followed by a unique number referencing the adopting ordinance and regulations.

#### **3. Minimum Size**

- a. A planned unit development (PUD) must be a minimum of five acres.
- b. A small planned unit development (SPUD) may be less than five acres in area and all development is planned in one stage. In the case of a SPUD, approval of the preliminary site plan is considered the final site plan and may be approved as such. No separate final site plan submittal is required. However, if the preliminary site plan is approved subject to conditions, then the preliminary site plan must be revised and resubmitted to the Executive Director for verification of compliance before it is used to issue building permits. With the exception of a separate final site plan submittal, a SPUD must follow all regulations and procedures of this section.

#### 4. Permitted Areas of Regulation

A planned unit development (PUD) or a small planned unit development (SPUD) may be used to:

- a. Define and condition uses allowed within the underlying districts, including expanding or restricting uses permitted by-right or by special use permit, including alcoholic beverage uses. Planned unit development zoning may specify the location of land uses and define standards, including the hours of operation and performance impacts of land uses.
- b. Specify development standards and actions required to protect the environment and to preserve natural features and vegetation within the district.
- c. Define the development standards pertaining to the building dimensional and setback standards, the number of buildings, the density, the design and exterior appearance of buildings, the standards for lot size and width, the location, extent, and design for open space, landscape, screening and buffers, the permitted appurtenances, signs, and amenities. A planned unit development (PUD) or a small planned unit development (SPUD) may modify, delete, or add to standards of the underlying district. The standards may be more or less restrictive than those in the underlying district.
- d. Specify the location and design of streets, drives, parking, and pedestrian and bikeway connections. The planned unit development (PUD) or a small planned unit development (SPUD) may be used to modify subdivision standards related to design of public and private facilities, but only where a specific finding is made by the Metropolitan Planning Commission that the alternative standard does not negatively impact public health, safety, and welfare, does not impair traffic movement, and does not result in a higher maintenance cost.
- e. Specify the timing, sequencing, and phasing of development, including coordinating the type, location, and intensity of development permitted with the construction and availability of public facilities and services.
- f. Provide for construction of public improvements and facilities on-site or within public servitudes and rights-of-way abutting the site as required to serve and benefit development within the district or as may be required to mitigate impacts resulting from development on other properties and uses outside the district. Subdivision standards pertaining to the design, performance, and cost participation for public improvements may be amended by a planned unit development (PUD) or a small planned unit development (SPUD).

#### 5. Public Benefits and Amenities

The underlying district requirements apply unless an exception is granted as part of the approval as described in item 4 above. To be granted such exceptions, the applicant must demonstrate a substantial benefit to Caddo Parish. Design characteristics and amenities to be considered in this determination include, but are not limited to, the following:

- a. Community amenities including plazas, malls, formal gardens, places to congregate, outdoor seating, public art, and pedestrian and public transit facilities.
- b. Preservation of existing environmental features.
- c. Preservation of historic structures and features.
- d. Open space and recreational amenities including, but not limited to, swimming pools, tennis courts, hiking and jogging trails and fitness courses, playgrounds, skate parks, and similar recreational features, dog parks, natural water features and conservation areas.
- e. Multi-use trails, nature trails, boardwalks, overlooks, landscaped areas with native plantings, which may incorporate water features, such as a detention pond.
- f. Reduction of impervious surface throughout the development, including techniques such as low impact development, and the increased use of pervious paving materials.

- g. Enhanced building design above that required by the Code and/or the use of green building and sustainable development techniques, including Leadership in Energy and Environmental Design (LEED) or LEED-equivalent certification of structures.
- h. Adaptive reuse of existing buildings.
- i. Provision of public car and/or bike share facilities.
- j. A senior housing set-aside of a minimum of 20%.
- k. Affordable housing set-asides within a mixed-income development of a minimum of 20%.

**C. Process**

Approval of a planned unit development (PUD) or a small planned unit development (SPUD) includes a pre-application meeting, optional concept plan, preliminary site plan approval, and final site plan approval, but only in the case of a planned unit development (PUD).

**1. Pre-Application Meeting with Executive Director**

For both a planned unit development (PUD) and a small planned unit development (SPUD), prior to formal submittal of an application, the applicant is required to schedule a pre-application meeting with the Executive Director.

- a. At a pre-application meeting, the applicant must provide information as to the location of the proposed planned unit development, the proposed uses, proposed public and private improvements, including the proposed public benefits and amenities, anticipated exceptions to this Code, and any other information necessary to explain the planned unit development.
- b. The purpose of such pre-application meeting is to make advice and assistance available to the applicant before preparation of required preliminary site plan, so that the applicant may determine whether the proposed planned unit development is in compliance with the provisions of this Code and other applicable regulations, and whether the proposed planned unit development will be in conformity with the adopted land use policies.
- c. The pre-application meeting does not require formal application, fee, or filing of a planned unit development application. Any opinions or advice provided are in no way binding with respect to any official action that may be taken on the subsequent formal application.

**2. Neighborhood Participation Plan**

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

**3. Optional Concept Plan presented to the Metropolitan Planning Commission**

For both a planned unit development (PUD) and a small planned unit development (SPUD), before submitting a formal application for a planned unit development, the applicant may present a concept plan before the Metropolitan Planning Commission.

- a. Before submitting a formal application, the applicant may present a concept plan before the Metropolitan Planning Commission for the purpose of obtaining information and guidance prior to entering into binding commitments or incurring substantial expense. This step is optional. At minimum, the concept plan must consist of the following:

- i. A map or maps in general form containing the proposed land uses, the natural features of the development site, the character and approximate location of all roadways and access drives proposed within the planned unit development, the location of all adjacent streets and public utilities, and schematic drawings showing the size, character and disposition of buildings on the site.
  - ii. A written statement containing a general explanation of the planned unit development, including a statement of the present ownership of all the land within said development and the expected schedule of construction.
- b. The Metropolitan Planning Commission will review the concept plan, and provide such information and guidance as it deems appropriate. Any opinions or advice provided by the Metropolitan Planning Commission is in no way binding with respect to any official action the Metropolitan Planning Commission or Caddo Parish Commission may take on the subsequent formal application. The review of the concept plan is not a public hearing.

#### 4. Preliminary Site Plan

For both a planned unit development (PUD) and a small planned unit development (SPUD), applications must submit a preliminary site plan in accordance with the following and shall contain all submittal requirements outlined in this section.

##### a. Action by Metropolitan Planning Commission

- i. After receipt of a complete application, including a summary, staff comments, and a recommendation from both the Executive Director and City Engineer regarding the application and proposed planned unit development, the Metropolitan Planning Commission shall consider the preliminary site plan at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice).
- ii. The Metropolitan Planning Commission must evaluate the preliminary site plan based upon the evidence presented at the public hearing, pursuant to the approval standards of this section and shall recommend any of the following actions: recommendation of approval, recommendation of approval with conditions, or recommendation of denial of the preliminary site plan.
- iii. Within 60 days of the date a recommendation is rendered, the Metropolitan Planning Commission must forward its recommendation to the Caddo Parish Commission.

##### b. Action by Caddo Parish Commission

- i. The Caddo Parish Commission shall take action on the preliminary site plan for properties within the boundaries of the City of Shreveport in one of the following ways: approve, approve with conditions, or deny.
  - (1) The Caddo Parish Commission must act on the preliminary site plan within 90 days of receipt of the Metropolitan Planning Commission recommendation unless the Caddo Parish Commission grants additional consideration time before the 90 day period has expired. The Caddo Parish Commission must take action in the form of approval, approval with conditions, or denial.
  - (2) If the Caddo Parish Commission does not act upon the preliminary site plan within 90 days of receipt of the Metropolitan Planning Commission recommendation, the preliminary plan is deemed denied unless the Caddo Parish Commission grants additional consideration time before the 90 day period has expired.

##### c. Approval Standards for Preliminary Site Plan

The recommendation of the Metropolitan Planning Commission and decision of the Caddo Parish Commission must make findings to support the following standards for both planned unit developments (PUD) and small planned unit developments (SPUD):

- i. Compliance with the Master Plan and adopted land use and design studies.
- ii. Compliance with this Code and other applicable development regulations, and previously approved valid plans for the property.
- iii. Impact on the site's natural resources and effect on adjacent area, property, and land use.
- iv. Safety and efficiency of vehicular, bicycle, and pedestrian circulation, traffic control, and congestion mitigation.
- v. Safety and convenience of off-street parking and loading facilities.
- vi. Access for firefighting and emergency equipment to buildings.
- vii. Use of landscape and screening to shield lights, noise, movement, or activities from adjacent properties, and to complement the design and location of buildings and parking.

**d. Effect of Approval of Preliminary Site Plan**

- i. For a planned unit development (PUD), following approval of the preliminary site plan, the applicant will prepare and file a final site plan that includes all or a portion of the area included in the preliminary site plan.
- ii. For a small planned unit development (SPUD), approval of the preliminary site plan is considered approval of the final site plan. A copy of the preliminary site plan must be registered in the official case record and is binding upon the applicants, their heirs, successors, and assigns. The approved site plan limits and controls the issuance and validity of permits and certificates, and restricts and limits the use and operation of all land and structures within the area designated in the site plan to all conditions and limitations specified in the approval. Except as provided for in this section, the Metropolitan Planning Commission staff must review building permits and approve zoning certificates for buildings or structures in accordance with the approved site plan and with all other applicable ordinances and regulations.

**5. Final Site Plan for Planned Unit Development (PUD)**

- a. Following approval of the preliminary site plan for a planned unit development (PUD), the applicant will prepare and file a final site plan for the Executive Director that includes all or a portion of the area included in the preliminary site plan.
- b. If in compliance with the approved preliminary site plan, the Executive Director will approve the final site plan for use in the issuance of building permits.
- c. If the final site plan reflects significant change from the preliminary site plan, the Executive Director will forward the final site plan to the Metropolitan Planning Commission for further consideration in accord with procedures established for preliminary site plan review.
- d. Upon approval of the final site plan, a copy of such plan must be registered in the official case record and is binding upon the applicants, their heirs, successors, and assigns. The approved final site plan limits and controls the issuance and validity of permits and certificates, and restricts and limits the use and operation of all land and structures within the area designated in the final site plan to all conditions and limitations specified in the approval. Except as provided for in this section, the Zoning Administrator must approve building permits or zoning certificates for buildings or structures in accordance with the approved final site plan and with all other applicable ordinances and regulations.

**D. Preliminary and Final Site Plan Submittal Requirements**

- 1. An application must contain the name and address of the applicant, and the names and addresses of all persons with ownership or any legal entity that owns or controls the property 5% or more. All applications must include the signed concurrence of the owners of the property for which approval is being sought.

2. An application must be accompanied by a site plan that must include both maps and a written statement, and must show enough detail of the area surrounding the proposed development to demonstrate the compatibility of the planned unit development to adjoining uses, both existing and proposed. The application must include the following information on one or more dimensioned, engineer-scaled drawings of no less than 11"x 17" in size. The drawing must include existing and proposed site conditions and improvements.
  - a. Site boundaries and dimensions, existing and proposed lot lines, site coverage and square footage, and approximate distance to the nearest cross street.
  - b. Location map, north arrow, scale and title block.
  - c. The existing topography at two-foot contour intervals.
  - d. Drainage within the project and surrounding area including inlets, culverts, and other drainage structures onsite and immediately adjacent to the site.
  - e. Existing and proposed land use and existing zoning.
  - f. Natural features including tree masses, floodplains, drainage ways and creeks or bayous.
  - g. Existing and proposed development on adjacent properties.
  - h. Public streets and private drives with pavement widths, rights-of-way, turning lanes, median openings, curb cuts, driveways, and sidewalks with dimensions, radii, and surface type.
  - i. Parking areas and structures including the number and layout of standard spaces, handicap spaces, the location of ramps, crosswalks, and loading areas with typical dimensions and surface types.
  - j. Landscaping and open space areas with dimensions and total square footage (separate landscape plan required).
  - k. Areas proposed to be dedicated, or reserved for parks, parkways, easements, playgrounds, school sites, public and semipublic uses, and common areas.
  - l. Building locations and footprints, including dimensions, size, coverage, height, building lines and setbacks, and use.
  - m. Location and type of signs.
  - n. Elevation and perspective drawings of proposed structures and improvements including proposed signs. The drawings need not be the result of final architectural decisions.
  - o. Screening walls, fences, living screens, retaining walls, headlight screens, dumpster screening, and service area screens, including height and type of construction and/or planting specification.
  - p. Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.
  - q. Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated.
  - r. A development schedule indicating:
    - i. The proposed stages of development.
    - ii. The anticipated beginning and completion dates of each stage.
    - iii. The area and location of common space that will be provided at each stage.

- s. Agreements, provisions, and/or covenants that govern the use, maintenance and continued protection of the planned unit development and of its common areas. In any development including townhouses, condominiums, or similar ownership of units, the proposed homeowners association agreement must be included and must provide for a continuing maintenance for all common spaces.

**E. Modifications to Approved Site Plans**

1. The Executive Director may approve minor amendments to the site plan, an approved preliminary site plan for a small planned unit development (SPUD) and an approved final site plan for a planned unit development (PUD), provided the amendment conforms to the following standards:
  - a. The amendment does not increase the density of the development by no more than 10% in the total number of residential units.
  - b. The amendment does not substantially alter the arrangement of buildings, increase the number or size of buildings (limited to no more than a 10% increase in the total gross floor area in square feet), or change the use of building space designated on the original plan.
  - c. The amendment does not substantially alter the configuration of streets or lots.
  - d. The amendment does not increase the height of buildings by more than six feet.
  - e. The amendment does not substantially alter vehicular circulation or placement of parking areas.
  - f. The amendment does not significantly reduce or lessen the effectiveness of open space, landscape buffers, and edges.
  - g. The amendment does not conflict with other regulations specified within the ordinance establishing the PUD.
2. All other requested modifications to a final site plan require submittal as a new preliminary site plan for review and approval.

**F. Expiration and Failure to Begin Development**

**1. Planned Unit Development (PUD) - Approved Preliminary and Final Site Plan**

- a. The approval of a preliminary site plan for a planned unit development (PUD) is effective for a period of two years from the date of approval by the Caddo Parish Commission, at the end of which time the applicant must have submitted and received approval of a final site plan. If a final site plan is not approved within two years, the preliminary site plan approval is null and void. If the final site plan approval is only for a portion of the property, the approval of the preliminary site plan for the remaining property is null and void if a phasing plan with extended timelines was not approved as part of the preliminary site plan application. The applicant is required to submit a new preliminary site plan for review and approval subject to the existing regulations.
- b. If engineering plans and building permits are not approved and permitted construction activities have not commenced within two years, the final site plan approval is null and void. If engineering plans and permits have been approved only for a portion of the property and permitted construction activities has commenced, the final site plan for the remaining property is null and void if a phasing plan with extended timelines was not approved as part of the preliminary site plan application. The applicant is required to submit a new preliminary site plan for review and approval subject to the existing regulations.

## 2. Small Planned Unit Development (SPUD) Approved Preliminary Site Plan

The approval of a preliminary site plan for a small planned unit development (SPUD) is effective for a period of two years from the date of approval by the Caddo Parish Commission. If engineering plans and building permits are not approved and permitted construction activities have not commenced within two years, the preliminary site plan approval for the small planned unit development (SPUD) is null and void. The applicant is required to submit a new preliminary site plan for review and approval subject to the existing regulations.

### G. Appeals

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a Caddo Parish Commission decision on both a planned unit development (PUD) and a small planned unit development (SPUD) to Caddo Parish Civil District Court.

## 16.810 — SIGN PERMIT

### A. Applicability

No sign, except those identified as exempt by this Code, may be erected, constructed, altered, or relocated without first obtaining a sign permit.

### B. Authority

The Zoning Administrator, with concurrence of the Executive Director, is responsible for determining compliance with this Code and for issuing a sign permit.

### C. Process

Upon the filing of an application for a sign permit, the Zoning Administrator will determine whether the application is complete. Once it is determined that the application is complete, the Zoning Administrator will:

1. Examine the plans and specifications and the premises upon which the proposed structure is to be erected.
2. Issue a permit if the structure complies with the requirements of this Code and all other ordinances, including the electrical code.

### D. Inspection

The Zoning Administrator may inspect, as deemed appropriate, each sign regulated by this Code. The purpose of the inspection is to ascertain whether the structure is secure or insecure, whether in need of repair or removal, or not in conformance with the permit application or otherwise in violation of the provisions of this Code.

### E. Expiration

If the work authorized under a sign permit is not completed within 180 days after the date of issuance, the sign permit becomes null and void.

### F. Appeals

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal the Zoning Administrator's decision on a sign permit to the Zoning Board of Appeals.

## 16.911 ZONING INTERPRETATION

### A. Purpose

The interpretation authority is intended to recognize that the provisions of this Code, though detailed and extensive, cannot, as a practical matter, address every specific zoning issue. However, this zoning interpretation authority is not intended to add or change the essential content of the Code.

### B. Initiation

The Caddo Parish Commission, or a property owner within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, or person expressly authorized in writing by the property owner, may initiate a zoning interpretation application. All interpretation requests must be for the purpose of furthering some actual development.

### C. Authority

The Executive Director will review and make final decisions on written requests for zoning interpretations.

### D. Process

1. All applications for interpretations must be filed with the Executive Director in accordance with the requirements in Section 15.1 (Application).
2. The Executive Director must review a written request for an interpretation and render the interpretation in writing within a reasonable time.
3. The Executive Director may request additional information prior to rendering an interpretation.

### E. Appeals

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal the Executive Director decision on a zoning interpretation to the Zoning Board of Appeals.

## 16.4012 TEMPORARY USE PERMIT

### A. Purpose

A temporary use permit allows for the short-term use and/or placement of structures on a lot. The temporary use permit regulates temporary uses that occur entirely on and within a lot. Temporary uses located within the public right-of-way are regulated separately outside of this Code.

### B. Initiation

A property owner within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, or person expressly authorized in writing by the property owner, may initiate a temporary use permit application

### C. Authority

The Zoning Administrator, with concurrence of the Executive Director, will review and make final decisions on temporary use permit applications.

### D. Process

1. All applications for temporary use permit must be filed with the Zoning Administrator in accordance with the requirements in Section 15.1 (Application).

2. The Zoning Administrator must render a decision on the temporary use permit within 30 days of the date the application is deemed complete. The Zoning Administrator must review and evaluate the application, pursuant to the standards of this section, and approve, approve with conditions, or deny the application.

#### E. Approval Standards

All temporary uses must comply with the requirements of this Code, including the temporary use standards located in Article 6 (Use Standards), and the following additional standards:

1. Unless expressly allowed by this Code, the temporary use or structure complies with the yard and bulk requirements of the district in which it is located.
2. The temporary use does not negatively impact the public health, safety, and welfare.
3. The temporary use is operated in accordance with such restrictions and conditions as the applicable police and fire department may require. The operator of the temporary use may be required to employ appropriate security personnel.
4. The temporary use does not conflict with another previously authorized temporary use.
5. The temporary use provides adequate parking if needed. If located on a lot with an operational principal use, does not impact the parking and site circulation of the principal use.

#### F. Expiration

The temporary use permit is valid only for the time period granted as part of the approval. If no time period is specified, then the temporary use permit is only valid for thirty (30) days.

#### G. Appeals

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a Zoning Administrator decision on a temporary use permit to the Zoning Board of Appeals.

### 16.413 CERTIFICATE OF OCCUPANCY

The certificate of occupancy (CO) is the final construction document issued by the Zoning Administrator to authorize occupancy of a structure upon completion of all building and construction related issues. It is unlawful to operate a business without a certificate of occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof, shall be made until the Zoning Administrator has issued a certificate of occupancy. The Zoning Administrator shall keep a record of all certificates of occupancy and compliance. The Zoning Administrator may revoke a certificate of occupancy and compliance when it is found that the building or land does not conform to the use or condition, if any, in the certificate. Each day a use continues after revocation of the certificate shall constitute a separate offense and shall be punished as provided therein.

### 16.14 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.

## **16.4215 APPEAL OF ZONING ADMINISTRATOR OR EXECUTIVE DIRECTOR ADMINISTRATIVE DECISIONS**

### **A. Purpose**

The appeals process of an administrative decision is intended to provide appropriate checks and balances on the administrative authority of the Zoning Administrator or Executive Director.

### **B. Initiation**

1. A property owner within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, or person expressly authorized in writing by the property owner, that is directly affected by a determination of the Zoning Administrator or Executive Director may file an appeal of the Zoning Administrator or Executive Director's decision on an administrative exception (Section 16.5), zoning interpretation (Section 16.9), temporary use permit (Section 16.10), or other administrative zoning decision related to this Code, excluding site plan review.
2. The Executive Director's decision on site plan review is appealed to the Metropolitan Planning Commission in accordance with Section 16.6.

### **C. Authority**

The Zoning Board of Appeals will take formal action on appeal applications of administrative decisions.

### **D. Process**

1. All applications must be filed with the Executive Director in accordance with Section 15.1 (Application). Once it is determined that the application is complete, the Executive Director will schedule the appeal application for consideration by the Zoning Board of Appeals.
2. The application must be accompanied by a written statement that specifies the grounds for the appeal. The applicant for an appeal has the burden of proof to rebut the presumption of correctness of a determination of the Zoning Administrator or Executive Director by a preponderance of the evidence.
3. After receipt of a complete appeal application, the Zoning Board of Appeals will consider the proposed zoning appeal at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice). The Zoning Board of Appeals will consider whether the Zoning Administrator's or Executive Director's action was appropriate considering the details of the case and the requirements of this Code.
4. Within 60 days of the close of the public hearing, the Zoning Board of Appeals shall either confirm or overturn the Zoning Administrator or Executive Director's administrative decision.

### **E. Limitations on Zoning Appeals**

Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a Zoning Administrator, Executive Director or other staff administrative decision to the Zoning Board of Appeals.

- F.** Within 30 days after the date of the decision of the Zoning Board of Appeals, the applicant or any aggrieved party may appeal a Zoning Board of Appeals decision to the Caddo Parish Commission.

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## ARTICLE 17. SUBDIVISION APPROVALS

- 17.1 PURPOSE
- 17.2 APPLICABILITY
- 17.3 APPROVAL PROCEDURE
- 17.4 PRELIMINARY PLAT
- 17.5 FINAL PLAT
- 17.6 REQUIRED SUBMITTALS
- 17.7 ASSURANCE OF COMPLETION
- 17.8 SUBDIVISION REGULATION EXCEPTIONS

### 17.1 PURPOSE

The purpose and intent of these regulations is to control the division and development of land within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport in order to promote public health, safety, and welfare. The intent of these subdivision regulations is to accomplish the following:

- A. Assure that development sites are suitable for building purposes.
- B. Provide for harmonious development.
- C. Provide for the orderly and appropriate development of land.
- D. Provide facilities for the orderly movement of traffic on streets.
- E. Provide for the construction of adequate and safe transportation, water, sanitary sewerage, storm drainage, and other public facilities.
- F. Provide for the orderly arrangement of streets, public facilities, and public services.
- G. Provide for the equitable distribution of the costs and benefits of public works and facilities by requiring that the initial cost of constructing public improvements and facilities in new developments be borne by the developer and not by the taxpayer.

### 17.2 APPLICABILITY

Subdivision is the division of a lot, a tract, or a parcel of land or portion thereof, into lots, sites, or other divisions, any one or more of which will be platted as a lot of record for the purpose, whether immediate or future, of sale or building development. Subdivision includes resubdivision or the consolidation of multiple lots or tracts, or portions thereof, into single lots or a fewer number of lots. Subdivisions are classified as follows:

- A. Major subdivision is any subdivision not classified as a minor subdivision, including but not limited to subdivisions of seven or more lots, or any subdivision of any size requiring the creation of any new street.
- B. Minor subdivision is the division of a single parcel, tract, or lot into a minimum of three lots and a maximum of six lots all of which front on an existing street, are not in conflict with any provision or portion of the Master Plan or this Code, and do not involve the dedication of land.
- C. Administrative subdivision is the division of a single parcel, tract, or lot into no more than two lots, which front on an existing street, are not in conflict with any provision or portion of the Master Plan or this Code, and do not involve the dedication of land. Administrative subdivision approval for the division of a single lot into two lots may only be granted once, and further divisions of the original or newly created lot must be processed as a minor or major subdivision, as applicable. Administrative subdivision is also the consolidation of, or change in boundary between, two adjoining lots so long as all lots conform to the zoning district standards. There is no limit on the number of approvals of lot consolidation or lot line boundary adjustments for any lot.
- D. The following actions are exempt from these subdivision regulations:
  - 1. The subdivision of land within cemeteries is exempt from these subdivision regulations.

### 17.3 APPROVAL PROCEDURE

- A. The procedure for review and approval of a subdivision consists of two steps, detailed in this section, as follows:

#### 1. Administrative Subdivision

The procedure for review and approval of an administrative subdivision requires the following:

- a. Preparation and submission of a final plat for review and approval by the Executive Director. No preliminary plat is required.
- b. A public hearing is not required for final plat approval by the Executive Director of an administrative subdivision.

#### 2. Minor Subdivision

The procedure for review and approval of a minor subdivision requires the following:

- a. Preparation and submission of a final plat for review and recommendation by the Executive Director, and approval by the Metropolitan Planning Commission. No preliminary plat is required.
- b. A public hearing is not required for final plat approval by the Metropolitan Planning Commission of a minor subdivision.

#### 3. Major Subdivision

The procedure for review and approval of a major subdivision requires the following:

- a. Preparation and submission of a preliminary plat for review and recommendation by the Executive Director, and a public hearing and approval by the Metropolitan Planning Commission.
- b. Preparation and submission of a final plat for review and approval by the Metropolitan Planning Commission following approval of the preliminary plat.
- c. A public hearing is not required for final plat approval.

- B. The subdivision development process requires review and approval of several different officials and agencies, such as the Director of Public Works, the Caddo Parish Health Unit, the Fire District, and others concerned with the proposed improvements. The subdivider is encouraged to consult directly with officials and agencies having jurisdiction.

- C. All subdivisions must meet all the applicable regulations of this Code, including the subdivision requirements of Article 13 and the right-of-way and access standards of Article 12.

- D. The Metropolitan Planning Commission delegates authority on their behalf to the Executive Director to approve and sign resubdivision plats that consolidate lots or tracts, or portions thereof, into single lots or the same number of lots or a fewer number of lots, and resubdivision plats that shift the boundary line between adjoining lots without creating any additional lots or building sites.

### 17.4 PRELIMINARY PLAT

A preliminary plat is required only for major subdivisions. A preliminary plat is not required for an administrative or minor subdivision.

- A. The purpose of the preliminary plat is to develop a general design for the construction of the subdivision and to assure conformity with the Master Plan and the appropriate relationship to both existing and anticipated future development surrounding the proposed subdivision.

- B. Prior to submitting a preliminary plat to the Metropolitan Planning Commission for approval, the subdivider or his representatives will meet with the Executive Director to review the plan. The subdivider will submit, in addition to the preliminary plat requirements, an improvement plan that includes information, including drawings and specifications, for the construction and installation of required improvements. If the subdivider proposes to develop the land within only a portion of the preliminary plat, the improvement plan may include only that portion to be developed at the time. The review must take into consideration, in addition to the requirements of these regulations, conformance with the applicable standards and regulations of Caddo Parish and other applicable agencies.
- C. The Executive Director will prepare a recommendation on proposed improvements and exceptions to accompany the submission of the preliminary plat to the Metropolitan Planning Commission.
- D. The application for a preliminary plat and the Executive Director recommendation must be submitted to the Metropolitan Planning Commission no later than the deadline dates annually posted by the Commission. The application must be accompanied by two copies of the preliminary plat and all submittal requirements.
- E. All applications for a preliminary plat, with the exception of the application types listed below, shall include a Neighborhood Participation Plan (NPP) report. Until all required NPP documents are submitted to MPC staff, the application for a preliminary plat will not be deemed complete. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).

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

1. The subject property has been the subject of a zoning change within the previous twelve months of application submittal.
  2. The subject property is a part of an approved Planned Unit Development / Small Planned Unit Development.
  3. The number of lots being considered for approval is less than 30 units.
- F. After receipt of a complete application, the Metropolitan Planning Commission will consider the preliminary plat at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice).
  - G. Within 60 days of the close of the public hearing, the Metropolitan Planning Commission must evaluate the preliminary plat based upon the evidence presented at the public hearing, and approve, approve with conditions, or deny the preliminary plat. The Metropolitan Planning Commission decision must include a description of the public or private improvements required. The Metropolitan Planning Commission may deny the plat if there are key errors or omissions or the Commission may extend the time to make a decision to remedy such errors or omissions. The applicant may also request an extension of time.
  - H. Approval of the preliminary plat constitutes authorization for the applicant to proceed with preparation of the improvement plans in accordance with the approved preliminary plat and any conditions specified.
  - I. The preliminary plat approval expires if a complete application for approval of a final plat has not been filed within one year after the date the Metropolitan Planning Commission grants preliminary plat approval. As part of the approval of the preliminary plat, the Metropolitan Planning Commission may extend this period of validity. An extension of this one year validity period may also be granted by the Executive Director if the applicant requests an extension in writing prior to the expiration date of the approval.
  - J. Approval of a final plat that contains only a portion of the area depicted in the preliminary plat will extend the effective approval period for the balance of the property for one year from that date. However, in order to qualify for such extensions, a phasing plan is required as part of the preliminary plat and must be approved by the Metropolitan Planning Commission.
  - K. Approval or denial of a preliminary plat may be appealed to the Caddo Parish Commission for a preliminary plat located within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.

## 17.5 FINAL PLAT

The purpose of the final plat is to provide an accurate record of rights-of-way, property lines, servitudes, and other elements being established on the land and the conditions of their use. A final plat is required for all types of subdivisions.

### A. Administrative Subdivision

1. A final plat will be submitted to and reviewed by the Executive Director. If the Executive Director deems it necessary, the final plat may be referred to the officials and agencies that may be impacted for their review and report.
2. A public hearing is not required for a final plat of an administrative subdivision.
3. Within 60 days of submission of a complete final plat, the Executive Director must approve or deny the final plat. In the case of approval, the Executive Director must enter such approval on the plat by signature of an official designated by the Metropolitan Planning Commission to sign documents on the Commission's authority. In the case of denial, the Executive Director must state the grounds for such denial upon its records.

### B. Minor Subdivision

1. Prior to submitting a final plat to the Metropolitan Planning Commission for approval, the subdivider or his/her representatives will meet with the Executive Director to review the plan. The Executive Director's staff will prepare and forward a recommendation on proposed improvements and exceptions to accompany the final submittal of the final plat to the Metropolitan Planning Commission.
2. A final plat will be reviewed by the Metropolitan Planning Commission and, if the Commission deems it necessary, may be referred to the officials and agencies concerned with the improvements for their review and report.
3. A public hearing is not required for a final plat of a minor subdivision.
4. Within 60 days of submission of a complete final plat, the Metropolitan Planning Commission must approve or deny the final plat. In the case of approval, the Metropolitan Planning Commission must enter such approval on the plat by signature of its secretary or such official designated by the Commission to sign documents on the Commission's authority. In the case of denial, the Metropolitan Planning Commission must state the grounds for such denial upon its records.

### C. Major Subdivision

1. The final plat must be based upon the preliminary plat as approved, including any conditions or changes specified in the approval. The final plat may include only that portion of the preliminary plat that the subdivider proposes to record at the time.
2. A final plat for a subdivision must be submitted to the Metropolitan Planning Commission for approval no later than the annually posted deadlines, and must include a completed subdivision application form. The application must be accompanied by two copies of the final plat and all submittal requirements.
3. A final plat will be reviewed by the Metropolitan Planning Commission and, if the Commission deems it necessary, may be referred to the officials and agencies concerned with the improvements for their review and report. The review must take into consideration conformance to the approved preliminary plat, improvement plan, and fulfillment of any conditions or changes specified in such approval.
4. A public hearing is not required for a final plat of a major subdivision that is in substantial conformance with an approved preliminary plat and for which a public hearing had previously been held.

5. Within 60 days of submission of a complete final plat, the Metropolitan Planning Commission must approve or deny the final plat. In the case of approval, the Metropolitan Planning Commission must enter such approval on the plat by signature of its secretary or such official designated by the Commission to sign documents on the Commission's authority. In the case of denial, the Metropolitan Planning Commission must state the grounds for such denial upon its records.

**D. Final Approval (All Subdivisions)**

1. Within one year of the date of approval of the final plat, a certified copy as recorded by the Caddo Parish Clerk of Court must be submitted to the Metropolitan Planning Commission office.
2. Failure to provide a certified copy of the recorded plat within the prescribed period will render the approval null and void, thereby requiring a new application. No zoning approval may be issued until a certified copy of the recorded plat is received by the Metropolitan Planning Commission.
3. Approval of the final plat does not constitute acceptance by the public of the dedication of any street or other public way, park or space. Such approval can be affected only by action of the Caddo Parish Commission.
4. Approval or denial of a final plat may be appealed to the Caddo Parish Commission for a final plat located within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport.

**17.6 REQUIRED SUBMITTALS**

**A. Preliminary Plat**

The preliminary plat is intended to precede and supplement the final plat of subdivision, which is to be recorded. Its purpose is to show all facts needed to enable the Metropolitan Planning Commission to determine whether the proposed layout of the land in question and the proposed public improvements are satisfactory from the standpoint of the public interest. All required engineering and surveying work must be performed by or under the supervision of a registered civil engineer or surveyor, registered in accordance with the provisions of the state board of registration for professional engineers and land surveyors. An improvement plan and preliminary plat must meet all submittal requirements of the subdivision application.

**B. Final Plat**

1. The final plat of a subdivision is the official recordable plat. A final plat must meet all submittal requirements of the subdivision application.
2. The final plat must be drawn on sheets furnished by the Clerk of Court for recording in the plat book records of the Parish. All signatures must be on this plat. Two positive reproducible copies must be made by photographing the signed final plat, on a tear resistant, minimum thickness 0.004-inch, stable base film with a silver emulsion equal to Dupont cronaflex or mylar film or linen, and six prints must be transmitted to the Metropolitan Planning Commission office for all subdivisions within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport. The original and one positive reproducible film must be furnished to the Clerk of Court. One print must be furnished to the Parish Assessor's Office. One reproducible and six copies of complete plans and profiles for street improvements, water and sewer, must be submitted for approval by the Director of Public Works.

**17.7 ASSURANCE OF COMPLETION**

Prior to the granting of any building permit or zoning approval for the construction of a residence or other building on the subdivision, there must be filed with the Metropolitan Planning Commission a certificate by the Director of Public Works that the subdivider has complied with one of the following alternatives:

- A. That a contract secured by a bond in an amount and with surety, or other evidence satisfactory to the Director of Public Works, granting completion of the job improvements which are shown on the subdivision improvement plan as the responsibility of the subdivider; or

- B. That all public improvements shown on the final plat of subdivision, necessary for the service and use for the residence or other building for which a building permit or zoning approval has been requested, have been installed in accordance with the final plat of subdivision and this Code.

**17.8 SUBDIVISION REGULATION EXCEPTIONS**

- A. The Metropolitan Planning Commission may grant exceptions to the subdivision standards and requirements of this Code for minor and major subdivisions, including the subdivision requirements of Article 13 and the right-of-way and access standards of Article 12, where there are particular difficulties or unnecessary hardships in the way of carrying out the strict letter of said standards and requirements. Such exceptions must be reviewed by the Director of Public Works. Exceptions are not allowed as part of administrative subdivisions, which would be considered minor subdivisions if exceptions are requested.
- B. However, in no case may an exception to any requirement of the zoning district use and dimensional standards, including other site improvements such as parking, landscape, and signs, be granted as part of subdivision approval. Exceptions to the zoning district use and dimensional standards must be granted as administrative exceptions or variations as per the Code.
- C. In considering requests for exceptions, the Metropolitan Planning Commission may impose additional conditions as deemed necessary to protect the public health, safety, and welfare.

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## ARTICLE 18. NONCONFORMITIES

- 18.1 GENERAL APPLICABILITY
- 18.2 NONCONFORMING USE
- 18.3 NONCONFORMING STRUCTURE
- 18.4 NONCONFORMING LOT
- 18.5 NONCONFORMING SITE ELEMENTS
- 18.6 NONCONFORMING SIGNS

### 18.1 GENERAL APPLICABILITY

#### A. Authority to Continue

Any structure, use, lot, site element, or sign that legally existed as a nonconformity as of the effective date of this Code, and any legally or illegally existing structure, use, lot, site element, or sign that has been made nonconforming as of the effective date of this Code, and any subsequent amendments, may continue subject to the provisions of this Article so long as it remains otherwise legal. A structure, use, lot, site element, or sign that is illegal as of the effective date of this Code, remains legal nonconforming, even if it does not conform with every requirement of this Code.

#### B. Burden on Property Owner

The burden of establishing the legality of a nonconformity under the provisions of this Code is the responsibility of the property owner of the nonconforming structure, lot, site element, or sign, and the operator of the use.

#### C. Safety Regulations

All police power regulations enacted to promote public health, safety, and welfare including, but not limited to, all building, fire, and health codes apply to nonconformities.

#### D. Suspension for Force Majeure or Acts of Public Enemy

In the event of force majeure, such as a hurricane, tornado, or significant storm with flooding, or acts of public enemy, the Caddo Parish Commission, by ordinance, may suspend all or a portion of the requirements of this Article for an established period.

### 18.2 NONCONFORMING USE

#### A. Definition

A nonconforming use is the use of a structure or land that at one time was an allowed use within a zoning district but because of subsequent amendments to the Code is no longer allowed.

#### B. Expansion

A nonconforming use of a structure or land cannot be expanded or increased in intensity. This includes expansion, extension, or relocation of a nonconforming use to any other structure on the lot, additional floor area devoted to the nonconforming use, or occupying any land area currently not occupied by such nonconforming use.

#### C. Intensification

A nonconforming use of a structure or land cannot be intensified in any manner. Intensification includes, but is not limited to, increasing hours of operation, increasing the number of dwelling units, or increasing the seating or occupancy capacity of any use. However, this does not prohibit the reconfiguration of existing dwelling units within a structure so long as such reconfiguration complies with the requirements of this Code. However, any intensification of use of a place of worship may occur so long as it is the result of a change otherwise permitted under this Article, e.g., an increase in structure allowed under Section 18.5.

**D. Relocation**

A nonconforming use cannot be relocated, in whole or in part, to any other location on the same lot. The nonconforming use may only be relocated to another structure or lot if the use conforms to all regulations of the zoning district where it is relocated.

**E. Change of Use**

A nonconforming use may not be changed to any other nonconforming use. A nonconforming use may only be changed to a use allowed within the district.

**F. Discontinuation or Abandonment**

If a nonconforming use is discontinued, or the structure that it occupies becomes vacant and remains unoccupied for a continuous period of one year, the nonconforming use is presumed abandoned and cannot be reestablished or resumed regardless of intent. Any subsequent use or occupancy of such land or structure must comply with all regulations of the zoning district in which the structure or land is located. A period of discontinuance caused by acts of God or other events without any contributing fault by the user are not included in calculating the length of discontinuance for this section. It is also not considered a period of discontinuance when a use is closed for renovations in conjunction with a lawfully issued building permit.

**G. Damage or Destruction**

In the event that any structure that is devoted in whole or in part to a nonconforming use is structurally damaged or destroyed through no fault of the user, the nonconforming use may be re-established provided that no new nonconformities are created and the degree of the previous nonconformity is not increased. If the structure containing the nonconforming use is a nonconforming structure, the structure may only be rebuilt, restored, repaired, or reconstructed in accordance with Section 18.3. However, if a building permit is not obtained within one year of the date of damage or destruction, then the nonconforming use may not be reestablished. This includes replacement of a mobile home. The replacement mobile home may vary from the size and dimension of the original mobile home by 10% plus or minus.

**H. Replacement of Mobile Home**

A mobile home owned by the owner of the land which qualifies as a nonconforming use under this Article may be replaced and continue as a nonconforming use under this Article so long as the mobile home and land continue to be owned by the owner at the time the use became nonconforming per Paragraph 18.1(A).

**18.3 NONCONFORMING STRUCTURE**

**A. Definition**

A nonconforming structure is a principal or accessory structure that once conformed to zoning district regulations but because of subsequent amendments to the Code no longer conforms to applicable dimensional standards. Certain nonconforming site elements are regulated separately by Section 18.5.

**B. Maintenance**

Normal maintenance and incidental repair may be performed on any nonconforming structure. No repairs or reconstruction are permitted that would create any new nonconformity or increase the degree of the existing nonconformity.

**C. Structural Alterations**

No structural alterations are permitted on any nonconforming structure, except in the following situations:

1. When the alteration is required by law or is necessary to restore the structure to a safe condition upon the order of any official charged with protecting public safety.

2. When the alteration will eliminate the nonconformity.
3. When the alteration will not create any new nonconformity or increase the degree of any existing nonconformity. For example, if a structure is nonconforming in terms of the required front setback (i.e., does not meet the required minimum), the structure may add a rear addition if it meets all other district regulations.
4. When the alteration is as described in item F below.

**D. Relocation**

A nonconforming structure cannot be relocated, in whole or in part, to any other location on the same lot unless such relocation would make the structure conforming. A nonconforming structure may be relocated to another lot if the structure conforms to all regulations of the zoning district where it is relocated.

**E. Damage or Destruction**

1. In the event that a nonconforming structure is damaged or destroyed by the fault of the property owner or tenant, the structure, as restored or repaired, must be rebuilt to comply with all requirements of this Code.
2. In the event that any nonconforming structure is damaged or destroyed by acts of God or other events without any contributing fault by the property owner or tenant, it may be repaired or rebuilt to the same size and dimension as previously existed, provided that a building permit is obtained within one year following the damage or destruction. This includes replacement of a mobile home which may vary by 10% plus or minus from the size and dimension of the original mobile home.

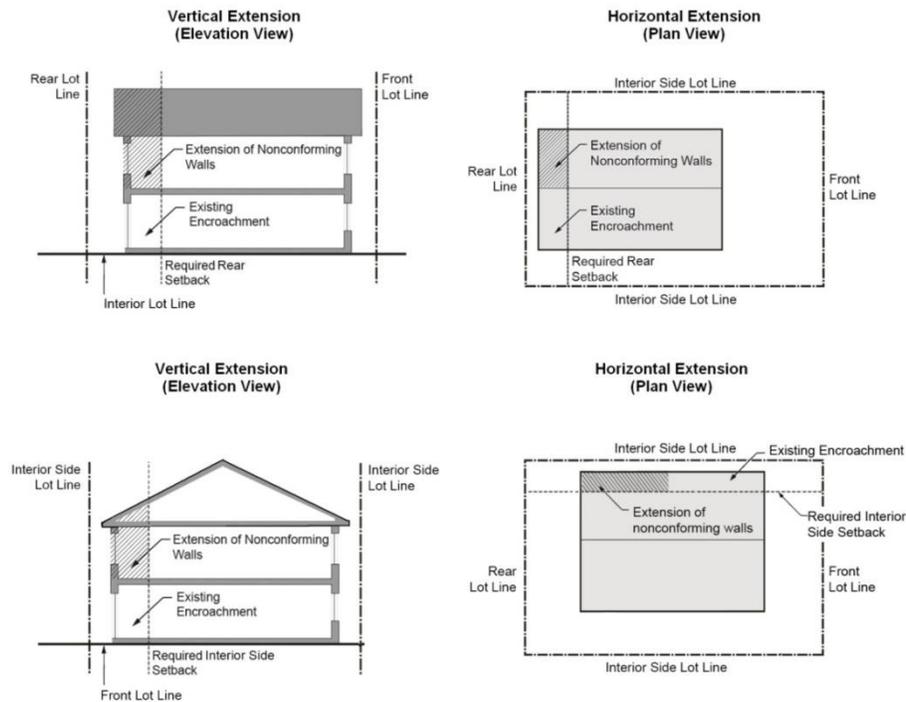
**F. Extension of Walls for Nonconforming Single-Family – Detached and Attached and Two-Family Dwellings**

Where a single-family – detached or attached or two-family dwelling is deemed nonconforming because of encroachment into the required interior side or rear setback, the structure may be enlarged or extended vertically or horizontally along the same plane as defined by existing perimeter walls, so long as the resulting structure does not increase the degree of the existing nonconformity or otherwise violate this Code.

**G. Replacing an Existing Mobile or Manufactured Home**

If an existing nonconforming mobile or manufactured home occupies a lot within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport, the owner may remove the nonconforming structure from the lot and replace it with a newer mobile or manufactured home on the same property if the replacement structure has, at the very least, the same square footage as the structure that is being removed. A building permit is required and the replacement mobile or manufactured home must meet the current building setbacks.

FIGURE 18-1: EXTENSION OF WALLS FOR NONCONFORMING SINGLE-FAMILY AND TWO-FAMILY



**18.4 NONCONFORMING LOT**

**A. Definition**

A nonconforming lot is a lot of record that at one time conformed to the lot dimension requirements (lot area, lot width, lot depth) of the zoning district in which it is located but because of subsequent amendments to the Code no longer conforms to the applicable lot dimensions.

**B. Use**

A nonconforming lot of record in a residential district may be used for a single-family dwelling. In the R-MHS District, a nonconforming lot of record may be used for a manufactured home.

**C. Development**

Development of a nonconforming lot must meet all applicable dimensional or bulk regulations of the district in which it is located with the exception of any lot dimension requirement that renders it nonconforming.

**18.5 NONCONFORMING SITE ELEMENTS**

**A. Definition**

A nonconforming site element is a non-structural, physical characteristic of a site, such as landscape, fences or walls, lighting, and design or number of parking and loading spaces, that at one time conformed to the requirements of this Code, but because of subsequent amendments, has been made nonconforming. This does not include nonconforming signs which are regulated by Section 18.6.

**B. Maintenance**

Normal maintenance and incidental repair to a nonconforming site element may be performed. No repairs or reconstruction are permitted that would create any new nonconformity or increase the degree of the previously existing nonconformity.

**C. Required Conformance**

All nonconforming site elements must be brought into conformance when the following occurs:

**1. General**

- a. The existing principal structure is demolished and a new structure is constructed.
- b. A new principal structure is constructed.
- c. The existing principal structure is increased in total building footprint by 25% or more.
- d. An existing principal structure of a Place of Worship is increased in total building footprint by more than 50%.
- e. An existing parking lot of 20 or more spaces is fully reconstructed, or an existing parking lot area is expanded by 50%. Resealing or re-stripping of an existing parking lot, which does not entail paving, is not considered reconstruction.

**2. Additional Specific Actions**

- a. For fences and walls, when 50% or more of the length of a fence or wall is reconstructed along any one lot line, all fences or walls on the site must be brought into conformance.
- b. For exterior lighting, when 25% or more of exterior lighting fixtures are replaced, all exterior lighting on the site must be brought into conformance. This is calculated as installation of new lighting posts and/or non-post mounted lighting fixtures based on the total lighting installed by the type of mounting. For example, if over 25% of the wall-mounted fixtures are to be replaced, all wall-mounted fixtures must be brought into conformance while nonconforming freestanding fixtures may remain.

**D. Exemptions**

When an existing parking lot which is required by item C above and is required to provide landscape which would result in creating a parking area that no longer conforms to the parking regulations of this Code, such existing parking lot may not be required to install all or a portion of the required landscape. The applicant is required to show that landscape cannot be accommodated on the site. If only certain requirements can be accommodated on the site, only those elements are required. The Zoning Administrator, with the concurrence of the Executive Director, will make the determination that all or a portion of required landscape does not have to be installed.

**18.6 NONCONFORMING SIGNS**

- A. A nonconforming sign and sign structure may remain in use, so long as it remains otherwise lawful and has not been damaged, destroyed, or removed as described in item D below. The sign face of an existing nonconforming sign may be replaced, but the structure cannot be altered to accommodate such change.
- B. No nonconforming sign and sign structure may be relocated, in whole or in part, to any other location on the same or other lot, unless the entire sign and sign structure conforms to all regulations of the zoning district in which the sign is relocated.
- C. No nonconforming sign 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.
- D. In the event that any nonconforming sign and sign structure is damaged or destroyed to the extent of more than 50% of the replacement cost of an identical new structure, such sign may be repaired or rebuilt only in compliance of with the requirements of this Code. Sign owners must supply the Executive Director with a repair cost estimate of the damaged sign and an estimate of the cost of a new identical sign. The Executive Director will review the repair permit application and either approve or disapprove the request within 10 business days of application submittal.

- E.** Any nonconforming sign that is located on a lot that has become vacant and unoccupied for a period of one year or more is deemed abandoned. Abandoned nonconforming signs must be removed by the owner of the sign or the property owner where the sign is installed. No permits or approvals may be issued for sites with nonconforming abandoned signs until such signs are removed. No business license may be issued for businesses with nonconforming abandoned signs after the date that such nonconforming signs are required to be removed or come into conformance.
- F.** When a principal structure is demolished on a lot, all nonconforming signs located on that lot must be removed.
- G.** Nonconforming billboards are subject to the billboard regulations of Section 9.8.

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## **ARTICLE 19. ENFORCEMENT**

- 19.1 ENFORCEMENT OFFICIAL**
- 19.2 ENFORCEMENT DUTIES**
- 19.3 APPLICATION OF PENALTIES**
- 19.4 FINES**

### **19.1 ENFORCEMENT OFFICIAL**

This Code is enforced by the Zoning Administrator. The Zoning Administrator may secure the assistance of the Caddo Parish Attorney to seek an injunction, abatement, or other appropriate actions to enjoin, abate, or stop any violation of this Code. At times, the aid of the Caddo Parish Sheriff's Department may be sought to enforce this Code. The property owner charged with the violation may be held responsible for any legal expenses incurred.

### **19.2 ENFORCEMENT DUTIES**

In carrying out his/her enforcement duties, the Zoning Administrator, or his/her designee, may:

- A.** Conduct investigations and surveys to determine compliance or noncompliance with the provisions of this Code.
- B.** Issue written orders requiring compliance with the provisions of this Code. These orders will be served personally or by registered or certified mail upon the person deemed by the Zoning Administrator to be violating the provisions of this Code. However, if such person is not the owner of the land on or the structure in which the violation is deemed to exist or to have occurred, a copy of the order will be sent by registered or certified mail to the owner of such land or structure, the owner to be determined from the tax roll for the preceding year in the Office of the Tax Assessor of Caddo Parish. The date of mailing is deemed the date of service of any order served by registered or certified mail.
- C.** Institute, in courts of proper jurisdiction, proceedings for the enforcement of the provisions of this Code and administrative orders and determinations made hereunder when, in the judgment of the Zoning Administrator, such review is desirable.

### **19.3 APPLICATION OF PENALTIES**

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any of the provisions of this Code, upon conviction, will be fined for each offense. Each day that a violation continues constitutes a separate offense for the purposes of the penalties and remedies available. The accumulation of penalties for violations, but not the obligation for payment for violations already committed, ceases upon correction of the violation.

### **19.4 FINES**

Each violation, and each day that such violation continues, is subject to a fine as established in the Code of Ordinances.

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**ARTICLE 20. ANNEXATION STANDARDS** **ARTICLE 20. RESERVED**

- 20.1 PURPOSE RESERVED**
- 20.2 COMPLIANCE WITH STATUTES**
- 20.3 PROCESS**
- 20.4 ANNEXATION STANDARDS**
- 20.5 CLOSURE AND ABANDONMENT**

**20.1 PURPOSE**

The purpose of this Article is to establish a procedure and criteria for annexation of unincorporated Caddo Parish territory to the City of Shreveport, specifically to:

- A.** Protect the public health, safety, and welfare by establishing standards for annexation of land into the City.
- B.** To manage the fiscal impacts of annexation.
- C.** Preserve, protect, and enhance the character of residential neighborhoods.
- D.** Strengthen the City's economic resources.
- E.** Ensure that annexed land is adequately served by essential public facilities and services, including water facilities, wastewater facilities, drainage facilities, and transportation facilities.

**20.2 COMPLIANCE WITH STATUTES**

The provisions of La. R.S. 33:171 et seq., as amended, shall be complied with in all annexation proceedings.

**20.3 PROCESS**

**A. Initiation**

The City of Shreveport may initiate an annexation or an annexation may be requested by a property owner(s). When an annexation is requested, an annexation application must be filed with the Executive Director on forms maintained by the Office of the MPC. Once it is determined that the application is complete, the Executive Director will forward the application accordingly for consideration. Annexations of less than five (5) acres shall be handled administratively by the Executive Director. Annexations of five (5) acres or more shall be forwarded to the Metropolitan Planning Commission.

**B. Action by the Executive Director**

- 1.** The Executive Director shall consider a proposed annexation of less than five (5) acres.
- 2.** The Executive Director must evaluate the application based upon the evidence presented in the application, pursuant to the approval standards of this Article and shall recommend approval, recommend approval with conditions, or recommend denial of the annexation.
- 3.** The Executive Director must forward his or her recommendation to the City Council.

**C. Action by Metropolitan Planning Commission**

- 1.** The Metropolitan Planning Commission shall consider a proposed annexation at a public hearing for annexations of five (5) acres or more.
- 2.** Following the close of the public hearing, the Metropolitan Planning Commission must forward its recommendation to the City Council.

- 3. ~~The Metropolitan Planning Commission must evaluate the application based upon the evidence presented at the public hearing, pursuant to the approval standards of this Article and recommend approval, recommend approval with conditions, or recommend denial of the annexation.~~

**D. ~~Action by the City's Engineering Department~~**

~~Once a petition attached to an application for annexation has been recommended by the Metropolitan Planning Commission, the City of Shreveport's Engineering Department shall prepare an annexation ordinance for presentation to the Shreveport City Council.~~

- 1. ~~When property proposed for annexation contains either registered voters or resident property owners, the Office of the MPC shall cause a notice of the filing for annexation of said property to be published in the official journal of the City. This notice shall be published not less than 30 days before the petition is filed with the tax assessor and registrar of voters pursuant to subsection (5) of this subsection. The notice shall indicate that any addition or withdrawal of signatures to the petition shall be in writing and filed with the Office of the MPC within 30 days of publication of the notice in the official journal.~~
- 2. ~~When notice of an annexation is required to be given pursuant to subsection (1) above, any additions or withdrawals of signatures to the petitions shall be in writing and filed with the Office of the MPC within 30 days of the first day of publication of the notice in the official journal of the City. The Office of the MPC shall make a notation next to any name on the petition which has been withdrawn.~~
- 3. ~~When a property proposed to be annexed does not contain any registered voters or resident property owners, the requirements of subsections (1) and (2) above shall not apply.~~
- 4. ~~If the City's Engineering Department determines that the statutory requirements have been met, the City Engineer, or his or her designee, shall file a map and description of the property and a copy of the petition containing, if applicable, notations of any withdrawals, with the tax assessor for certification and shall file the map, petition, and property description with the registrar of voters. The City Engineer, or his or her designee, shall request that the tax assessor and registrar of voters determine whether the petitions meet the applicable requirements for annexation pursuant to the laws of the state.~~
- 5. ~~After annexation documents have been filed with the tax assessor and the registrar of voters, no additions or withdrawals of signatures shall be accepted, either by the City Engineer or the Office of the MPC.~~

**E. ~~Action by City Council~~**

~~Upon receipt of the Metropolitan Planning Commission recommendation and the City's Engineering Department's annexation petition, map(s,) description of the area and documents, including any additions or withdrawals of signatures which were filed timely, the City Council will act on the application. The City Council must take action by ordinance in the form of approval or denial of the annexation.~~

**20.4 ~~ANNEXATION STANDARDS~~**

~~All annexations must meet the following standards:~~

- A. ~~The proposed annexation is in compliance with state law.~~
- B. ~~The proposed annexation and parcel configuration must be consistent with the Master Plan. This includes evaluation of whether the area is identified by the Master Plan as desired or intended for annexation.~~
- C. ~~The parcels proposed for annexation must be contiguous to parcels located in the City.~~
- D. ~~The annexation reflects any annexation or service extension policy of the City.~~
- E. ~~The annexation will not adversely affect the planned development pace of growth or redevelopment in other areas of the City as indicated in the Master Plan.~~
- F. ~~The proposed annexation supports the planned capital improvement policy such that public transportation and utility services are in place or planned to be in place to accommodate the development pace of the land under consideration.~~

~~G. Public services and utilities must be provided to the satisfaction of the City Engineer:~~

- ~~1. Improvements must be constructed and accepted prior to issuance of building permits or sewer connections.~~
- ~~2. All streets must meet City street standards, including right-of-way and access standards of Article 12, unless otherwise exempted by the City Engineer.~~
- ~~3. The lots must be connected to the City's sanitary sewer system or able to be connected to the City's sewer to the satisfaction of the City Engineer.~~
- ~~4. The City taxpayer is not burdened with paying for additional services for newly annexed lands as demonstrated in a fiscal impact analysis.~~

~~H. The annexation yields a fiscal benefit to the City.~~

~~I. The proposed land use and related densities or intensities of development reflect the Master Plan.~~

~~J. All lots to be annexed must meet the minimum lot size of this Code. Single developed properties that meet all other annexation policies, with the exception of minimum lot size requirements, may be considered for annexation.~~

## 20.5 CLOSURE AND ABANDONMENT

### A. Initiation

- ~~1. The City of Shreveport or 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 application with the Office of the MPC requesting that public right of way or easement (or portion thereof) be abandoned, vacated and closed. Such public right of way or easement (or portion thereof) sought to be abandoned, vacated and closed shall be defined in the application. All persons owning any property abutting such public right of way or easement (or portion thereof), shall join in such application. Such application, must be filed with the Executive Director on forms maintained by the Office of the MPC, and shall include the following information that may be in the form of attachments to the application:
  - ~~a. A statement by the applicant(s) of the reason for the request.~~
  - ~~b. A boundary survey drawing with legal description, prepared by a registered professional land surveyor, duly registered in the State of Louisiana, 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. The Executive Director, or his or her designee, may waive this requirement when, in his or her sole determination, a recorded plat contains sufficient evidence to determine the legal description and area of property to be abandoned, vacated and closed.~~~~
- ~~2. Once it is determined that the application is complete, the Executive Director will forward the application to the Metropolitan Planning Commission for recommendation.~~

### Petition to Accompany Application

- ~~1. The application shall be accompanied by a petition signed by 66.666 percent of the property owners of the area to be affected by the request indicating their desire that the city undertake the action requested in the application.~~
- ~~2. Any additions or withdrawals of signatures to the petition shall be in writing and filed with the department of public works within 15 days of the receipt of the application, petition and other documentation required by this section. The director of public works or his designee shall make a notation next to any name on the petition which has been withdrawn.~~

- ~~1. Upon the receipt of all documentation required by this section, the Executive Director, or his designee, shall forward copies of the application 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: the present use or nonuse of the public right-of-way or easement (or portion thereof) sought to be closed; traffic and drainage patterns in the area; proximity of other public right-of-way or easements (or portions thereof); major and minor thoroughfares in the area; the city's master plans; the effect of the proposed abandonment on access by fire and other emergency vehicles, and other city service vehicles, to adjacent properties; 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).~~
- ~~2. The Executive Director must evaluate the application based upon the evidence presented in the application, pursuant to the approval standards of this Article and shall recommend approval, recommend approval with conditions, or recommend denial of the annexation.~~
- ~~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 application 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 application. 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 application filed under this Article.~~

**ARTICLE 21. RESERVED**  
21.1 RESERVED

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## ARTICLE 22. WIRELESS TELECOMMUNICATIONS

- 22.1 PURPOSE
- 22.2 INITIATION
- 22.3 AUTHORITY
- 22.4 DEFINITIONS
- 22.5 GENERAL REQUIREMENTS
- 22.6 APPLICATION PROCESS FOR A WIRELESS TELECOMMUNICATIONS FACILITY PERMIT (WTFP)
- 22.7 SPECIAL USE PERMIT (SUP) PROCESS
- 22.8 SMALL WIRELESS FACILITIES
- 22.9 GENERAL LAND USE AND DESIGN STANDARDS
- 22.10 WAIVERS
- 22.11 FEES

### 22.1 PURPOSE

The purpose of this Article is to establish guidelines regulating the location of wireless telecommunication facilities in areas other than public rights-of-way in order to protect and promote public safety, and to minimize and mitigate any adverse visual or aesthetic impacts on the community while promoting the orderly development of telecommunication facilities within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of ~~Caddo Parish~~ the City of Shreveport, as set forth within the goals, objectives and policies of the Master Plan; while at the same time not unduly restricting the development of needed wireless telecommunication facilities (WTFs) and expediting and facilitating such development. The objective is to avoid the creation of visual distractions, prevent obstructions to the view of pedestrians and motorists on public thoroughfares, and ensure the structural integrity of supporting structures. Installation, construction, alteration, modification or replacement of telecommunications towers and antennas, when permitted by federal law and the laws of the State of Louisiana, shall be regulated and governed by the following use regulations and requirements.

### 22.2 INITIATION

- A. Any person who proposes to install, site, place, build, construct, modify, operate or prepare any site within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of ~~the City Caddo Parish~~ of Shreveport for the placement or use of a wireless telecommunications facility (WTF) on private or Parish-owned property in areas other than the public right-of-way shall first obtain a Wireless Telecommunication Facility Permit (WTFP) as set forth in this Code.
- B. Any person who proposes to install, site, place, build, construct, modify, operate or prepare any site within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of ~~the City Caddo Parish~~ of Shreveport for the placement or use of a wireless telecommunications facility (WTF) in the public right-of-way shall contact the Caddo Parish Public Works Department. No approval, review or permits shall be required under this Article with respect to any work or other matters regarding the placement or use of a wireless telecommunications facility (WTF) in the public right-of-way.

### 22.3 AUTHORITY

- A. This Article is enacted pursuant to applicable authority granted by State and Federal law.

#### 1. Land Use and Zoning Review

Regarding the land use and zoning decisions, the Executive Director will review and make a written determination regarding all land use and zoning decisions for approval of the wireless telecommunication facility permit (WTFP) application, based on completeness and compliance with the land use and zoning requirements and standards of this Article. If a Special Use Permit is required, review shall be by the Metropolitan Planning Commission; in such case the Metropolitan Planning Commission has final approval for Special Use Permits.

**2. Technical Review**

Regarding the technical decisions, the Executive Director, with assistance from the MPC's consultant (as applicable), will review and make a written determination regarding technical decisions for approval of a WTFP application, based on completeness and compliance with any technical requirements and standards of this Article.

**3. Final Approval of a Wireless Telecommunications Facility Permit**

After the appropriate land use and zoning approvals have been obtained and the technical requirements have been met, the Executive Director makes the final approval on requests for a WTFP and forwards the approved WTFP for distribution to the applicant.

- B.** The Executive Director shall develop a WTFP Application Packet containing application forms that combine land use and zoning requirements (pursuant to this Code) with technical requirements and shall distinguish between the types of permits required to streamline processing of applications. All forms made available to applicants for WTFP applications shall be reviewed and approved by Caddo Parish Attorney, or his or her designee, to assure compliance with all legal requirements.
- C.** All legally permitted existing wireless telecommunications facilities, constructed as permitted, existing on or before the effective date of this Article, shall be allowed to continue as they presently exist; provided however that a substantial change to an existing wireless telecommunications facility as defined in this Code, shall require compliance with this Code and any applicable requirements set forth in the Caddo Parish Code of Ordinances.

**22.4 DEFINITIONS**

The definitions set forth and defined in Article 5 of this Code shall control the application of this Article.

**22.5 GENERAL REQUIREMENTS**

**A. Wireless Telecommunications Facility Permit (WTFP)**

- 1. A wireless telecommunications facility permit (WTFP) is the official permit which allows an applicant to file for a building permit to construct and use a wireless telecommunications facility in accordance with the requirements of this Article.
- 2. WTFPs are approved by the Executive Director, unless otherwise stated in this Code, and distributed by the Office of the Metropolitan Planning Commission.

**B. Building Permit**

A building permit application cannot be approved for any wireless telecommunications facility unless and until a WTFP has been approved by the Executive Director and any conditions of the permit precedent to the issuance of the building permit have been met.

**C. Notification of Final Completion**

An applicant shall notify the Executive Director in writing of the final completion date of the facility and said notification shall be received by the Executive Director no later than 30 days after final completion. Said notification shall contain a statement from the applicant that the facility was constructed as approved and permitted in accordance with the issued WTFP permit.

**D. Platted Lots**

Telecommunications facilities, including towers and related equipment buildings located on private or Parish-owned property, shall be located on platted lots if the conveyance of the subject property to the WTFP applicant required the creation of a platted lot.

**E. Consultant Review**

The Executive Director may authorize the application, proposed findings, and conditions to be reviewed by a third-party consultant if, after meetings or other consultations with the applicant, the Executive Director reasonably determines that there is a need to retain a third-party consultant in order to review technical aspects of the applicant's application and the Executive Director, after request, has not received sufficient information from the applicant to allow the Executive Director to make an evaluation of such technical matters. Any actual and reasonable cost of such review shall be borne by the applicant and paid pursuant to Caddo Parish's Schedule of Fees. The applicant shall submit the fee/deposit at the Office of the MPC.

**F. Historic Landmarks**

Except for compatible stealth facilities that camouflage or conceal the presence of telecommunications antennas, wireless telecommunications facilities and/or wireless support structures shall not be located on or within 300 feet of property within a registered Historic Landmark. In addition, said facilities should, to the extent reasonably and technically feasible, be located to ensure that views of a Federal, State or locally registered Historic Landmark are not unreasonably impaired.

**G. Master Facility Map**

1. To facilitate collocation and coordination of telecommunication sites, the MPC shall, within thirty (30) days of the effective date of this ~~Article Code~~ (~~August XX~~ January 1, 2022), of the Caddo Parish Planning Area Development Code, notify the local providers of telecommunication services of the enactment of this Code. Telecommunication service providers shall, within ninety (90) days of the date of such notice, provide the MPC with their respective master facility maps. The master facility map shall show the locations, heights, and collocation capabilities of all telecommunications facilities or complexes. Each master facility map shall include a cover sheet stating in bold type "DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION", and because it contains such information, each master facility map shall be exempt from disclosure pursuant to applicable public records laws.
2. Providers also shall provide the MPC with any updates to the aforementioned documents within ninety (90) days of the installation of any facility on any new or existing towers not previously identified and notice of any change in ownership of any telecommunications tower.

**22.6 APPLICATION PROCESS FOR A WIRELESS TELECOMMUNICATIONS FACILITY PERMIT (WTFP)****A. In General**

1. The WTFP application packet combines land use and zoning requirements with technical requirements and shall be made available for distribution by the Office of the Metropolitan Planning Commission. An applicant seeking a WTFP shall include such information and documents required by the form of application.
2. All applications for WTFPs shall be submitted to the Office of the Metropolitan Planning Commission. Application fees are due to the MPC at the time of application submission.
3. Pursuant to FCC regulations, the MPC has ten (10) days to make a determination regarding whether an application for a small wireless facility is incomplete; and for all other applications, the MPC has thirty (30) days to make a determination regarding whether an application is incomplete.
4. An Applicant shall not be permitted to refuse to provide information lawfully and specifically required by this Article or reasonably related information needed to establish the substantial written record required under federal law. Refusal for more than sixty (60) days without agreement by the Executive Director shall result in denial of the Application or the Application shall be deemed abandoned; provided, however, that failure to provide such information shall not result in denial or deemed abandonment if the applicant is working with MPC Staff with respect to providing such information.

5. Applications are not required for routine maintenance on wireless telecommunication facilities.
6. Applications are not required for a Section 6409(a) modification (non-substantial change), but notice of a Section 6409(a) modification (non-substantial change) is required as herein described. No person may perform a Section 6409(a) modification (non-substantial change) to a wireless telecommunication facility without first submitting written notice to the Office of the MPC describing in reasonable detail the work to be performed and the location of the work. The written notice shall be on a form, paper or electronic, provided by the MPC and made available for distribution at the Office of the MPC. Any such notice must be submitted at least ten (10) days prior to commencement of the proposed work, except that a shorter notice period shall be allowed in event of emergency.
7. Any amendments or updates to information contained in a pending SWF permit application shall be submitted in writing to the MPC within 10 days after the request was made for said information (or as soon thereafter as reasonably practical) and/or within 10 days after a change necessitating the amendment occurred (or as soon thereafter as reasonably practical).

#### **B. Timeline of Wireless Telecommunications Facility Permit (WTFP) Application**

1. Once an Application has been submitted by the applicant, action on the application shall then be taken within the timeframe as follows, subject to tolling pursuant to 47 C.F.R. § 1.6003(d):
  - a. For Collocations of Small Wireless Facilities, as defined in 47 C.F.R. § 1.6002(l), on existing structures within sixty (60) days of submission of the Application.
  - b. For Collocations that are not Small Wireless Facilities as defined in 47 C.F.R. § 1.6002(l), and for applications to deploy a Small Wireless Facility using a new structure, within ninety (90) days of the submission of the Application.
  - c. For all other applications, within one hundred fifty (150) days of the submission of the Application.

#### **C. Application Meetings**

In connection with filing an application for a wireless telecommunications facility permit (WTFP), to help assure the submittal of an application is in compliance with this Article, the applicant is encouraged (but not required) to meet with the Executive Director and/or the Metropolitan Planning Commission staff, along with Caddo Parish staff, including but not limited to the Director of Public Works (or his/her designee) to determine if the location shall require a special use permit or other approvals, and to review specific issues with regard to the location(s). If an applicant schedules such meeting, the occurrence of the meeting shall not extend the deadlines set forth in Section 22.6.B above unless the parties otherwise agree in writing. The meeting may be held in person, by phone or by other electronic or digital means.

#### **D. Site Visit**

A site visit with MPC staff and/or Caddo Parish staff is encouraged (but not required) prior to any approval of a WTFP. The purpose of a site visit is to make assessments regarding, but not limited to, screening and landscaping requirements, setbacks, and aesthetic considerations. If an applicant schedules a site visit, the occurrence of the site visit shall not extend the deadlines set forth in Section 22.6.B above.

## 22.7 SPECIAL USE PERMIT (SUP) PROCESS

Any application for a wireless telecommunications facility not subject to administrative review and approval shall be permitted for land use approval upon the granting of a Special Use Permit from the Metropolitan Planning Commission in accordance with the general land use and design standards as established by this Code. Upon the issuance of the Special Use Permit (SUP) by the Metropolitan Planning Commission, the wireless telecommunication facility permit (WTFP) shall be approved by the Executive Director and distributed at the Office of the Metropolitan Planning Commission. A WTFP for a Small Wireless Facility (as defined in Section 22.8 below) shall not be require an SUP, and shall require only administrative review and approval by the Executive Director.

### A. Authority

#### 1. Land Use and Zoning Review

- a. Regarding the land use and zoning decisions, the Metropolitan Planning Commission shall take formal action on requests for special use permits based on completeness and compliance with the land use and zoning requirements and standards of this Article, Article 16 and any applicable requirements set forth in the Caddo Parish Code of Ordinances. The Metropolitan Planning Commission has final approval for Special Use Permits.
- b. The Executive Director and/or Metropolitan Planning Commission may apply reasonable land use and zoning conditions to the approval of a wireless telecommunications facility special use permit as deemed necessary to ensure conformance with applicable review criteria as outlined within this Article, and any applicable requirements set forth in the Caddo Parish Code of Ordinances.

#### 2. Technical Review

Regarding the technical decisions, the Executive Director, with assistance, as applicable, from the MPC's third-party consultant, will review and make a written determination regarding technical decisions for approval of the WTFP application, based on compliance with any technical requirements and standards of this Article, and all applicable requirements set forth in the Caddo Parish Code of Ordinances.

#### 3. Final Approval of a Wireless Telecommunications Facility Permit

Once all application materials required under this Article 22, the Executive Director will issue one of the following: WTFP Approval, WTFP Approval with Conditions, or WTFP Denial. The written notice shall set forth the reasons for denial. The Executive Director, or his or her designee, shall forward the decision for a WTFP to the applicant.

### B. Appeals

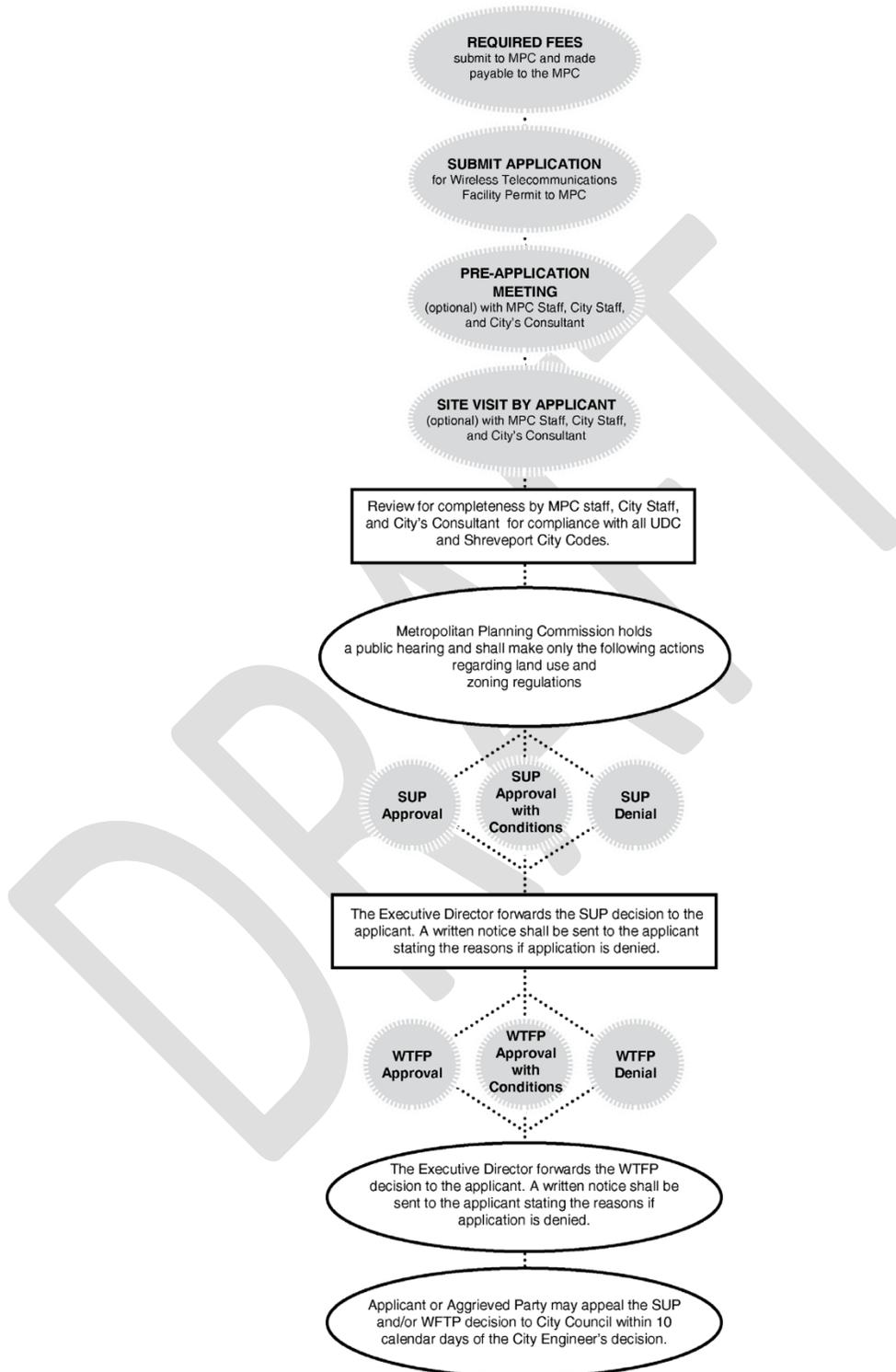
#### 1. Appeals of Metropolitan Planning Commission and Executive Director Decision

- a. All decisions on wireless telecommunications facility permits requiring a special use permit may be appealed to the Caddo Parish Commission and shall be combined into one joint appeal action to the Caddo Parish Commission.
- b. Within thirty (30) calendar days after the date of the final decision of the Executive Director regarding a WTFP, the applicant or any aggrieved party may appeal the Executive Director's decision on the WTFP and /or the Metropolitan Planning Commission's decision on the SUP to the Caddo Parish Commission.

#### 2. Appeals of Caddo Parish Commission

Within thirty (30) days after the date of the decision by the Caddo Parish Commission, the applicant or any aggrieved party may appeal the Caddo Parish Commission decision to the Caddo Parish Civil District Court.

FIGURE 22-1: WTFP SPECIAL USE APPROVAL



**22.8 SMALL WIRELESS FACILITIES**

**A. Small Wireless Facility**

Small Wireless Facility means a wireless facility that meets the following conditions:

1. The facilities:
  - a. are mounted on structures fifty feet (50') or less in height including their antennas, or
  - b. are mounted on structures no more than ten percent (10%) taller than other adjacent structures, or
  - c. do not extend existing structures on which they are located to a height of more than fifty feet (50') tall or by more than ten percent (10%) in height, whichever is greater.
2. Each antenna associated with the deployment, excluding associated antenna equipment, is no more than three cubic feet (3 ft<sup>3</sup>) in volume.
3. All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than twenty-eight cubic feet (28 ft<sup>3</sup>) in volume.
4. The facilities do not require antenna structure registration under C.F.R. Title 47, Chapter 1 Federal Communications Commission, Part 17.
5. The facilities are not located on Tribal lands, as defined under 36 CFR 800.16(x); and
6. The facilities do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards.

**B. Collocation of Small Wireless Facilities**

In an effort to reduce visual clutter, applicants are encouraged to practice collocation of small wireless facilities when practicable and technically feasible as reasonably determined by the applicant, to the extent permitted under applicable regulations or law.

**C. Concealment Elements**

**1. Design**

Small wireless facilities shall be designed to blend into the surrounding environment and be consistent with existing structures through the use of color, camouflaging and architectural treatment to the extent technically feasible. Any equipment mounted to the support structures shall also match the support structure in color and general design unless a different color is needed for public safety or service reliability reasons.

**2. Undergrounding**

To the extent permitted under applicable regulations or law, the Executive Director may require undergrounding of antenna equipment or any other associated equipment, other than the antennae, for small wireless facilities.

#### D. Maintenance and Modifications to Small Wireless Facilities

The requirement of a Wireless Telecommunication Facility Permit (WTFP) for small wireless facilities located on private property in commercial and industrial zoning districts may be waived by the Executive Director if the application is reviewed and verified to be for: (i) the replacement of a small wireless facility with another small wireless facility that is substantially similar or smaller in size, weight and height; and (ii) the existing small wireless facility is in compliance with the requirements of this Article and the Caddo Parish Code of Ordinances regarding stealth and/or any concealment elements, land use and design standards, code compliance, and undergrounded utilities.

### 22.9 GENERAL LAND USE AND DESIGN STANDARDS

The Executive Director or the Metropolitan Planning Commission must consider the following land use and design standards.

#### A. Location of Wireless Telecommunications Facilities

1. Wireless telecommunications facilities are permitted per Table 5-1: USE MATRIX of this Code. Small wireless facilities are permitted uses in all zoning districts.
2. Freestanding monopoles and towers are permitted in residential or downtown zoning districts only with issuance of a Special Use Permit approved by the Metropolitan Planning Commission.
3. Stealth facilities are permitted in all districts, subject to approval of a WTFP by the Executive Director.
4. No tower may be located within the front setback or between the face of a building and a public street, sidewalk or park.
5. All towers shall be set back at least one hundred (100) feet from any public trail, park, or outdoor recreation area, unless it is a stealth facility.

#### B. Collocation

Facilities owned by different wireless telecommunications providers may be collocated on a single tower, monopole or building to the extent technically feasible and aesthetically desirable to minimize proliferation and visual impacts of new facilities. In order to facilitate future collocation of antennas for other service providers, the conditions of approval shall prohibit the applicant from entering into an exclusive lease for the use of the entirety of the facility if it is technically feasible for other providers to collocate on the facility.

1. No new facility tower (excluding any support structure for a small wireless facility) shall be established if there is a commercially, technically or otherwise reasonably practical or desirable place available on an existing communications tower of comparable height (if any) within a 2,640-foot radius (measured from center of the tower) of an existing communications tower.
2. The applicant's proposal for a new communications tower shall not be approved until documentation is provided by the applicant or service provider that the proposed facility cannot commercially, technically or otherwise reasonably be accommodated on an existing or approved tower located within the search area due to one or more of the following reasons:
  - a. The planned equipment would exceed the structural capacity of the existing or approved towers which cannot be reinforced to accommodate the service provider's proposed facility at a reasonable cost.
  - b. The planned equipment would cause radio frequency interference with other existing or planned equipment for those towers, and the interference cannot be prevented at a reasonable cost.
  - c. Existing or approved towers do not have space on which the service provider's equipment can be placed so it can function effectively and reasonably in parity with other similar equipment in place or approved.

- d. The existing or approved tower does not meet geographic service requirements of the applicant; or
  - e. The service provider is able to show sufficient proof that collocation agreement could not be obtained.
3. All new or upgraded communication towers shall have the capacity to permit multiple service providers. At a minimum, monopoles shall be able to accommodate two service providers, and at a minimum, transmission towers shall be able to accommodate three service providers.

4. Tower owners shall not prohibit any other service provider from collocating on an existing tower so long as the service provider pays the tower owner reasonable compensation according to industry standards for space on the tower and pays for any and all costs. If the tower owner fails to allow collocation in this situation, the Executive Director may prohibit that owner from submitting any applications.

**Note: Acceptable documentation for the above subsections shall be on or more statements from a Louisiana licensed structural engineer, network RF engineer and/or other duly qualified representative of the applicant or service provider evidencing compliance with the criteria set forth above or demonstrating why a specific criteria is not commercially, technically or otherwise reasonably practical or desirable.**

**C. Visibility from Public Places**

A wireless telecommunications facility installed in a location readily visible from a public park or other publicly owned outdoor recreation area shall be sited and designed to blend in with the existing natural and/or manmade environment to the extent reasonably and technically feasible.

**D. Setbacks and Fall Zone**

Wireless telecommunication facilities and equipment shall comply with the minimum setback requirements of the underlying zoning district; if the following requirements are more restrictive than those of the underlying zoning district, the more restrictive standard shall apply.

- 1. All towers shall be set back from any property lines and occupied or habitable buildings by 110% of the total fall radius of the tower, as certified by the applicant's engineer.
- 2. No portion of any facility, including an antenna array, shall extend beyond the property lines.
- 3. If the proposal is for a new tower (excluding any support structure for a Small Wireless Facility), certification by a Louisiana licensed and registered professional engineer regarding the manner in which the proposed structure will fall is required.

**E. Height**

- 1. Wireless communication facility towers in any zoning district exclusive of the industrial zoned districts listed below shall not exceed one hundred (100) feet; provided, however, that the maximum allowable height may be increased upon technical documentation illustrating as to why the one hundred (100) feet maximum height is not a viable option.
- 2. The maximum allowable height for a wireless communication facility tower shall not exceed one hundred eighty (180) feet in the I-1 Light Industrial Zoning District and I-2 Heavy Industrial Zoning District.
- 3. Wireless telecommunications support structures shall not block or encroach upon any sidewalk or walkway.

**F. Architectural Compatibility**

Whether manned or unmanned, wireless telecommunication facilities, to the extent reasonably and technically feasible, shall be consistent with the architectural style of the surrounding architectural environment. In addition:

1. Lattice antenna towers and guyed towers are prohibited within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of City of Shreveport.
2. To the extent reasonably and technically feasible, wireless telecommunication facility equipment shall be of the same color as the building or structure to which or on which such equipment is mounted.
3. Whenever wireless telecommunication facility equipment is mounted to the wall of a building or structure, the equipment shall be mounted in a configuration designed to blend with and be architecturally integrated into a building or other concealing structure, be as flush to the wall as reasonably and technically feasible, and shall not project above the wall on which it is mounted.

**G. Visibility and Aesthetics**

The Executive Director are authorized to publish design guidelines regarding aesthetics and appearance for wireless telecommunication facilities. Any proposed design guidelines shall be published on-line and made available for distribution at the Office of the Metropolitan Planning Commission (MPC). The Office of the MPC reserves its rights to amend said design guidelines, as necessary, in the future.

**1. Stealth**

Stealth design for wireless antennas is encouraged to the extent reasonably and technically feasible. In addition to the standards of this Article, stealth design must comply with the following regulations:

- a. To qualify as a stealth design, wireless telecommunication antennas must be enclosed, camouflaged, screened or obscured to the extent reasonably and technically feasible.
- b. No antenna may increase the overall height of any structure on which it is mounted by more than 10 percent of the original height of the structure.

**2. Paint and Finish Materials**

To the extent reasonably and technically feasible, to the extent visible from adjacent public rights-of-way, and unless otherwise required by the Federal Communications Commission, the Federal Aviation Administration or Caddo Parish, wall-mounted or rooftop antennas shall be constructed out of nonreflective materials, and coated, wrapped and/or textured to match the existing support structure, and shall be maintained in accordance with the requirements of this Article.

**3. Retrofitting**

In the event a tower or other support structure that is lighted as of the effective date of this Article is modified, at the time of the first modification of the facility, the Caddo Parish Commission reserves the right to require that the tower be retrofitted so as to comply with the lighting requirements of this Article, and any applicable requirements set forth in the Caddo Parish Code of Ordinances.

**4. Antenna Mounting**

Except for omni-directional antennas, all new or replacement antennas, shall be top-mounted, flush-mounted, or as close to flush-mounted on the support structure as is reasonably and technically feasible., unless it can be demonstrated that such has the effect of prohibiting the provision of service to the intended service area, alone or in combination with another facility/site(s), or unless the Applicant reasonably can demonstrate that it is impracticable.

**5. Placement on Building**

If attached to a building (other than a roof-mounted antenna), all antennas shall be mounted on the fascia of the building and camouflaged so as to match the color and, if possible, the texture of the building, or in a manner so as to make the antennas as visually unobtrusive as is reasonably possible given the facts and circumstances involved.

- a. Roof-mounted antennas shall be set back from the edge of the roof a distance at least as great as the height of the antenna or to minimize visibility from adjacent public rights-of-way.
- b. Wall-mounted antennas shall be architecturally integrated into the building design to the extent reasonably and technically feasible.

**6. Landscaping**

- a. All wireless telecommunications facilities, including maintenance and service operations, unless otherwise stated in the Article, must be screened at a minimum from view of adjacent residential areas and public rights-of-way with one shrub, measuring a minimum of 18 inches in height at planting and reaching a minimum of three feet in height at maturity, that must be planted for every three linear feet of fence length spaced linearly, in accordance with the screening requirements of this Article.
- b. The Executive Director or Metropolitan Planning Commission may choose to not require landscaping for sites that are not visible from Caddo Parish public right-of-way or adjacent property or in instances where in the judgment of the Executive Director or Metropolitan Planning Commission, landscaping is not appropriate or necessary because of the fencing materials being used to screen the equipment compound or for other reasons.
- c. In addition to the requirements of this Article for landscape plans, all wireless telecommunications shall follow all landscape plan submittal requirements of Article 10.1 of this Code.
- d. All plant material must be maintained in a healthy and growing condition and must be replaced with plant material of similar variety and size if damaged, destroyed, or removed.
- e. Landscaping is not required for small wireless facilities.

**7. Screening**

To the extent reasonably and technically feasible, roof and ground-mounted wireless telecommunication facilities and equipment, including accessory equipment, shall be screened from adjacent City public rights-of-way and public or private properties by paint color selection, parapet walls, screen walls, fencing, landscaping and/or berming in a manner compatible with the building's and/or surrounding environment's design, color, materials, texture, land forms and/or topography. In addition:

- a. Chain link fencing shall be unacceptable to screen facilities, support structures or accessory and related equipment (including HVAC or mechanical equipment present on support buildings); solid fencing material shall be a minimum of six feet and a maximum of eight feet in height and shall consist of wood, masonry, stucco, stone or other acceptable materials that are opaque and appropriate given the facts and circumstances. A fence permit shall be required.

- b. The applicable decision-making authority may allow use of an alternate plan and specifications for landscape and screening, including plantings, fences, walls, sign and structural applications, manufactured devices and other features designed to screen, camouflage and buffer antennas, support structures, and accessory uses.

**H. Compatibility with the Natural Environment**

To the extent reasonably and technically feasible, site disturbances shall be minimized and existing vegetation shall be preserved or improved to the extent possible, unless it can be demonstrated that such disturbance to vegetation and topography results in less visual impact to the surrounding area.

**I. Accessory Facility, Structure, or Equipment**

1. Accessory facilities or structures, including any buildings, cabinets or shelters, shall be used only to house equipment in support of the operation of telecommunication facilities or other communication services. Unrelated equipment shall not be stored on the site.
2. Any accessory facilities or structures must conform to the setback standards of the applicable zoning district. In the situation of stacked equipment buildings, additional screening/landscaping measures may be required by the Executive Director or Metropolitan Planning Commission.
3. Accessory equipment, other than antennas, antenna attachment devices, and cables, shall be located in an equipment cabinet. If the attached wireless telecommunication facility is proposed to be located in an area of Caddo Parish that requires new utility equipment or communication lines to be located underground, then the utilities or communication lines providing service to the equipment cabinet shall be located underground.
4. Unless otherwise expressly approved, to the extent reasonably and technically feasible, all cables for a facility shall be concealed or obscured from view underground or inside of the screening or monopole structure supporting the antennas to the extent reasonably and technically feasible; any cables and/or conduit that cannot be buried or otherwise hidden from view shall be painted to match the color of the building or other existing structure to which they are attached or positioned on the facility so as to be screened from view from Caddo Parish public rights-of-way.

**J. Lighting**

1. Wireless telecommunication antennas, towers, and facilities shall not be artificially lighted, unless required by the Federal Communications Commission (FCC) or the Federal Aviation Administration (FAA).
2. All approved light fixtures (other than FAA and FCC required lighting) shall be equipped with cutoff lenses to minimize spill-over of light to adjacent properties.

**K. Signage**

1. Wireless telecommunications facilities shall include the installation of all-weather emergency information signs at all gates. Each sign shall indicate, at minimum, the site address and a 24-hour emergency contact phone number.
2. On all wireless telecommunications facilities at all locations, an FCC registration sign, as applicable, is also to be present.
3. No other signage, including commercial advertising, shall be permitted except for signage required by applicable law.

**L. Access Ways**

In addition to ingress and egress requirements of the Caddo Parish Code of Ordinances, access to and from wireless telecommunication facilities and equipment shall be regulated as follows:

1. No wireless telecommunication facility shall be located in a required parking, maneuvering or vehicle/pedestrian circulation area such that it interferes with the intent or functionality of the original design.
2. The wireless telecommunication facility must be secured from access by the general public but access for emergency services must be ensured. Access roads must be capable of supporting all potential emergency response vehicles and equipment and must be of a dimension to allow access to any emergency equipment.
3. All driveways and drive aprons must be made of a durable all-weather material, such as concrete or asphalt. Areas within the fenced-in facility including, but not limited to access aisles and surface parking lots, may consist of an improved surface of gravel or crushed stone, subject to permission by the Executive Director or Metropolitan Planning Commission (if part of a Special Use Permit approval).

**M. Security**

All facilities, including antennas, towers and other supporting structures shall be made inaccessible to unauthorized individuals and shall be designed so as to be resistant to and minimize opportunities for unauthorized access, climbing, vandalism, graffiti, and other conditions which would result in hazardous conditions, visual blight, or attractive nuisances. All facilities shall not be easily climbed or collided with and shall expressly include removing the climbing steps for the first ten feet (10) from the ground on a monopole.

**N. Operation and Maintenance Standards**

All wireless communication facilities shall comply at all times with the following operation and maintenance standards:

1. All wireless telecommunications facilities and related equipment, including but not limited to fences, cabinets, poles and landscaping (if any), shall be maintained in good working condition over the life of the permit, subject to reasonable wear and tear, and in compliance with the version of the International Building Code in effect when the applicable WTFP is issued. This shall include keeping the structures maintained to the visual standards established at the time of approval. The facility shall remain free from trash, debris, litter, graffiti and other forms of vandalism. Any damage shall be repaired as soon as practicable, and in no instance more than 10 calendar days from the time of notification by the MPC or after discovery by the permittee.
2. Each facility shall be operated in such a manner so as to minimize any possible disruption caused by noise. Backup generators shall only be operated during periods of power outages, and shall not be tested on weekends or holidays, or between the hours of 8:00 p.m. and 7:00 a.m. on weekday nights.
3. Each owner or operator of a facility shall regularly inspect each site to ensure compliance with the standards set forth in this Article.

**O. Abandonment**

Any wireless telecommunication tower or facility that is not operated for a period of 180 consecutive calendar days is considered abandoned (unless such interruption in operations is due to maintenance, repair or replacement). The owner must immediately remove the tower or facility, and all aboveground equipment and related debris. Caddo Parish may ensure and enforce removal by means of its existing regulatory authority.

**P. Structural Standards**

All wireless communication facilities shall, at all times, comply with all applicable requirements of the International Building Code in effect on the date the building permit is issued.

**22.10 WAIVERS**

Any applicant may seek a waiver of the requirements in this chapter, which may be granted by the Executive Director, upon good cause shown, as determined by the Executive Director. Such waivers shall be granted in a nondiscriminatory manner.

**22.11 FEES**

The applicant shall submit all applicable fees established by Article 25 of this Code, as well as the Caddo Parish Code of Ordinances. In accordance with Article 25, the schedule of fees is kept on file in the Office of the Metropolitan Planning Commission. Such fees shall include, but not be limited to: (1) Application Processing Fee and (2) Wireless Telecommunications Facility Permit (WTFP) Fee.

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**ARTICLE 23. RESERVED**  
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**ARTICLE 24. RESERVED**

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**ARTICLE 25. FEES**

**25.1 FEES**

**25.1 FEES**

The Caddo Parish Commission shall adopt the required application fees or any other fees associated with this Code by ordinance and a schedule of such fees shall be kept on file in the office of the Metropolitan Planning Commission. Applications and appeals are not processed or considered filed until all required fees are paid in full.

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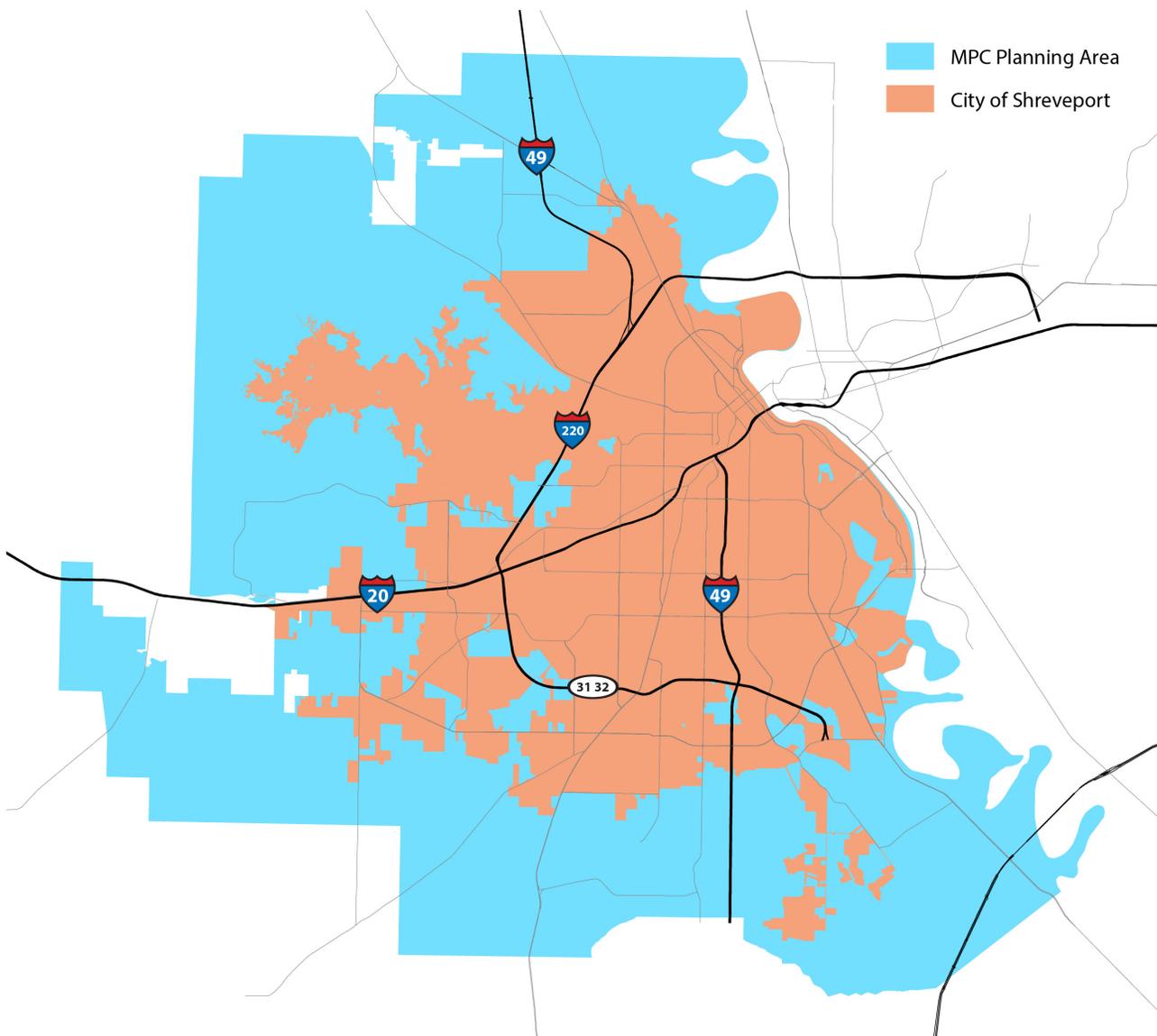
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## APPENDIX A: MPC PLANNING AREA MAP FOR REFERENCE

Per Section 1.5.A, this Code applies to all land, uses, and structures within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport. This Appendix contains a reference map of the Planning Area that is provided for informational purposes only. The Metropolitan Planning Commission keeps official record of the Planning Area boundaries and applicability is verified with the Metropolitan Planning Commission.

**PLANNING AREA MAP FOR REFERENCE**  
Provided for reference purposes only  
Must be verified with the Metropolitan Planning Commission



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