



RECOMMENDED AMENDMENTS – UNIFIED DEVELOPMENT CODE – FEBRUARY 8, 2017

In response to comments received from stakeholders, elected officials, and MPC Board Members, these thirty-seven (37) amendments to the UDC Final Draft 3.0 were approved for recommendation to the City Council and Parish Commission.

Amended Language is shown in highlighted *italics*. Note: The proposed amendments are presented as follows based on the order of the section and page number of the UDC document.

1. Please amend SECTION 1.4.B EXISTING USES (PAGE 1-4) with the following language:

B. Existing Uses and Recent Approvals

5. *If the Commission and/or the appropriate governing body has approved a zoning change or use approval for a location after February 1, 2017, and such use in the location in question is not permitted under this Code, or would require a special use permit under this Code, then later use of the property at such location consistent with such approval is deemed a non-conforming use regardless whether such use was being made on the Effective Date of this Code, so long as such use commences no later than four years after the Effective Date of this Code.*

Explanation: As recommended by attorney Tom Arceneaux, this proposal would clarify that persons may apply for variances, exceptions, and special uses between the adoption of the UDC and the Effective Date of the UDC. The MPC is currently working with Mr. Arceneaux as to have this amendment deemed unnecessary and stricken from the UDC.

2. Please amend the definition of “Accessory Structure” in SECTION 2.3 DEFINITION OF GENERAL TERMS (page 2-2) with the following language:

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

Explanation: To help better define for clarity.

3. Please amend the definition of “Dwelling - Accessory Dwelling Unit” in SECTION 2.3 DEFINITION OF GENERAL TERMS (page 2-6) with the following language:

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 an existing 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.

Explanation: To help better define for clarity.



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4. Please amend **TABLE 4-1: RESIDENTIAL DISTRICTS DIMENSIONAL STANDARDS (page 4-3)** with the following changes:

See Appendix on page 16 of this document for a list of changes to Table 4-1.

Explanation: In response to an HBA concern, items addressed include: (1) the 5' setback in R-1-7 was changed to match the requirements in the current ordinance; (2) the standard should be "Building Coverage," not Lot Coverage; and (3) maximum building coverage's in R-E, R-1-12, R-1-7, R-1-5, R-UC, and R-TH to align with market trends. Remember, as is the case with Provenance, a Planned Unit Development (PUD) or Small Planned Unit Development (SPUD) allows for changes in building setbacks and lot coverage areas. If a homebuilder wanted to development a single-family residential property as an infill project, they can always apply for a variance. Those are the built-in provisions that will allow for such development and increases to Table 4-1 on a case-by-case basis.

5. Please amend the **USE MATRIX (Page 5-1)** with the following additional uses and added language:

Self-Storage: Climate Controlled

- C-2: S
- C-3: P
- C-4: P
- C-UC: S
- D-1-CMU: S
- D-1-RMU: S
- D-1-HC: P
- OR: P
- I-MU: P
- I-1: P
- IC: P

Self-Storage: Outdoor

Explanation: This new use, "self-storage: climate controlled," will conform to in-fill, neighborhood areas in order to meet new market trends and demand for services.

6. Please revise the definition of "Bar" in **SECTION 5.3 USE DEFINITIONS (page 5-3)** with the following language:

Bar. An establishment for the sale of alcoholic beverages for consumption on the premises. Snack foods or other prepared food may be available for consumption on the premises as an ancillary use. ~~In accordance with Chapter 10 of the Code of Ordinances, any restaurant where sales of food items makes up less than 60% of all gross sales are considered a bar.~~ All premises and activities where alcohol is served (including special events) are regulated by Chapter 10 of the Shreveport Code of Ordinances or Chapter 4 of the Parish Code of Ordinances, depending on jurisdiction.

Explanation: In response to conversations with the City Attorney's office, this revised definition helps combine the proposed changes to Chapter 10 of the Code of Ordinances with the UDC.



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7. Please revise the definition of “Restaurant” in SECTION 5.3 USE DEFINITIONS (page 5-10) with the following language:

*Restaurant. An establishment where food and drinks are provided to the public, primarily for on-premise consumption by seated patrons. If the establishment also serves alcoholic beverages, **a full menu of food and drinks must also be prepared on premises and a minimum of 60% of gross sales must come from food sales, all sales of alcoholic beverages are regulated by Chapter 10 of the Shreveport Code of Ordinances or Chapter 4 of the Parish Code of Ordinances, depending on jurisdiction.***

Explanation: In response to conversations with the City Attorney's office, this revised definition helps combine the proposed changes to Chapter 10 of the Code of Ordinances with the UDC.

8. Please revise the definition of “Self-Storage Facility” in SECTION 5.3 USE DEFINITIONS (page 5-10) with the following language:

*Self-Storage Facility: **Outdoor.** A facility for the storage of personal property where individual renters control and access individual storage units **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.***

Explanation: The new use, “self-storage: climate controlled” needs to be defined. This use will conform to in-fill, neighborhood areas in order to meet new market trends and demand for services.

9. Please add new definition for “Self-Storage: Climate Controlled” to SECTION 5.3 USE DEFINITIONS (Page 7-2):

***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.*

Explanation: This new definition illustrates the difference between outdoor and climate controlled storage facility. The additional use is in response to concerns from self-storage business owners on how neighborhoods are meeting the market trend of in-fill development for self-storage.

10. Please revise SECTION 6.1.D.1 BAR (PAGE 6-1) to add language to cover the Parish Code:

*All bars must comply with the requirements of Chapter 10 of the Code of Ordinances **or applicable Parish Code requirements.***

Explanation: This revision includes Parish Code requirements.



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11. Please revise SECTION 6.1.AA RESTAURANT (PAGE 6-13) to add language to cover the Parish Code:

Restaurants must comply with the requirements of Chapter 10 of the Code of Ordinances or applicable Parish Code requirements.

Explanation: This revision includes Parish Code requirements.

12. Please revise SECTION 6.1.BB.1 RETAIL SALES OF ALCOHOL (PAGE 6-13) to add language to cover the Parish Code:

All establishments with retail sales of alcohol must comply with the requirements of Chapter 10 of the Code of Ordinances or applicable Parish Code requirements.

Explanation: This revision includes Parish Code requirements.

13. Please add new descriptions for "Self-Storage: Climate Controlled" to SECTION 6.1.E PRINCIPAL USE STANDARDS (PAGE 6-23) with the following language.

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 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 sq. ft.

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 facade 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 facade. 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.

Explanation: This new language helps define the standards for self-storage in the UDC.



- 14. Please remove language in SECTION 7.2.A.1 EXTERIOR LIGHTING (PAGE 7-2) removing townhome developments from submitting lighting plans:

A lighting plan is required for all non-residential uses and multi-family ~~and townhouse~~ dwellings. Single-family – detached and attached, two-family dwellings, and townhouse dwellings are exempt from a required lighting plan but are subject to applicable lighting requirements.

Explanation: In response to HBA concerns, townhomes do not need lighting plans.

- 15. Please amend language in SECTION 7.3.N.2.b DETACHED GARAGES (PAGE 7-12) with the following language to detached garage requirements:

Amended Language.

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

Explanation: In response to an HBA concern, language was added to help qualify when a detached garage can contain a kitchen or sleeping area.

- 16. Please amend TABLE 8:1 OFF-STREET VEHICLE AND BICYCLE PARKING REQUIREMENTS (PAGE 8-6) with the following parking requirements for self-storage facilities:

| | | | |
|--|---|--|--|
| Self-Storage Facility: <i>Climate Controlled</i> | 1 per 50 storage units (a minimum of 4 spaces including the disabled space) | | |
| Self-Storage Facility: <i>Outdoor</i> | 1 per 25 50 storage units (a minimum of 4 spaces including the disabled space) | | |

Explanation: Parking requirements need to be added accordingly for this newly defined use.

- 17. Please amend the language for “Off-premise signs, temporary” in SECTION 9.4 PROHIBITED SIGNS (page 9-4) with the following additional language:

*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 the City, 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.***

Explanation: Due to a citizens concern over “push signs,” this additional language helps provide more clarity.

- 18. Please remove language to SECTION 10.1.A.1 LANDSCAPE PLAN APPROVAL (page 10-1) that removes the ability for a licensed ‘architect’ to submit landscape plans:



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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 shall bear the Landscape Architect's or Civil Engineer's seal and signature.

Explanation: Landscape architects offer expertise in the areas of landscape that architects (typically) are not familiar with. Please note, civil engineers are also allowed to submit landscape architecture plans. This is a City Council Member's concern.

19. Please replace in its entirety SECTION 10.6 TREE PRESERVATION AND PROTECTION with the following amended section identifying amended tree preservation requirements:

10.6 TREE PRESERVATION INCENTIVE

The purpose of this section is to encourage the preservation and maintenance of the Planning Area's urban forest and rural character.

A. Applicability

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

B. Tree Credit Option

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

| DBH* of Preserved Trees | Number of Trees Credited (Existing: Required) |
|-------------------------|--|
| 8—11 inches | 1:4 |
| 12—18 inches | 1:5 |
| 19—24 inches | 1:6 |
| 25—29 inches | 1:7 |
| Greater than 30 inches | 1:8 |



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* The DBH of a preserved tree is rounded to the nearest inch.

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

C. Tree Preservation Plan

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

1. The Tree Preservation Plan must include the location, size and condition of each tree or grove to be preserved, along with an indication of proposed development features, which may impact such trees, and any other pertinent information as required by this Article to evaluate existing and proposed conditions.
2. The Tree Preservation Plan must include a detailed description of all methods to be used to ensure the survival of all trees scheduled for preservation credit including information that may be required to interpret the intent and methodology proposed.
3. All tree preservation methodology must conform to the standards of the Louisiana Department of Agriculture and Forestry, the Louisiana Horticulture Commission, and the International Society of Arboriculture.

D. Tree Protection During Construction

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

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

E. Replacement of Preserved Trees Lost During Construction

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

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



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

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

Explanation: In response to HBA concerns, the aim of these tree preservation regulations is to protect existing trees, preserve green space, and promote healthy, managed tree environments as part of the Master Plan; the desire to help protect the tree canopy that most citizens identified with without infringing upon the economic versatility of the development community. This revision allows any new commercial, industrial, and multi-family development to receive credit for preserved trees that can be counted towards a project’s landscape requirements. This new section is completely optional.

- Please revise **TABLE 10-2: REQUIRED SHADE TREE PLANTING (PAGE 10-8, 10-9)** with the following amended language to correct tree requirements for on-site tree and parkway planting:

| DISTRICT | On-Site Trees | Parkway Trees per Linear Feet of Lot Abutting the Parkway |
|----------|---|---|
| R-A | 4 | None |
| R-E | 4 | None |
| R-1-12 | 1 * | None |
| R-1-7 | 1 * | None |
| R-1-5 | 1 * | None |
| R-UC | 1 * | None |
| R-HU | 1 * | None |
| R-TH | Townhouse: 2 <i>per building</i> | None |
| R-2 | Townhouse: 2 <i>per building</i> Multi-Family: 2 <i>per building</i> | None |
| R-3 | Townhouse: 2 <i>per building</i> Multi-Family: 4 <i>per building</i> | None |
| R-4 | Townhouse: 2 <i>per building</i> Multi-Family: 4 <i>per building</i> | None |
| R-MHS | None | None |
| R-MHP | 2 per acre | None |

*Required On-Site Trees shall be planted within the first ten feet of front yard.

Explanation: In response to HBA concerns, 50 feet is more adequate for tree spacing in residentially zoned districts and, for clarity, the language “per building” needs to be added to better clarify that these trees requirements are for the building as a whole, not per each residential unit.



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21. Please add language to SECTION 10.9.B.1.a LANDSCAPE ALONG STREET RIGHTS-OF-WAY (PAGE 10-9) to better explain which parking lots do, and do not, require landscaping:

*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.***

Explanation: In response to DDA concerns, this new language helps clarify that the parking lots that are only accessible by an alley are not considered a parking lot that fronts the right-of-way. Only parking lots that front a right-of-way are required to have landscaping.

22. Please add language to SECTION 10.9.C INTERIOR PARKING LOT LANDSCAPING (PAGE 10-12) to better explain interior parking lot requirements:

~~A parking lot with ten or more parking spaces must provide interior landscaping (Figure 10-3). Parking lots that abut street right-of-way, excluding alleys, of ten or more spaces must provide interior landscaping per this Section. Parking lots that do not abut street right-of-way and are not visible from the street right-of-way of 20 or more spaces must provide interior landscaping per this Section. When the calculation of interior parking lot landscape requirements results in a fraction, said fraction is rounded up to the nearest whole number.~~

Explanation: In response to DDA concerns, this new language helps clarify that the 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.

23. Please add language to SECTION 10.11.A PLANNED UNIT DEVELOPMENT LANDSCAPING REQUIREMENTS (PAGE 10-15) to better explain that landscape buffer requirements are for non-residential uses only:

~~For all non-residential and multi-family PUDs, a minimum 30 foot wide buffer yard is required around the entire perimeter of a planned unit development whenever the lands abutting the planned unit development are zoned for residential purposes.~~

Explanation: In response to HBA concerns, this new language helps clarify that the 30 foot buffer requirement is for non-residential and multi-family PUD projects only.

24. Please add language to SECTION 12.1.B.3.b BLOCK DESIGN (PAGE 12-1) with the following language on how cul-de-sac can exceed more than 600 ft.

~~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 City Engineer or Parish Public Works.~~

Explanation: In response to HBA concerns, residential culs-de-sac can be approved greater than 600 feet by the City Engineer or Parish Public Works if necessitated by topography, geometry or other circumstances beyond the subdivider's control.



25. Please amend **FIGURE 12-1 MINOR STREET: NEIGHBORHOOD YIELD STREET** (page 12-5) as follows:



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' |

Explanation: In response to an HBA concern, the 8' minimum parkway width has been reduced to 6' to allow for more flexibility. Also, the minimum travel lane has been reduced from 12' to 11' and approved by the City Engineering Office. The HBA was reminded that City/Parish has the authority to modify any of the ROW standards on a case-by-case basis.

26. Please amend language in **SECTION 13.2.B WATER (PAGE 13-1)** and delete the requirements that call for adequate fire protection:

All platted lots must be connected to a public water system or properly permitted to ensure water for health and emergency purposes, including adequate fire protection.

Explanation: Properties located in the Parish are not able to be connected to a public water system, as most of these are developments are on a private well. This revision deletes all unnecessary language and allows for better clarity.

27. Please amend language in **SECTION 14.2.B METROPOLITAN PLANNING COMMISSION (PAGE 14-1)** to include new requirements for the MPC in reference to the appeal of a special use:

To make ~~recommendations~~ **final decisions** on special use applications.

Explanation: As recommended by attorney Tom Arceneaux, in order to reduce the time for implementation of special uses and to do away with the need to go to the governing bodies except in cases of appeals.



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28. Please amend language in SECTION 14.3.C CITY COUNCIL (PAGE 14-1) to include new requirements for City Council in reference to the appeal of a special use:

To make final decisions **on appeals of the approval or denial of** special use applications for lots within the City of Shreveport.

Explanation: To reduce the time for implementation of special uses and to do away with the need to go to the governing bodies except in cases of appeals.

29. Please amend language in SECTION 14.4.C PARISH COMMISSION (PAGE 14-1) to include new requirements for the Parish Commission in reference to the appeal of a special use:

To make final decisions **on appeals of the approval or denial of** special use applications for lots in Caddo Parish within the Planning Area.

Explanation: To reduce the time for implementation of special uses and to do away with the need to go to the governing bodies except in cases of appeals.

30. Please amend language in SECTION 14.8 HISTORIC PRESERVATION COMMISSION (PAGE 14-2) as follows:

The responsibility of the Historic Preservation Commission is to administer the design guidelines that apply to local historic properties and historic districts listed on a local, state, or national register of historic places. ~~If a historic district does not have an approved set of guidelines, the Historic Preservation Commission will use the approved Common Design Review Guidelines. All exterior work to buildings and on properties within historic districts or any designated historic structure requires the review and approval of the Historic Preservation Commission. Historic Preservation Commission review is required for all exterior alterations visible to the public, demolitions, relocations, and new construction involving designated historic properties or property located in historic districts in accordance with Chapter 36 in the Shreveport Code of Ordinances.~~

Explanation: Historic Preservation is not, and should not be covered under the UDC. All historic preservation regulations are regulated in Chapter 36 of the Code of Ordinances. This was a City Council Member, as well as a DDA, concern.

31. Please revise TABLE 15-1: SUMMARY OF APPLICATION ACTIONS (PAGE 15-2) with the following amended language to address special use approvals:

See Appendix on page 17 for a list of changes to Table 15-1.

Explanation: The changing of the appeals process for special uses requires this table to be updated to reflect such change. To see the full table and better realize the full extent to this change, please see the entire table on Page 17 of this document. This is a City Council Member's concern.

32. Please amend language in SECTION 16.3.D PROCESS (PAGE 16-7, 16-8) to add better clarity of the appeals process and timeline for special uses:



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- 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~~ **take** any of the following actions: ~~recommendation of~~ approval, ~~recommendation of~~ approval with conditions, or ~~recommendation of~~ denial of the application.
- c. Within ~~60~~ **ten** days of the date a recommendation is rendered, ~~the Metropolitan Planning Commission must forward its recommendation to the City Council or Parish Commission~~ **the applicant or any aggrieved person may appeal the decision to the City Council or the Parish Commission, as the case may be.**

3. Action by City Council or Parish Commission

- a. The City Council will ~~approve, approve with conditions, or deny~~ **affirm, overrule, or modify any action of the Metropolitan Planning Commission on the appeal of an action with respect to** a special use permit for properties within the boundaries of the City of Shreveport.
 - i. The City Council must act on the application within 90 days of receipt of the Metropolitan Planning Commission recommendation unless the City Council grants additional consideration time before the 90 day period has expired. The City Council must take action in one of the following ways: approval, approval with conditions, or denial.
 - ii. If the City Council does not act upon the application within 90 days of receipt of the Metropolitan Planning Commission recommendation, the application is deemed denied unless the City Council grants additional consideration time before the 90 day period has expired.
 - iii. **Any action by the City Council on an appeal will be by motion or resolution and shall not require an ordinance.**
- b. The Parish Commission will ~~approve, approve with conditions, or deny~~ **affirm, overrule, or modify any action of the Metropolitan Planning Commission on the appeal of an action with respect to** a special use ~~permit~~ for properties within Caddo Parish within the boundaries of Planning Area.
 - i. The Parish Commission must act on the application within 90 days of receipt of the Metropolitan Planning Commission recommendation unless the Parish Commission grants additional consideration time before the 90 day period has expired. The Parish Commission must take action in one of the following ways: approval, approval with conditions, or denial.
 - ii. If the 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 Parish Commission grants additional consideration time before the 90 day period has expired.
 - iii. **Any action by the Parish Commission on an appeal will be by motion or resolution and does not require an ordinance.**

c. Conditions

The Metropolitan Planning Commission may ~~recommend, and impose and, on appeal,~~ the City Council or Parish Commission may impose, such conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the special use permit as may be deemed necessary for the protection of the public health, safety, and welfare.

Explanation: To make the changes consistent with having special use approvals or denials only go to the governing bodies in the event of an appeal, and to clarify that only one action or one meeting, is needed to consider an appeal.



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33. Please amend language in SECTION 16.3.F.3 MAJOR MODIFICATIONS (PAGE 16-9) to add better clarity of the appeals process for special uses:

The Metropolitan Planning Commission or, on appeal, the City Council or 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 special use permit of this section.

Explanation: To make the changes consistent with having special use approvals or denials only go to the governing bodies in the event of an appeal, and to clarify that only one action or one meeting, is needed to consider an appeal.

34. Please amend language in SECTION 16.3.H APPEALS (PAGE 16-9) to add better clarity of the appeals process for special uses:

Appeals of Metropolitan Planning Commission Decision

Within ten 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 City Council or Parish Commission.

Appeals of City Council or Parish Commission Decision

Within 30 days after the date of the decision by City Council or Parish Commission, the applicant or any aggrieved party may appeal the City Council or Parish Commission decision regarding the special use permit to Caddo Parish Civil District Court.

Explanation: To make the changes consistent with having special use approvals or denials only go to the governing bodies in the event of an appeal, and to clarify that only one action or one meeting, is needed to consider an appeal.

35. Please amend language in SECTION 17.4 PRELIMINARY PLAT (PAGE 17-3) to add better clarity of the appeals process for special uses:

J. Denial of a preliminary plat may be appealed to the City Council for a preliminary plat located within the boundaries of the City of Shreveport or to the Parish Commission for one located within Caddo Parish within the boundaries of the Planning Area.

Explanation: If a subdivision plat decision from the MPC is appealed, that appeal will go to either City Council or the Parish Commission. This was a request by several Parish Commissioners.

36. Please amend language in SECTION 17.5.D.4 FINAL PLAT (PAGE 17-5) to add better clarity of the appeals process for special uses:

4. Denial of a final plat may be appealed to the City Council for a final plat located within the boundaries of the City of Shreveport or to the Parish Commission for one located within Caddo Parish within the boundaries of the Planning Area.



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Explanation: If a final plat decision from the MPC is appealed, that appeal will go to either City Council or the Parish Commission. This was a request by several Parish Commissioner's.

37. Please amend THE ZONING MAP:

- All properties along Moss Point Drive should be R-E, not R-1-7.
- Change 8943 Kingston Road from R-1-7 to C-4.
- All commercial properties on Jewella Avenue from Mansfield Road north to McCutcheon Avenue will all become C-UC as identified. This was a request by a City Council Member.
- Change all properties between Dean Road to the west, Bert Kouns Industrial Boulevard to the north, Green Terrace to the South, and Walker Road to the east from R-1-7 to R-1-12 as indicated. This was a request by a City Council Member.
- Change Quail Creek Shopping Center from C-2 to C-3.

Explanation: Feedback from the property owners or elected officials, as well as research by the MPC, resulted in the need to modify the zoning map.



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APPENDIX



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TABLE 4-1: RESIDENTIAL DISTRICTS DIMENSIONAL STANDARDS

| | R-A | R-E | R-1-12 | R-1-7 |
|---|---|--|--|---|
| BULK | | | | |
| Minimum Lot Area | 1 acre | 25,000sf | 12,000sf | 7,000sf |
| Minimum Lot Width | 150' | 100' | 80' | 60' |
| Maximum Building Height | 35' | 35' | 35' | 35' |
| Maximum Lot Building Coverage | 25% | 30% 40% | 30% 40% | 35% 50% |
| Maximum Impervious Surface | 40% | 45% | 50% | 60% |
| SETBACKS | | | | |
| Minimum Front Setback | 30' | 30' | 30' 20' | 20' |
| Minimum Interior Side Setback | 15' | 15' | 10' | 10' 5' |
| Minimum Corner Side Setback | 30' | 30' | 15' | 15' |
| Minimum Reverse Corner Side Setback – SF-D, SF-A, and 2F Only | 30' | 30' | 15' | 15' |
| Minimum Rear Setback | 20' | 20' | 15' | 15' |
| | R-1-5 | R-UC | R-HU | R-TH |
| BULK | | | | |
| Minimum Lot Area | 5,000sf Non-residential: 10,000sf | 3,000sf/du Non-residential: 10,000sf | SF-D: 6,000sf 2F & SF-A: 8,000sf TH & MF: 8,000sf for up to 2 du + 4,000sf for 2 additional du + 3,500sf for each additional du Non-residential: 10,000sf | SF-D: 5,000sf 2F & SF-A: 7,000sf TH: 3,000sf/du Non-residential: 10,000sf |
| Minimum Lot Width | 50' Non-residential: 75' | 30'/du Non-residential: 75' | SF-D: 50' 2F & SF-A: 70' TH: 20'/du MF: 80' Non-residential: 75' | SF-D: 50' 2F & SF-A: 70' TH: 20'/du Non-residential: 75' |
| Maximum Building Height | 35' | 35' | 35' | 35' |
| Maximum Lot Building Coverage | 40% 55% | 45% 50% | 45% | 45% 55% |
| Maximum Impervious Surface | 65% | 70% | 70% | 70% |
| SETBACKS | | | | |
| Minimum Front Setback | 20' | 10' | 30' or average of front setback of abutting structures, whichever is less | 20' |
| Minimum Interior Side Setback | 5' Non-residential: 10' | 5' Non-residential: 10' | SF-D: 5' 2F, SF-A, TH, MF, & Non-Residential: 10' | SF-D: 5' 2F, SF-A, TH, Non- Residential: 10' |
| Minimum Corner Side Setback | 10' | 5' | 20' | 10' |
| Minimum Reverse Corner Side Setback – SF-D, SF-A, and 2F Only | 10' | 10' | 20' | 10' |
| Minimum Rear Setback | 15' | 15' | 15' | 15' |



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TABLE 15-1: SUMMARY OF APPLICATION ACTIONS

| APPLICATIONS | ADMINISTRATORS | | | | | | | Unified Development Code Source Cited |
|--|----------------------|--------------------|--|-------------------------------|------------------------|----------------------|-----------------------------------|---------------------------------------|
| | Zoning Administrator | Executive Director | Metropolitan Planning Commission (MPC) | Zoning Board of Appeals (ZBA) | Parish Commission | City Council | Caddo Parish Civil District Court | |
| City Council or Parish Commission | | | | | | | | |
| Zoning Map Amendment (Zoning Change) | | RR | PH & RR | | D in Parish | D in City | A | Article 16.1 |
| CodeText Amendment | | RR | PH & RR | | D in Parish | D in City | A | Article 16.2 |
| Special Use Permit | | RR | PH & RR | | D in Parish | D in City | A | Article 16.3 |
| Planned Unit Developments | | RR | PH & RR | | D in Parish | D in City | A | Article 16.7 |
| Zoning Board of Appeals (ZBA) | | | | | | | | |
| Variance to Zoning | | RR | | PH & D | | | A | Article 16.4 |
| Appeal to Staff Administrative | | | | R & D | | | A | Article 16.11 |
| Metropolitan Planning Commission (MPC) | | | | | | | | |
| Special Use Permit | | RR | PH & D | | A in Parish | A in City | A | Article 16.3 |
| Site Plan Review – MPC | | RR | D | | | | A | Article 16.6 |
| Subdivision – Major | | RR | PH & D | | A in Parish | A in City | A | Article 17 |
| Subdivision – Minor | | RR | D | | A in Parish | A in City | A | Article 17 |
| Executive Director | | | | | | | | |
| Administrative Exception to Zoning | | R & D | | A | | | | Article 16.5 |
| Site Plan Review – Administrative | | R & D | A | | | | | Article 16.6 |
| Zoning Interpretation | | R & D | | A | | | | Article 16.9 |
| Subdivision – Administrative | | R & D | | | A in Parish | A in City | A | Article 17 |
| Zoning Administrator | | | | | | | | |
| Sign Permit | R & D | | | A | | | | Article 16.8 |
| Temporary Use Permit | R & D | | | A | | | | Article 16.10 |
| Key | | | | | | | | |
| R = Review RR = Review & Recommendation PH – Public Hearing D = Decision A = Appeal | | | | | | | | |

KEY

R = Review

RR = Review and Recommendation; makes recommendation to decision-making body

PH = Public Hearing; holds the public hearing

FA = Final Approval; makes the decision

A = Appeal; hears the appeal of a decision