

RECOMMENDED UDC AMENDMENTS. August 5, 2020

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

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

Explanations are given for each amendment shown.

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

The following abbreviations are used within this Code:

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

* * *

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

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

* * *

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

* * *

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

* * *

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

* * *

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

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

TABLE 4-4: COMMERCIAL DESIGN STANDARDS						
	C-1	C-2	C-3	C-4	C-UC	C-UV
Façade and Fenestration Design						
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.	▲	▲	▲		▲	▲
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.	▲	▲	▲		▲	▲
All buildings of three or more stories must be designed with a definable base (ground floor), through the use of architectural features such as cornice treatments, recesses, corbeling, brick courses, and window designs.		▲	▲	▲	▲	
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.	▲	▲	▲		▲	▲
Fenestration Design						
Windows must be recessed no less than two inches, or projected out from the façade plane to provide depth and shadow.	▲	▲			▲	▲
The ground floor of the front façade must maintain a transparency of 30%, measured up to 14 feet in height from grade.	▲	▲	▲	▲	▲	▲
Upper floors of the front façade must maintain a transparency of 15% of the wall area of the story.	▲	▲			▲	▲
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.	■	■	■	■	■	■
***	***	***	***	***	***	***

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

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

5.2 USE MATRIX

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

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

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

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

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

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- Wholesale Establishment (S A)

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

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

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

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

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

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

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

Add * and note to the following temporary uses.

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

Add note to the bottom of Table 5-1.

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

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

[Note (1): See Exhibit “B” for revised Table 5-1]

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

* * *

3. Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located ~~10~~ 5 feet from any lot line and from any principal building.

* * *

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

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

* * *

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

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

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

* * *

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

* * *

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

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

* * *

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

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

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

* * *

10. [Political Signs](#)

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

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

* * *

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

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

* * *

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

* * *

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

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

* * *

D. If the total required landscape area for a development site is less than ~~1,500~~ 2,000 sf, a hose bib and water spigot within ~~50~~ 100 feet of all required landscaping may be used for irrigation. If the landscaping is not maintained in a livable condition, the Zoning Administrator may require an automatic irrigation system be installed.

* * *

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

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

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

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

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

C. Interior Parking Lot Landscaping

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

* * *

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

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

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

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

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

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

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

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

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

* * *

2. [Administrative Special Use Permit](#) or Special Use Permit

* * *

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

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

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

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

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

* * *

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

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

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

* * *

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

* * *

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

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

16.13 TEMPORARY CERTIFICATE OF OCCUPANCY

A. Intent

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

B. Applicability

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

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

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

B. Use

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

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

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

* * *

- c. The existing principal structure is increased in total building footprint by ~~25%~~ [50%](#) or more.

* * *

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

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

* * *

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

* * *

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

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

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

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