



505 Travis Street, Suite 440 | Shreveport, LA 71101  
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## **STAFF REPORT – CITY OF SHREVEPORT**

**AUGUST 12, 2020**

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

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

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

**BACKGROUND:** The Shreveport Unified Development Code (UDC) serves as the official land use and development regulatory ordinance for the City of Shreveport. Periodically, revisions are required to reflect the changing nature of business in our community. These proposed amendments are intended to be more user-friendly, with regard to various house-keeping and corrective changes due to oversight, grammatical mistakes, contradictions, or missing items.

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

The Shreveport Unified Development Code (UDC) was implemented in May of 2017. The purpose of the UDC was to update, consolidate, and reformat the former subdivision and zoning regulations. It was acknowledged that upon adoption that additional corrections and policy amendments to these regulations would be forthcoming in the future. Staff is proposing the following amendments at this time:

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

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

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### **Amendment 1.**

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

### **Amendment 2.**

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

### **Amendment 3.**

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

### **Amendment 4.**

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

### **Amendment 5.**

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

### **Amendment 6.**

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

### **Amendment 7.**

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

### **Amendment 8.**

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

### **Amendment 9.**

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

### **Amendment 10.**

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



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### **Amendment 11.**

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

### **Amendment 12.**

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

### **Amendment 13.**

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

### **Amendment 14.**

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

### **Amendment 16.**

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

### **Amendment 16.**

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

### **Amendment 17.**

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

### **Amendment 18.**

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

### **Amendment 19.**

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

### **Amendment 20.**

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



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### **Amendment 21.**

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

### **Amendment 22.**

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

### **Amendment 23.**

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

### **Amendment 24.**

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

### **Amendment 25.**

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

### **See Attachments:**

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

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**APPROVAL STANDARDS:** The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the Unified Development Code whenever the public necessity, convenience, general welfare, comprehensive plan, or appropriate land use practices justify or require doing so. In determining whether to recommend approval or denial of the proposed text amendment, the MPC shall weigh the relevance to which the proposed amendment:

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



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

- c. Promotes intent of this Code.**  
*These amendments will clarify current practices, thus promoting the intent of the Code.*
- d. Corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.**  
*Staff finds the proposed amendments would improve compatibility among uses and would assist in ensuring efficient development within the City.*
- e. The extent to which the proposed amendment creates nonconformities.**  
*N/A.*

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

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

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**MPC BOARD RECOMMENDATION:** The Board voted 5-0 to recommend this application for approval.

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