

RECOMMENDED UDC AMENDMENTS. June 2, 2021

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.

These proposed amendments were submitted by the City Engineer—in an attempt to better expedite the permitting process—and are intended to be more user-friendly with regard to various corrective changes. These proposed amendments are aimed to correct and clarify the code, close loopholes and make the code more user-friendly. As currently written, several provisions identify certain approvals need to be made by the City Engineer, when, in fact, some of those approvals needs to be made by other departments.

The City Engineer, along with review and recommendations by MPC Staff, is requesting the Shreveport UDC be amended as follows: [~~strikeout~~ indicates deleted text, underline indicates added text].

- Amend a portion of “Retail Center Siding” in Table 4-4 in ARTICLE 4. ZONING DISTRICT REGULATIONS 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 |
| Retail Center Siting | | | | | | |
| The site shall be designed so that there is safe pedestrian access to the center from the public right-of-way and safe pedestrian circulation within the development. If there is no existing sidewalk network on any adjacent properties within the public right-of-way, or if there is not an approved corridor/thoroughfare plan showing a proposed sidewalk network, as verified by the City Engineer , an exception may be granted to this requirement. | | * | * | * | * | * |
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- Amend “Automated Teller Machine—Standalone” in ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS, Subsection 6.1.C.2 in Shreveport UDC to now read as follows:**

C. Automated Teller Machine—Standalone

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- A walk-up standalone Automated Teller Machine (ATM) may not encroach into the public right-of-way unless ~~permission~~ a right-of-way encroachment permit is obtained ~~from the City Engineer~~.

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- Amend “Food Truck and Trailer Vendor” in ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS, Subsection 6.1.S in Shreveport UDC to now read as follows:**

3. Operational Standards and Limitations

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- Connection to City water services shall not be permitted unless approved by the ~~City Engineer~~ Chief Building Official or Director of Water and Sewerage. Any unauthorized connection to the water system in conjunction with the operation of a food truck and trailer vendor in any way is strictly prohibited and is unlawful. Any such violation will be investigated and may be the cause for revoked licenses or denied license renewal.

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5. Violations, Suspension/Revocation, and Enforcement

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- The ~~City Engineer~~ Director of Water and Sewerage, in accordance with the Shreveport City Code, is authorized to discontinue water service to any property in violation of unauthorized connection to the sewer system and/or unauthorized dumping of grease into the sanitary sewer system.

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4. Amend "Food Truck Park" in ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS, Subsection 6.1.T in Shreveport UDC to now read as follows:

3. Required Site Plan

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- b. Access to a food truck park shall be through a single, all weather surface driveway directly connected to a public street, with a maximum driveway width of 35 feet. Where on-site parking is proposed near a driveway, a minimum throat distance of 50 feet shall be provided unless otherwise reduced by the ~~City Engineer~~ City Traffic Engineer.

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5. Amend "Outdoor Dining" in ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS, Subsection 6.1.Z in Shreveport UDC to now read as follows:

Z. Outdoor Dining

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3. Outdoor dining areas must be located on private property unless otherwise ~~approved by the City Engineer~~ authorized by a right-of-way encroachment permit to be located in the right-of-way. The ~~City Engineer may require~~ seating areas located in the right-of-way may be required to be delineated through paint or structures to prevent unauthorized encroachments.

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6. Amend "Surfacing" in ARTICLE 8. OFF-STREET PARKING AND LOADING, SECTION 8.5 DESIGN OF VEHICLE PARKING SPACES, Subsection 8.5.H.in the Shreveport UDC to now read as follows:

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. Pervious paving may be allowed; ~~subject to permission by the City Engineer~~ upon submission of detailed information regarding paving proposed, including a report from a professional engineer, licensed in the State of Louisiana, stating that the proposed paving and soil substrate can adequately allow percolation or infiltration of storm water at the proposed location. Gravel or loose rock is prohibited.
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, with the following exceptions:
- 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 City Engineer~~ upon submission of detailed information regarding paving proposed, including a report from a professional engineer, licensed in the State of Louisiana, stating that the proposed paving and soil substrate can adequately allow percolation or infiltration of storm water at the proposed location.
- b. In the RA District, single-family - detached and manufactured homes 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 ~~City Engineer~~ upon submission of detailed information regarding paving proposed, including a report from a professional engineer licensed in the State of Louisiana, stating that the proposed paving and soil substrate can adequately allow percolation or infiltration of storm water at the proposed location. Gravel or loose rock is prohibited.

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7. Amend “Curb Cuts” in ARTICLE 8. OFF-STREET PARKING AND LOADING, SECTION 8.8 DRIVEWAY DESIGN, Subsection 8.8.B.in the Shreveport UDC to now read as follows:

B. Curb Cuts

1. All curb cuts require approval of the City [Traffic](#) Engineer.
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. Amend “Cross-Access Servitudes” in ARTICLE 8. OFF-STREET PARKING AND LOADING, SECTION 8.8 DRIVEWAY DESIGN, Subsection 8.8.C.in the Shreveport UDC to now read as follows:

C. Cross-Access Servitudes

1. Adjacent non-residential uses, including mixed-use development, with dedicated parking areas are encouraged to provide a cross-access drive to allow circulation between sites. Adjacent properties under the same ownership may be required to have shared access if traffic warrants it. Property owners are encouraged to pursue cross-access with adjacent property owners at the time of development. If cross-access is provided, the ~~City Engineer may require that~~ the property owner [must](#) provide proof that adjacent property owners have been contacted in writing regarding the provision of cross-access.
2. Joint use driveways and cross-access servitudes must incorporate the following:
 - a. Bump-outs and other site design features to make it visually obvious that the abutting properties are tied together.
 - b. A unified access and circulation plan for shared parking areas.
3. Pursuant to this Section, property owners who establish cross-access servitudes must:
 - a. Record a servitude allowing cross-access to and from properties served by the joint use driveways and cross-access servitude.
 - b. Any pre-existing driveways must be closed and eliminated after construction of the joint-use driveway, unless approval to remain open is granted after review and approval of the City [Traffic](#) Engineer and/or the Louisiana Department of Transportation.
 - c. Record a joint maintenance agreement defining the maintenance responsibilities of each property owner.

9. Amend “Stormwater Management Plan” in ARTICLE 11. STORMWATER MANAGEMENT, SECTION 11.1 STORMWATER MANAGEMENT PLAN in the Shreveport UDC to now read as follows:

11.1 STORMWATER MANAGEMENT PLAN

A stormwater management plan must be submitted for new development when required by the ~~City Engineer~~ [Shreveport Code of Ordinances](#). 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.

10. Amend “Right-of-Way Construction” in ARTICLE 12. RIGHT-OF-WAY AND ACCESS STANDARDS, SECTION 12.2 GENERAL RIGHT-OF-WAY STANDARDS, Subsection 12.2.A in the Shreveport UDC to now read as follows:

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 ~~City Engineer~~ [Department of Engineering and Environmental Services and/or the Department of Public Works](#).

11. Amend "Drainage" in ARTICLE 12. RIGHT-OF-WAY AND ACCESS STANDARDS, SECTION 12.2 GENERAL RIGHT-OF-WAY STANDARDS, Subsection 12.2.E in the Shreveport UDC to now read as follows:

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 City Engineer.~~ Subsurface drainage is required. Green infrastructure designs are encouraged.

12. Amend "Right-of-Way Dimensional Requirements" in ARTICLE 12. RIGHT-OF-WAY AND ACCESS STANDARDS, SECTION 12.5 RIGHT-OF-WAY DIMENSIONS, Subsection 12.5.B in the Shreveport UDC to now read as follows:

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 City Engineer and the Director of Water and Sewerage. All dimensions indicated are minimums, unless otherwise noted.

13. Amend "SERVITUDES" in ARTICLE 13. SUBDIVISION REQUIREMENTS, SECTION 13.4 SERVITUDES in the Shreveport UDC to now read as follows:

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 servitude is determined by developer and/or the appropriate utility company, ~~and to be reviewed and approved by the City Engineer.~~ These servitudes must be marked on the plat.

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14. Amend "RIGHT-OF-WAY DESIGN" in ARTICLE 13. SUBDIVISION REQUIREMENTS, SECTION 13.5 RIGHT-OF-WAY DESIGN in the Shreveport UDC to now read as follows:

13.5 RIGHT-OF-WAY DESIGN

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- A. In the case of public roads, the plat must indicate that the ~~City Engineer~~ City of Shreveport, as applicable, will take responsibility for maintaining the ~~rights-of-way~~ public road after final acceptance. In the case of a private road, the plat must state that the City will not accept any private road in the future. Within the City of Shreveport, curb and gutter are required as part of right-of-way design.
- B. The subdivider must furnish and erect all necessary traffic control and directional signs, including street signs, as designated by the City Traffic Engineer. All signs must be of a type approved by the City Traffic Engineer.
- C. 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.
- D. All street construction within the City of Shreveport must meet the standards of Chapter 78, Streets, Sidewalks and Other Public Places, of the Shreveport Code of Ordinances.
- E. 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.

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2. The subdivider is responsible for maintaining and repairing all roads in the subdivision until the roads are accepted by the ~~City Engineer~~ [City of Shreveport](#).
3. Subdivision roads will not be accepted by the ~~City Engineer~~ [City of Shreveport](#) until all construction detailed in the plans is completed. It is the responsibility of the subdivider to consult with the ~~City Engineer~~ [Department of Engineering and Environmental Services](#) before the work has begun to afford the ~~City Engineer~~ [Department of Engineering and Environmental Services](#) 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 City Engineer.~~

15. Amend "SANITARY SEWERS" in ARTICLE 13. SUBDIVISION REQUIREMENTS, SECTION 13.6 SANITARY SEWERS in the Shreveport UDC to now read as follows:

13.6 SANITARY SEWERS

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- B. The location of sanitary sewers must be approved by the [Director of Water and Sewerage and the City Engineer](#). ~~Whenever possible, t~~They should be located within the right-of-way. Sanitary sewers must not be located within seven feet of the edge of pavement.

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16. Amend "UTILITIES" in ARTICLE 13. SUBDIVISION REQUIREMENTS, SECTION 13.8 UTILITIES in the Shreveport UDC to now read as follows:

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 ~~City Engineer~~ [Executive Director of the MPC](#). [Private utilities are prohibited for being placed within 5 horizontal feet from City water or sewer utilities.](#)
- A. Utility services should be [in designated](#) ~~clustered within a single~~ servitudes when practical. ~~Prior to the installation of such utilities, drawings must be submitted to the City Engineer.~~

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17. Amend "STORMWATER" in ARTICLE 13. SUBDIVISION REQUIREMENTS, SECTION 13.9 STORMWATER in the Shreveport UDC to now read as follows:

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 City Engineer~~ 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 the City of Shreveport, drainage infrastructure must consist of pipe systems. If a pipe system is not physically possible, an exception can be made ~~by the City Engineer~~.
- 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. The City of Shreveport does not maintain lot to lot drainage.
- F. All publicly dedicated drainage servitudes must be approved by the City Engineer.

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18. Amend "Action by Metropolitan Planning Commission" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.9 PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS, Subsection 16.9.C.4 in the Shreveport UDC to now read as follows:

4. Preliminary Site Plan

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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 of the MPC, the Director of Water and Sewerage and the 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).

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19. Amend "FINAL PLAT" in ARTICLE 17. SUBDIVISION APPROVALS, SECTION 17.6 REQUIRED SUBMITTALS, Subsection 17.6.B. in the Shreveport UDC to now read as follows:

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- 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 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 City Engineer.~~

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20. Amend "SUBDIVISION REGULATION EXCEPTIONS" in ARTICLE 17. SUBDIVISION APPROVALS, SECTION 17.8 SUBDIVISION REGULATION EXCEPTIONS in the Shreveport UDC to now read as follows:

17.8 Action by Metropolitan Planning Commission

- i. 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 City Traffic Engineer, Director of Water and Sewerage, and the City Engineer. Exceptions are not allowed as part of administrative subdivisions, which would be considered minor subdivisions if exceptions are requested.

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21. Amend "ANNEXATION STANDARDS" in ARTICLE 20. ANNEXATION STANDARDS, SECTION 20.3 ANNEXATION STANDARDS, Subsection 20.3.G in the Shreveport UDC to now read as follows:

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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~~ Director of Water and Sewerage.

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22. Amend “Determination of No Material Effect” in ARTICLE 21. HISTORICAL PRESERVATION, SECTION 21.4 REGULATION WITHIN AN HPOD, Subsection 21.4.E in the Shreveport UDC to now read as follows:

E. Determination of No Material Effect

A Determination of No Material Effect may be issued by the Chief Building Official or ~~City Engineer~~ Executive Director of the MPC, or their designees, indicating approval for any normal repair or act of maintenance as defined by this Article. If a Determination of No Material Effect is issued, an application for a Certificate of Appropriateness is not required.

23. Amend “Determination of No Material Effect” in ARTICLE 21. HISTORICAL PRESERVATION, SECTION 21.5 CERTIFICATE OF APPROPRIATENESS, Subsection 21.C in the Shreveport UDC to now read as follows:

C. Exceptions

1. Determination of No Material Effect

Prior to filing an application for a Certificate of Appropriateness, the Shreveport Chief Building Official and/or the ~~City Engineer~~ Executive Director of the MPC, or their designees, may issue a "Determination of No Material Effect" indicating approval for any normal repair or act of maintenance as defined by this Article. A Determination of No Material Effect may be issued when:

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24. Amend the following definitions, “Determination of No Material Effect” and “Regulated Permit” in ARTICLE 21. HISTORICAL PRESERVATION, SECTION 21.11 DEFINITIONS in the Shreveport UDC to now read as follows:

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Determination of No Material Effect. Determination of no material effect means a document issued by the Shreveport Chief Building Official or the ~~City Engineer~~ Executive Director of the MPC, or their designees, indicating approval for any normal repair or act of maintenance as defined by this Article. A Determination of No Material Effect may be issued when:

1. The proposed activity is not an alteration, construction, removal, demolition or excavation as defined by this Article; and
2. The proposed activity does not create a material change in the exterior architectural features and appearance or exterior features of a structure or site; and
3. The proposed activity nonetheless does require a regulated permit.

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Regulated Permit. Regulated permit means an official document or certificate issued by the Chief Building Official (e.g., building permit), ~~City Engineer (e.g., right-of-way permit)~~ or other official of the City pursuant to the provisions of the Shreveport City Code or Shreveport Unified Development Code or other regulation, and which authorizes the performance of a specified activity. For purposes of this Article the term regulated permit does not include a Certificate of Appropriateness or Certificate of Demolition.

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25. Amend “Application Meetings” in ARTICLE 22. WIRELESS TELECOMMUNICATIONS, SECTION 22.6 APPLICATION PROCESS FOR A WIRELESS TELECOMMUNICATIONS FACILITY PERMIT (WTFP), Subsection 22.6.C in the Shreveport UDC to now read as follows:

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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 City staff, ~~including but not limited to the City Engineer (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.

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