

FACT SHEET**CITY OF SHREVEPORT, LOUISIANA**

<u>TITLE</u>	<u>DATE</u>	<u>ORIGINATING DEPARTMENT</u>
An ordinance to amend the Metropolitan Planning Commission's fee schedule for the City of Shreveport, Louisiana, Unified Development Code relative to fees for the Short-Term Rental Property, and to otherwise provide with respect thereto.	Jun 22, 2021	Shreveport Caddo Metropolitan Planning Commission ("MPC")
		<u>COUNCIL DISTRICT</u>
		City-wide
		<u>SPONSOR</u>

PURPOSE

To adopt an ordinance to amend the *Schedule of Fees* relative to the Short-Term Rental Property.

BACKGROUND INFORMATION

The Shreveport UDC requires revisions concerning the following areas: The Short-Term Rental Property. A description of the fee additions are as follows:

FEES FOR SPECIAL EXCEPTION USE:

SHORT-TERM RENTAL PROPERTY, TYPE "A": \$150
SHORT-TERM RENTAL PROPERTY, TYPE "B": \$250
SHORT-TERM RENTAL PROPERTY, RENEWAL: \$100

Per code text amendments MPC staff developed in Jun 2021 (Case 21-6-C), Short-Term Rental Property. This new process was introduced to help expedite the procedural timeline for said uses, as well as provide a better opportunity for approval. Currently, a short-rental property requires special use approval in specific districts. Under the Short-Term Rental Property procedures, the short-term rental would be approved administratively by the Zoning Administrator in Type "A" and "B-1" and review by MPC Staff and presented before the ZBA at a public hearing for approval in Type "B-2".

<u>TIMETABLE</u>	<u>ATTACHMENTS</u>
Introduction to City Council: Jun 22, 2021	Exhibit "A" Schedule of Fees
Final Passage by City Council: July 13, 2021	

SPECIAL PROCEDURAL REQUIREMENTS

None

<u>FINANCES</u>	<u>SOURCE OF FUNDS</u>
\$0	NA

ALTERNATIVES

(1) Adopt the ordinance as submitted or (2) Amend the ordinance, or (3) Reject the ordinance.

RECOMMENDATION

It is recommended that the City Council adopt the ordinance.

FACT SHEET PREPARED BY: Maryam Moradian, MPC
Community Planner

ORDINANCE NO. _____ OF 2021

AN ORDINANCE TO AMEND THE METROPOLITAN PLANNING COMMISSION'S FEE SCHEDULE FOR THE CITY OF SHREVEPORT, LOUISIANA, UNIFIED DEVELOPMENT CODE RELATIVE TO FEES FOR THE SHORT-TERM RENTAL PROPERTY, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

BY COUNCILMEMBER:

WHEREAS, Article 25 of the Shreveport Unified Development Code (“Shreveport UDC”) states that, the City Council shall adopt the required application fees by ordinance and a schedule of such fees shall be kept on file in the office of the Metropolitan Planning Commission (“MPC”); and

WHEREAS, the Short-Term Rentals were proposed as code text amendments in the Shreveport UDC; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Shreveport, Louisiana, in a due, legal and regular session convened, that the Shreveport Unified Development Code Schedule of Fees, attached hereto as Exhibit “A” and made part hereof, is hereby adopted as attached.

BE IT FURTHER ORDAINED that if any provision or item of this Ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this Ordinance which can be given effect without the invalid provisions, items or applications and to this end, the provisions of this Ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that all ordinances, resolutions, or parts thereof in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall become effective in accordance with the provisions of [Shreveport City Charter Section 4.23](#).

THUS DONE AND ORDAINED by the City Council of the City of Shreveport, Louisiana.

APPROVED AS TO LEGAL FORM:

City Attorney's Office

Metropolitan Planning Commission

Shreveport | Caddo Parish

City of Shreveport Fees

(Revised June.1.2021)

Land Development Department

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Shreveport, LA 71101 | phone 318-673-6480

Land Development

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CITY OF SHREVEPORT FEE WORKSHEET FOR THE UDC

*Fees must be **paid in full** at the time of submittal.*

APPLICATION(S)	Fees
CODE TEXT AMENDMENT	
Non-Governmental/Non-Municipal Entity	500.00
Governmental / Municipal Entity	No Charge
MPC APPLICATIONS	
REZONING	
Base Application Fee, Plus	750.00
: Per Acre Fee (in addition to base fee - maximum total fee of \$1,300.00) * applies only to properties exceeding one acre	50.00
Neighborhood Participation Plan	50.00
PLANNED UNIT DEVELOPMENT (Preliminary Site Plan)	
Base Application Fee, Plus	1,000.00
: Per Acre Fee (after first 5 acres -maximum total fee of \$1,500.00)	50.00
Neighborhood Participation Plan	50.00
SMALL PLANNED UNIT DEVELOPMENT (Site Plan)	
Base Application Fee, Plus	750.00
: Per Acre Fee (after first acre - maximum total fee of \$1,000.00)	50.00
Neighborhood Participation Plan	50.00
AMEND ORDINANCE STIPULATIONS	
Amend Ordinance Stipulations	650.00
PRELIMINARY PLAT	
Base Application Fee	300.00
Neighborhood Participation Plan	50.00
FINAL PLAT/RE-PLAT	
Base Application Fee, Plus	300.00
: Per Lot Fee (in addition to base fee - maximum total fee of \$1,300.00)	20.00
REVISED PLAT	
Revised Plats, including Lot Combinations	300.00
SPECIAL USE PERMIT	
Special Use Permit Base Fee	750.00
Special Use Permit Site Plan Review	650.00
: Per Acre Fee (in addition to Special Use Permit Site Plan Review base fee - maximum total fee of \$1,300.00) * applies only to properties exceeding one acre	50.00
Neighborhood Participation Plan	50.00
APPEALS	
Administrative Decision Appeal	650.00
Appeal to City Council (Applicants Only)	250.00
Appeal to City Council (Aggrieved Party)	No Fee
FAÇADE REVIEW	
Minor Façade Improvements to Existing Buildings	250.00
ZBA APPLICATIONS	
ZONING VARIANCE	
Residential Variance to Zoning	350.00
Commercial / Industrial Variance to Zoning	50.00
Residential Administrative Variance to Zoning	50.00
Neighborhood Participation Plan	50.00
VARIANCES	
Other	450.00
ADMINISTRATIVE DECISION APPEAL	
Administrative Decision Appeal	650.00
ADMINISTRATIVE APPLICATIONS	
ADMINISTRATIVE SPECIAL USE PERMIT	
Administrative Special Use Permit Base Fee	750.00
Administrative Permit Site Plan Review	650.00
:Per Acre Fee (in addition to Special Use Permit Site Plan Review base fee - maximum total fee of \$1,300.00) * applies only to properties exceeding one acre	50.00
ADMINISTRATIVE SPECIAL USE PERMIT APPEAL	
Appeal to City Council (Applicants Only)	250.00
Appeal to City Council (Aggrieved Party)	No Fee

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SPECIAL EXCEPTION USE	
Special Exception Use Base Fee	350.00
APPLICATION(S) continued	Fees
SPECIAL EXCEPTION USE APPEAL	
Appeal to City Council (Applicants Only)	250.00
Appeal to City Council (Aggrieved Party)	No Fees
TEMPORARY USE APPROVALS	
Batch Plant/Rock Crushing Facility Or Borrow Pit (Separate Administrative Site Plan Approval Fee May Be Required)	350.00
Farmers Market (Separate Administrative Site Plan May Be Required)	50.00
Other Temporary Use (i.e. Food Truck Vendor, Temporary Outdoor Entertainment, Temporary Outdoor Sales Or Temporary Storage Container)	50.00
VARIANCES	
Variance	150.00
SITE PLAN	
Pre-Application Conference (PAC)	No Charge
Preliminary Site Plan	250.00
Final Site Plan, Plus (if applicant submitted a Preliminary Site Plan)	400.00
: Per Acre Fee (in addition to administrative site plan review base fee amount - maximum total fee of \$1,300.00) * applies only to properties exceeding one acre	50.00
Final Site Plan, Plus (if applicant did not submit a preliminary Site Plan)	650.00
: Per Acre Fee (in addition to administrative site plan review base fee amount - maximum total fee of \$1,300.00) * applies only to properties exceeding one acre	50.00
Administrative Site Plan Modification	100.00
PUD SITE PLAN	
Base Application Fee, Plus	650.00
: Per Acre Fee (after first 5 acres - maximum)	50.00
CERTIFICATES OF OCCUPANCY	
Home Based Business	75.00
Commercial Location	125.00
Temporary Certificate of Occupancy	75.00
Property Occupied without a Valid Certificate of Occupancy	250.00
ZONING INTERPRETATION & VERIFICATION	
Zoning Interpretation	125.00
Zoning Verification Letter	75.00
HISTORIC PRESERVATION	
Certificate of Appropriateness	50.00
Certificate of Demolition	50.00
Determination of No Material Effect	50.00
SHORT-TERM RENTAL PROPERTY	
Short-Term Rental Property Permit "Type A"	150.00
Short-Term Rental Property Permit "Type B"	250.00
Short-Term Rental Property Permit Renewal	100.00
MAP FEES	
Single Plotted Zoning Map (36" x 36")	12.00
Set Plotted Zoning Maps	190.00
Single Zoning Map on CD (.pdf format)	10.00
Set of Zoning Maps on CD (.pdf format)	30.00
Any Prepared Map Ready to Plot	15.00
Custom Map - Base fee	20.00
: Per Hour Fee (after the first hour)	20.00
WIRELESS TELECOMMUNICATIONS: SMALL WIRELESS FACILITIES	
NEW FACILITY	
Application Processing Fee	2,000.00
Application Resubmittal Fee, First Resubmittal	No Charge
Application Resubmittal Fee, Subsequent Resubmittal	350.00
Permit (WTFP) -One-Time Fee per Facility	1,500.00
BATCHED NEW FACILITY	
Batched Submittal - First individual application contained in a batched submittal	2,000.00
: Additional Individual Applications contained in a Batched Submittal - \$200 for each additional application	200.00
Application Resubmittal Fee, First Submittal	No Charge

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Application Resubmittal Fee, Subsequent Resubmittal	350.00
Permit (WTFP) -One-Time Fee per Facility	1,500.00
NON-SECTION 6409(a) MODIFICATIONS (Substantial Change)	
Application Processing Fee	2,000.00
Application Resubmittal Fee, First Submittal	No Charge
Application Resubmittal Fee, Subsequent Resubmittal	350.00
Permit (WTFP) - Fee per Facility	No Charge
SECTION 6409(a) MODIFICATIONS (Non-Substantial Change)	
No Application and No Fees required. Notice of Section 6409(a) Modifications (a non-substantial change) is required at no charge.	No Charge
ROUTINE MAINTENANCE	
APPLICATION(S) continued	Fees
No Application and No Fees required for Routine Maintenance	No Charge
ATTACHMENT TO CITY-OWNED POLES AND STRUCTURES	
Annual rate to place a small wireless facility on a City-owned pole or other City-owned structure in.	50.00
WIRELESS TELECOMMUNICATIONS: MACRO TOWERS	
NEW FACILITY	
Application Processing Fee	2,000.00
Application Resubmittal Fee, First Submittal	No Charge
Application Resubmittal Fee, Subsequent Resubmittal	350.00
Permit (WTFP) -One-Time Fee per Facility	1,500.00
NON-SECTION 6409(a) MODIFICATIONS (Substantial Change)	
Application Processing Fee	2,000.00
Permit (WTFP) - Fee per Facility	No Charge
SECTION 6409(a) MODIFICATIONS (Non-Substantial Change)	
No Application and No Fees required. Notice of Section 6409(a) Modifications (a non-substantial change) is required at no charge.	No Charge
ROUTINE MAINTENANCE	
No Application and No Fees required for Routine Maintenance	No Charge
SIGNS	
SIGN PERMITS	
A-Frame Sign	60.00
Attention Getting Device	200.00
Billboard (New or Major Structural Modifications or Change in the Number of Faces)	500.00
Billboard (Face Change)	No Charge
Billboard (New Electronic)	500.00
Billboard Annual Review (Pre Billboard)	25.00
Canopy Sign (50 sf Or Less)	60.00
Canopy Sign (51 sf Or More)	80.00
Electronic Message Sign	200.00
Free Standing/Monument	200.00
Marquee Or Roof Sign	150.00
Projecting Sign	60.00
Public Information Event Sign	150.00
Scoreboard	200.00
Wall Sign Or Awning Sign, Banner Exhibition Sign (60 sf or Less)	35.00
Wall Sign Or Awning Sign, Banner Exhibition Sign (61 sf to 120 sf)	55.00
Wall Sign Or Awning Sign, Banner Sign (121 sf to 250 sf)	75.00
Wall Sign, Or Awning Sign, Banner Exhibition Sign (any size larger than 251 sf)	110.00
Sign Installed Without A Permit (ALL FEES DOUBLE)	