

**RECOMMENDED UDC AMENDMENTS. September 1, 2021**

The City of Shreveport Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development. Periodically, revisions are required to correct errors in the text or to accommodate changed or the changing nature of business in our community. These proposed amendments will intended to be more user-friendly, concerning various housekeeping 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].

- Add definition “Pool House” in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3 DEFINITION OF GENERAL TERMS in the City of Shreveport UDC. All subsequent definitions shall continue to be alphabetized accordingly.**

\* \* \* \* \*

Pool House / Cabana. A one-story, ground level detached accessory structure or a ground level portion of an existing one-story accessory structure, located adjacent to and used in conjunction with an in-ground swimming pool. A pool house may not contain more than one room other than a bathroom, nor may it contain a kitchen or be designed for cooking or sleeping.

\* \* \* \* \*

**Explanation:** Currently, this definition does not exist.

- Amend “Demolition Delay” in ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.2 RESIDENTIAL DISTRICTS, Subsection 4.2.E.2 in the City of Shreveport UDC.**

**2. Demolition Delay**

\* \* \* \* \*

If an R-HU property is within the General Historic Preservation Overlay District (“General-HPOD”); ~~Therefore, if demolition is requested, in accordance with Article 21,~~ a Certificate of Demolition is required by the Executive Director of the Shreveport-Caddo MPC, or his/her designee, upon a recommendation (and in some cases decision) from the Shreveport Historic Preservation Commission. A demolition permit is also always required.

**Explanation:** Some properties that are in the R-HU are not within the General-HPOD. This amendment clarifies any confusion.

- Amend Table 4-8 in ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.5 INDUSTRIAL DISTRICTS in the City of Shreveport UDC by removing I-2 from the site design requirements requiring a development to provide a pedestrian link.**

| TABLE 4-8: INDUSTRIAL BUILDING DESIGN STANDARDS   |     |      |     |     |
|---|-----|------|-----|-----|
|   | OR  | I-MU | I-1 | 1-2 |
| ***   | *** | ***  | *** | *** |
| <b>Site Design</b>  |     |      |     |     |
| ***   | *** | ***  | *** | *** |
| Developments should provide a pedestrian link to adjacent commercial uses to provide safe pedestrian access between the site and commercial uses outside the development. | .   | .    | .   | .   |

**Explanation:** Many I-2 properties are either not near a commercial use or they are large and/or hazardous sites, making walking to the street impractical.

**4. Amend Table 5-1 in Article 5. USES, SECTION 5.2 USE MATRIX in the Shreveport UDC.**

1. Update the R-1-10 column with the following as a special exception use.
  - Dwelling – Manufactured Home (E)
2. Update the R-2 column with the following use as a special exception.
  - Dwelling – Manufactured Home (E)
3. Update the R-3 column with the following as a permitted use.
  - Dwelling – Manufactured Home (E)
4. Update the I-2 column with the following as a permitted use.
  - Heavy Retail, Rental and Service (SP)
5. Update the “Business Support Services” row in the following allowable zoning districts.
  - C-2 (P)
  - D-1-CBD (P)
  - D-1-HC (P)
  - D-1-AC (S)
  - D-1-E (S)
6. Add a “RMUV” column with the following allowable uses.
  - Agriculture (P)
  - Animal Care Facility (S)
  - Art Gallery (P)
  - Art Studio (P)
  - Body Modification Establishment (S)
  - Bus Transfer Station (P)
  - Community Center (P)
  - Food Truck Park (S)
  - Industrial Artisan (S)
  - Industrial Light (S)
  - Medical or Dental Office (P)
  - Office (P)
  - Personal Service Establishment (P)
  - Place of Worship (P)
  - Reception Facility (S)
  - Restaurant (P)
  - Retail Goods Establishment (P)
  - Self-Storage Facility Climate Controlled
  - Social Services (P)
  - Soup Kitchen Accessory (P)
  - Shelter Housing (P)
  - Specialty Food Service (P)
  - Vehicle Repair/Service Minor (S)
7. Add the “RMUV” column with the following allowable temporary uses.
  - Farmer’s Market (P)
  - Temporary Outdoor Entertainment (P)
  - Temporary Outdoor Sales (P)
8. Update the “Educational Facility – University or College” row with “Educational Facility – University, College or Vocational” and include the following allowable zoning districts.
  - D-1-HC (P)
  - I-1 (S)
  - I-2 (P)
9. Delete the “Educational Facility – Vocational School” row.

**[Note (1): See Exhibit “B” for all revisions to Table 5-1]**

5. **Amend ARTICLE 5. USES, SECTION 5.3 USE DEFINITIONS in the City of Shreveport UDC with the following new and/or updated definitions. All subsequent definitions shall be alphabetized accordingly.**

\* \* \* \* \*

**Casino.** A commercial facility where patrons wager money on the outcome of a game, including but not limited to a card game or a slot machine.

\* \* \* \* \*

**Explanation:** *Currently, this definition does not exist.*

\* \* \* \* \*

**Garage Sale.** The exchange, for money or other consideration, of household goods, clothing, merchandise or other tangible personal property, conducted from or on any property within a residential zoning district for the purpose of disposing of said personal property, and is open to the public on an infrequent and temporary basis, including but not limited to all events entitled "garage," "estate," "lawn," "yard," "porch," "patio," or "rummage sale."

\* \* \* \* \*

**Explanation:** *Currently, this definition does not exist.*

\* \* \* \* \*

**Neighborhood Commercial Establishment.** A commercial use within a primarily residential neighborhood that is non-residential in its original construction and/or use. For allowable uses, see Section 6.1.

\* \* \* \* \*

**Explanation:** *A cross-reference needs to be added to identify what uses are allowed within a neighborhood commercial establishment.*

6. **Amend "Automated Teller Machine - Standalone" in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS, in the City of Shreveport UDC.**

**C. Automated Teller Machine – Standalone**

The following regulations for a standalone Automated Teller Machines (ATM) do not apply to financial institutions that typically provide services by Automated Teller Machines, whether drive-through or walk-up.

1. A drive-through standalone Automated Teller Machine (ATM) is subject to the following standards:
  - a. A drive-through standalone ATM is permitted only when a drive-through facility is allowed within the district and separate approval is obtained for the drive-through facility, including compliance with all standards for a drive-through facility.
  - b. The drive-through lane must provide a minimum of ~~four~~ three stacking spaces:
    - i. A minimum of nine feet in width, as measured from the outermost point of any service window or bay entrance, to the edge of the driveway, and 18 feet in length. In the case of a recessed service window, the measurement must be taken from the building wall.
    - ii. Stacking spaces must begin behind the vehicle parked at a final point of service exiting the drive through aisle. Spaces must be placed in a single line behind each lane or bay.
    - iii. All drive-through lanes must be located and designed to ensure that they do not adversely affect traffic circulation on adjoining streets.

\* \* \* \* \*

**Explanation:** *'Automated Teller Machine – Standalone' uses should have the same stacking space description and bailout requirements as 'Financial Institution with Drive-Through.'*

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7. Delete “5” in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS, Subsection 6.1.G in the City of Shreveport UDC. Re-number subsequent provision accordingly.

**G. Campground and Recreational Vehicle (RV) Park**

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- ~~5. Year-round residency is prohibited at any campground or RV park. Camping units or recreational vehicles are prohibited from use as a principal residence.~~

\* \* \* \* \*

*Explanation:* Due to economic hardships because of the current pandemic, this provision needs to be removed.

8. Amend “Batch Plant/Rock Crushing Facility (Temporary)” in ARTICLE 6. USE STANDARDS, SECTION 6.2 TEMPORARY USE STANDARDS, Subsection 6.2.A in the City of Shreveport UDC. The new provisions shall be labeled as “2” and “3,” respectively, and all subsequent provisions shall be renumbered accordingly.

**A. Batch Plant/Rock Crushing Facility (Temporary)**

1. The exact timeframe of a batch plant/rock crushing facility will be determined and approved as part of the temporary use permit. Temporary use permits for a batch plant/rock crushing facility are approved by the Metropolitan Planning Commission.
2. [Within 10 days after the date of the decision, the applicant or any aggrieved party may appeal a Metropolitan Planning Commission decision on a temporary use permits for a batch plant/rock crushing facility to the City Council.](#)
3. [Within thirty \(30\) days after the date of the decision by City Council on the appeal, regarding a temporary use permit, the applicant or any aggrieved party may appeal the City Council decision to Caddo Parish Civil District Court.](#)

\* \* \* \* \*

*Explanation:* Currently, an appeal process for this application type does not exist.

9. Amend “Temporary Seasonal Sales” in ARTICLE 6. USE STANDARDS, SECTION 6.2 TEMPORARY USE STANDARDS, Subsection 6.2.F the City of Shreveport UDC by adding the new temporary use “8. Garage, Yard or Estate Sales.”

**F. Temporary Seasonal Sales**

\* \* \* \* \*

**8. Garage, Yard or Estate Sales**

[Any event entitled, but not limited to “garage,” “estate,” “lawn,” “yard,” “porch,” “patio,” or “rummage” sale may be conducted in any residential zoning district without obtaining a permit, subject to the following conditions:](#)

- a. [Sales shall be conducted under supervision of the occupant of the residence or property owner.](#)
- b. [Sales events shall be limited to 3 per year, with a maximum of 3 days per event.](#)

*Explanation:* This temporary use does not currently exist. Similar language from the old zoning code—Chapter 106—for clarity.

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**10. Amend “Heights of Fences, Walls, and Hedges” in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3. ACCESSORY STRUCTURES AND USES, Subsection 7.3.L.2 by adding a new provision “iii” in the City of Shreveport UDC.**

**2. Heights of Fences, Walls, and Hedges**

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**b. Fence Height in Non-Residential Districts**

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iii. Properties in the C-UC, C-UV and D-1 districts that have a Build To Zone/Line are allowed a solid fence, wall or hedge in the front and corner side yard up to a maximum height of six (6) feet.

*Explanation:* Buildings are allowed to be constructed up to the property line, so should fences/walls within these districts.

**11. Amend “Detached Garages” in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3 ACCESSORY STRUCTURES AND USES, Subsection 7.3.N.2.c in the City of Shreveport UDC.**

**2. Detached Garages**

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c. Detached garages are permitted only in the rear, interior side, and corner side yards. Detached garages must be set back a minimum of five feet from the front building line. ~~No setback is required from any side or rear lot line.~~

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*Explanation:* This provision conflicts with the minimum 5' requirement in Table 7-1 and needs to be removed.

**12. Add new row “Pool House” to TABLE 7-1 in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.4 PERMITTED ENCROACHMENTS in the Shreveport UDC.**

| TABLE 7-1: PERMITTED ENCROACHMENTS INTO REQUIRED SETBACKS                                   |   |                        |                          |                 |
|---|---|------------------------|--------------------------|-----------------|
| Y= Permitted // N= Prohibited   |   |                        |                          |                 |
| Max. = Maximum // Min. = Minimum  |   |                        |                          |                 |
|   | Front & Reverse<br>Corner Side<br>Setback | Corner<br>Side Setback | Interior<br>Side Setback | Rear<br>Setback |
| ***   | ***                                       | ***                    | ***                      | ***             |
| <u>Pool House</u><br><u>Prohibited in front yard</u><br><u>Min. of 5' from any lot line</u> | <u>N</u>                                  | <u>Y</u>               | <u>Y</u>                 | <u>Y</u>        |
| ***   | ***                                       | ***                    | ***                      | ***             |

*Explanation:* ‘Pool House’ as an accessory use needs to have the same setback requirements as Detached Garages. Currently, the use doesn’t fit into any existing definitions such as Detached Garage, Workshop, Accessory Dwelling Unit; therefore, as a generic accessory structure, it is restricted to the setbacks with no encroachments allowed because it is not explicitly identified in Table 7-1 (Articles 7.1.C, 7.4). This is overly restrictive in the R-A, R-E and R-1-12 zoning districts and inconsistent with the encroachments allowed for similar structures, e.g. detached garage, workshop, shed, greenhouse.

**13. Amend Table 8-1 in Article 8. OFF-STREET PARKING AND LOADING, SECTION 8.3 REQUIRED OFF-STREET VEHICLE AND BICYCLE PARKING SPACES in the Shreveport UDC.**

Update the Self-Service Ice Vending Unit row by deleting the following:

| TABLE 8-1: OFF-STREET VEHICLE AND BICYCLE PARKING REQUIREMENTS |  |   |   |
|--|--|---|---|
| USE  | MINIMUM REQUIRED VEHICLE SPACES        | MINIMUM REQUIRED BICYCLE SPACES         |   |
|  |  | REQUIRED TOTAL BICYCLE SPACES           | PERCENTAGE OF REQUIRED BICYCLE SPACES THAT MUST BE LONG-TERM SPACES |
| ***  | ***                                    | ***                                     | ***   |
| Self-Service Ice Vending Unit                                  | 1 space + ADA accessible parking space | Over 10,000sf GFA:<br>1 per 2,500sf GFA |   |
| ***  | ***                                    | ***                                     | ***   |

**Explanation:** The amendment call for the deletion of bicycle parking, since the use and/or structure will never be over 10,000 GFA.

**14. Amend “Yard Signs” in ARTICLE 9. SIGNS, SECTION 9.6 NO PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS, Subsection 9.6.C.13 by adding “g” in the City of Shreveport UDC.**

**13. Yard Signs**

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- g.** Yard signs specifically advertising or pertaining to an event, such as an election, must be removed within seven (7) days immediately following the event.

**Explanation:** Currently, the Code does not have any limits on how long a yard sign can remain on a property.

**15. Add new subsection titled “F. Waiver of Landscape Requirements” to ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1 LANDSCAPE PLAN APPROVAL in the Shreveport UDC.**

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**F. WAIVER OF LANDSCAPE REQUIREMENTS**

- 1.** The Executive Director has the authority to grant a waiver for any landscaping requirement contained in this article. Applications subject to discretionary review (i.e., special use permit, planned unit development, small planned unit development, etc.) may not apply for waiver of landscape requirements.
- 2.** The Executive Director shall not be obligated to make any waiver of landscaping requirements.
- 3.** As part of the waiver request, the applicant shall have the burden of proof in showing that there will be no adverse impact upon the neighborhood or general area by the granting of the waiver. In granting a waiver, the Executive Director shall consider the following:
  - a.** The special circumstances of the proposed use;
  - b.** Site constraints that would make landscape compliance not necessary and/or feasible;
  - c.** The neighborhood and the general development patterns of the surrounding properties and the prospects for development in the near future;
  - d.** Whether the development, as proposed, would serve the purpose of enhancing the public welfare and safety;
  - e.** Whether all reasonable alternative measures which meet the intent of the landscape requirements of this article were explored; and
  - f.** The Executive Director may also consider other factors deemed relevant in making his or decision.

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- 4. A waiver of any of the requirements of this article does not exempt the development from any other requirements of the Code.
- 5. Waivers granted shall be for the specific use, as identified in the waiver application. Should the use be substantially altered to trigger full compliance, the developer must either obtain new waivers or comply with the Code.
- 6. Within 30 days after the date of any waiver decision, the applicant or any aggrieved party may appeal waiver decision to the Zoning Board of Appeals.

**Explanation:** This new provision allows any applicant to request a Waiver of Landscape Requirements to the Executive Director towards any portion of the landscape ordinance. The factors in deterring a waiver include that applicant has explored all alternative measures, demonstrated that landscaping is not feasible, and that circumstances upon which a waiver is sought would put the proposed development into a variance situation which is against the public interest. Decisions may be appealed to the Zoning Board of Appeals.

**16. Amend ARTICLE 14. CODE ADMINISTRATORS, by adding the following new provisions to SECTION 14.2. METROPOLITAN PLANNING COMMISSION and SECTION 14.3 CITY COUNCIL, respectively, in the Shreveport UDC.**

**14.2 METROPOLITAN PLANNING COMMISSION**

\* \* \* \* \*

- G. To make final decisions on temporary use permits when required by this Code.

\* \* \* \* \*

**14.3 CITY COUNCIL**

\* \* \* \* \*

- E. To make final decisions on appeals of the approval or denial of temporary use permit applications within the City of Shreveport.

\* \* \* \* \*

**Explanation:** Currently, the Appeals process for MPC-approved Temporary Use Permits is missing from the UDC. This is one of several proposed amendments that identifies the proposed process.

**17. Amend "Completeness" in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.1. APPLICATION, Subsection 15.1.B.2 in the Shreveport UDC.**

**B. Completeness**

\* \* \* \* \*

- 2. The Executive Director will examine all applications within ~~30~~ 7 days of filing to determine completeness. If the application does not include all the submittal requirements for the application, the Executive Director will reject the application and provide the applicant with the reasons for the rejection. The Executive Director will take no further steps to process the application until all deficiencies are remedied.

\* \* \* \* \*

**Explanation:** Within 30 days, the staff has already evaluated the case and turned in the staff report.

**18. Amend Table 15-1 in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.1 APPLICATION, SUBSECTION 15.1.F in the Shreveport UDC:**

| 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 |
| ***   | ***                  | ***                                    | ***                | ***                                    | ***                           | ***          | ***                               | ***                                   |
| <b>Metropolitan Planning Commission (MPC)</b> |                      |  |                    |  |                               |              |                                   |                                       |
| Special Use Permit                            |                      |  | RR                 | PH & D                                 |                               | A            | A                                 | Section 16.3                          |
| Site Plan Review – MPC                        |                      |  | RR                 | D                                      |                               |              | A                                 | Section 16.8                          |
| Subdivision – Major                           |                      |  | RR                 | PH & D                                 |                               | A            | A                                 | Article 17                            |
| Subdivision – Minor                           |                      |  | RR                 | D                                      |                               | A            | A                                 | Article 17                            |
| Temporary Use Permit                          |                      |  | RR                 | D                                      |                               | A            | A                                 | Section 6.2                           |
| <b>Executive Director</b>                     |                      |  |                    |  |                               |              |                                   |                                       |
| ***   | ***                  | ***                                    | ***                | ***                                    | ***                           | ***          | ***                               | ***                                   |

**Explanation:** Currently, the Appeals process for MPC-approved Temporary Use Permits is missing from the UDC. This is one of several amendments that properly identifies the process.

**19. Amend “Term” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.3. SPECIAL USE PERMIT, Subsection 16.3.1.1 in the Shreveport UDC.**

**1. Term**

- a.** A special use permit is approved indefinitely unless otherwise specified by the Metropolitan Planning Commission or, on appeal, the City Council.
- b.** An Special Use Permit shall expire one (1) year following the discontinuation or abandonment of the use for which the special permit was approved.

**Explanation:** New language identifies the time frame for a Special Use Permit attached to a property that is discontinued or abandoned.

**20. Amend “Process” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.7. ADMINISTRATIVE EXCEPTION TO ZONING, Subsection 16.7.D.1 in the Shreveport UDC. All subsequent provisions shall be re-alphabetized accordingly.**

**D. Process**

**1. Action by the Executive Director**

All applications for an administrative exception must be filed with the Executive Director in accordance with Section 15.1 (Application). The Executive Director shall take the following actions upon submittal of an application.

- a.** Once it is determined that the application is complete, the Executive Director will consider an application for an administrative exception.
- b.** ~~Notice is required, in accordance with Section 15.2 (Notice).~~
- c.** ~~If a noticed property owner objects to the administrative exception application in writing, prior to the date indicated on the notice that the Executive Director may render a decision, the application must be resubmitted as a variance, in accordance with the requirements of Section 16.5 (Variance).~~

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**Explanation:** To date, the MPC has not done notifications for this procedure, nor do we have an implementation process/procedure defined.



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**21. Amend “Final Approval (All Subdivisions)” in ARTICLE 17. SUBDIVISION APPROVALS, SECTION 17.5 FINAL PLAT, Subsection 17.5.D in the City of Shreveport UDC to read as follows.**

**D. Final Approval (All Subdivisions)**

1. ~~Within one year of the date of approval of the final plat, a certified copy as recorded by the Caddo Parish Clerk of Court must be submitted to the Metropolitan Planning Commission office. For Major and Minor Plats, Final Plats must be signed by the Executive Director of the MPC within one year of approval from the MPC Board.~~
2. ~~Failure to provide a certified copy of the recorded plat within the prescribed period will render the approval null and void, thereby requiring a new application. No zoning approval may be issued until a certified copy of the recorded plat is received by the Metropolitan Planning Commission. All Final Plats—whether Major, Minor or Administrative—must be recorded at the Caddo Parish Courthouse before any building permits can be issued.~~
3. Approval of the Final Plat does not constitute acceptance by the public of the dedication of any street or other public way, park or space. Such approval can be affected only by action of the City Council.
4. Approval or denial of a Final Plat may be appealed to the City Council for a preliminary plat located within the boundaries of the City of Shreveport.

*Explanation: MPC does not have the authority to void a plat once it is legally recorded at the courthouse.*

**22. Replace the terms “Activity” and “Activities” with “Improvement” or “Improvements” in ARTICLE 21. HISTORIC PRESERVATION in the Shreveport UDC.**

*Explanation: The term ‘activity’ and ‘activities’ were proving to be confusing, as readers were identifies the term with allowable uses (which is not reviewable by the HPC). The term ‘improvement’ and ‘improvement’ better identifies the work that is being proposed.*

**[Note (2): See Exhibit “C” for revised Article 21. – Historic Preservation]**