

**FACT SHEET**

**CITY OF SHREVEPORT, LOUISIANA**

<b>TITLE</b> An ordinance to amend various articles and sections in the City of Shreveport, Louisiana, Unified Development Code, for the purpose of revising the buffer requirements for short-term rental properties, with all their provisions included therein.	<b>DATE</b> August 9, 2022	<b>ORIGINATING DEPARTMENT</b> Shreveport   Caddo Metropolitan Planning Commission (“MPC”) <b>COUNCIL DISTRICT</b> City-wide <b>SPONSOR</b>
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**PURPOSE**  
To amend the code text in the Shreveport Unified Development Code.

**BACKGROUND INFORMATION**  
In response to an emergence of the rental of dwelling units on a short-term basis, the increase in websites facilitating short-term rentals, and concerns from citizens regarding the impacts they have on the character of existing neighborhoods, MPC staff studied the existing regulations to address the issue on whether or not a special exception use was required and, if so, should there be some sort of waiver. Staff has made several presentations in an effort to share information and receive guidance from on how they envision the waiver should be drafted. Based on research, staff guidance and public input, MPC staff has drafted the attached amendment for review.  
Elements of the draft Short-Term Rental Ordinance include the following: (1) Redefines Short-Term Rental ‘Type B-1’ language; (2) stating that ‘Type A’ permits are not to be included in distance requirements for Type B-2 permits; and (3) creating a waiver for ‘Type B-2’ permits, on a case-by-case basis, by the Executive Director of the MPC.

<b>TIMETABLE</b>	<b>ATTACHMENTS</b>
MPC Introduction: July 6, 2022	Exhibit “A” MPC Memo
MPC Review & Recommendation: August 3, 2022	Exhibit “B” MPC Staff Report
Introduction to City Council: August 9, 2022	
Final Passage by City Council: August 23, 2022	

**SPECIAL PROCEDURAL REQUIREMENTS**  
**MPC Recommendation.** Pursuant to La. R.S. 33:140.27 and La. R.S. 33:140.35, as amended, no amendment shall become effective unless it be first submitted to and approved (recommendation) by the MPC. The MPC reviewed these amendments and provided a favorable recommendation on August 3, 2022. Therefore, the City Council may render its decision to approve the amendments by a simple majority vote. See La. R.S. 33:140.27 and La. R.S. 33:140.35, as amended, and Shreveport UDC 16.1 (D)(3)(b).

**Notice and Public Hearing at MPC.** In accordance with the intent of La. R.S. 33:140.27 and La. R.S. 33:140.35, as amended, for a Public Hearing and Notice to be issued, the MPC held a Public Hearing at its Public Meeting on August 3, 2022, before voting on the proposed amendments. At least ten (10) days’ notice of the time and place of the Public Hearing was published on July 19, 2022 in *The Shreveport Times* (a newspaper of general circulation in the municipality).

<b>FINANCES</b> \$0	<b>SOURCE OF FUNDS</b> NA
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**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:** Adam Bailey, Community Planning and Design Manager

ORDINANCE NO. \_\_\_\_\_ OF 2022

**AN ORDINANCE TO AMEND VARIOUS ARTICLES AND SECTIONS IN THE CITY OF SHREVEPORT, LOUISIANA, UNIFIED DEVELOPMENT CODE, FOR THE PURPOSE OF REVISING THE BUFFER REQUIREMENTS FOR SHORT-TERM RENTAL PROPERTIES, WITH ALL THEIR PROVISIONS INCLUDED THEREIN.**

**BY COUNCILMEMBER:**

**WHEREAS**, the City desires to make every effort to notify the public and to encourage public participation and input on these proposed *code text amendments* to the Shreveport Unified Development Code; and

**WHEREAS**, on July 6, 2022, the first draft proposals of these *code text amendments* were submitted to the Shreveport-Caddo Metropolitan Planning Commission (MPC), at its regular public board meeting, for informal review and discussion; and

**WHEREAS**, on August 3, 2022, these *code text amendments* were submitted to the Shreveport-Caddo MPC, at its regular board meeting, for review and recommendation in accordance with [La. R.S. 33:140.27](#); and

**WHEREAS**, in accordance with the intent of [La. R.S. 33:140.27](#) for a Public Hearing and Notice to be issued, the MPC held a Public Hearing at its Public Meeting, on August 3, 2022, before voting and providing a favorable recommendation, to the City Council, regarding the proposed amendments; and

**WHEREAS**, in accordance with the intent of [La. R.S. 33:140.35](#), at least ten (10) days' Notice of the time and place of the Public Hearing was published, at the request of the Shreveport-Caddo MPC staff, in *The Shreveport Times* (a newspaper of general circulation in the municipality) and said Notice was published on July 19, 2022; 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 following amendments to the City of Shreveport, Louisiana, Unified Development Code ("Shreveport UDC") are hereby authorized as follows:

1. Amend “Short-Term Rental, ‘Type B’” in ARTICLE 23. SHORT-TERM RENTAL PROPERTY, SECTION 23.5 PERMIT TYPES AND USE STANDARDS, Subsection 23.5.B in the Shreveport UDC to now read as follows.

## 23.5 PERMIT TYPES AND USE STANDARD

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### B. Short-Term Rental, ‘Type B’

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3. **Administrative Approval.** A Short-Term Rental Permit ‘Type B-1’ may be approved administratively by the Zoning Administrator if the total number of allowable overnight guests of the proposed short-term rental does not exceed ten (10) adults, nor does the proposed short-term rental property require special exception use approval due to distance requirements.

#### 4. Special Exception Use Approval

A Short-Term Rental Permit ‘Type B-2’ may only be allowed as a special exception use, and requires review and approval by the Zoning Board of Appeals per the requirements of Section 16.6 when:

- a. **Number of Overnight Guests.** The host of a short-term rental property requests the total number of allowable overnight guests to exceed ten (10) adults.
- b. **Distance Requirements.** The proposed STR property is located closer than 500 feet from an approved Short-Term Rental Permit ‘Type B-1’ or ‘Type B-2’ property, as measured from a point of the lot line on which the STR is proposed to be located to the nearest point on the lot line on which an approved STR is located. Any proposed STR which is closer than 500 feet from an approved ‘Type B-1’ or ‘Type B-2’ STR property shall first receive special exception use approval prior to any STR permit approval by the Zoning Administrator.
  - i. **Exceptions.** Only ‘Type B-2’ permit applications have STR distance requirements. A Short-Term Rental Permit ‘Type A’ application is not subject to any distance requirement under this Code, nor will any approved Short-Term Rental Permit ‘Type A’ property trigger any distance requirements for a proposed Short-Term Rental Permit ‘Type B-1’ or ‘Type B-2.’
  - ii. **Exemptions.** Short-Term Rental Permit ‘Type A’ and ‘Type B-1’ applications located within the D-1 Zoning District are exempt from any distance requirements for short-term rentals. However, any proposed short-term rental property located within any zoning district, and requests the total number of allowable overnight guests to exceed ten (10) adults, requires special exception use approval.
- c. **Waiver of Special Exception Use Approval.**
  - i. The Executive Director, or his/her designee, may waive the need for special exception approval if he or she finds that the location, distance, anticipated impacts, proximity within the neighborhood, and/or other factors associated with the proposed short-term rental clearly, in his or her opinion, supports such a waiver.
  - ii. The Executive Director will evaluate each application on a case-by-case basis and decide accordingly.
  - iii. Waivers are not allowed for the total number of allowable overnight guests exceeding ten (10) adults.

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**BE IT FURTHER ORDAINED** that the Mayor of the City of Shreveport, or his/her designee, and the Executive Director of the Shreveport-Caddo Metropolitan Planning Commission, or his/her designee, shall be and is hereby authorized to do any and all things and to sign any and all documents in a form acceptable to the City Attorney, or his/her designee, necessary to effectuate the purposes set forth herein.

**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 affect 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:**

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City Attorney's Office