

## FACT SHEET

## CITY OF SHREVEPORT, LOUISIANA

TITLE	DATE	ORIGINATING DEPARTMENT
An ordinance to amend various articles and sections in the City of Shreveport, Louisiana, Unified Development Code, for the purpose of clarifying, updating and adding new provisions related to planned unit developments, small planned unit developments, and conditional zoning districts, and to otherwise provide with respect thereto.	October 22, 2024	Shreveport   Caddo Metropolitan Planning Commission ("MPC")
		<b>COUNCIL DISTRICT</b> City-wide
		<b>SPONSOR</b>

### PURPOSE

To amend the code text in the Shreveport Unified Development Code.

### BACKGROUND INFORMATION

MPC Case #24-07-CTAC introduces significant changes to the following special zoning districts processes for Planned Unit Developments (PUDs), Small Planned Unit Developments (SPUDs), and Conditional Zoning Districts (CZDs).

- The PUD process is updated to (1) require at least four public benefits in all PUD proposals, and (2) to outline a clear approval process that includes pre-application meetings and detailed standards for evaluation.
- The SPUD process is removed and replaced with the new special development district called a Conditional Zoning Districts, or CZD, which emphasizes creative planning and community benefits.
  - The CZD process provides greater flexibility in property development while ensuring compatibility with neighboring uses, designating CZDs on zoning maps and outlining application, approval procedures.
- Both PUDs and CZDs incorporate appeal processes for decisions, aiming to streamline development guidelines, enhance clarity for developers, and ensure substantial community benefits.
- The amendment is consistent with the Shreveport-Caddo 2030 Great Expectations Master Plan to promote public health, safety, and welfare.
- The MPC Board voted unanimously to support the recommendation for approval, pending City Council action.

<u>TIMETABLE</u>	<u>ATTACHMENTS</u>
MPC Introduction: September 4, 2024	Exhibit "A" Summary of Proposed Amendments
MPC Review & Recommendation: October 2, 2024	Exhibit "B" Detailed Amendment Memo
Introduction to City Council: October 22, 2024	Exhibit "C" Proposed Table 15-1
Final Passage by City Council: November 8, 2024	Exhibit "D" Proposed Table 15-12
	Exhibit "E" Proposed Article 16.9
	Exhibit "F" Proposed Article 16.10
	Exhibit "G" MPC Staff Report for 24-07-CTAC

### 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 October 2, 2024. 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 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 October 2, 2024, before voting on the proposed amendments. At least ten (10) days' notice of the time and place of the Public Hearing was published on September 17, 2024, in *The Shreveport Times* (a newspaper of general circulation in the municipality).

FINANCES	SOURCE OF FUNDS
\$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:** Adam Bailey, Community Planning and Design Manager

ORDINANCE NO. \_\_\_\_\_ OF 2024

AN ORDINANCE TO AMEND VARIOUS ARTICLES AND SECTIONS IN THE CITY OF SHREVEPORT, LOUISIANA, UNIFIED DEVELOPMENT CODE, FOR THE PURPOSE OF CLARIFYING, UPDATING AND ADDING NEW PROVISIONS RELATED TO PLANNED UNIT DEVELOPMENTS, SMALL PLANNED UNIT DEVELOPMENTS, AND CONDITIONAL ZONING DISTRICTS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

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 September 4, 2024, 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 October 2, 2024, 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 October 2, 2024, 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 September 17, 2024; 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 definition "Aggrieved Party" in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3. DEFINITION OF GENERAL TERMS in the Shreveport UDC.

2.3 DEFINITION OF GENERAL TERMS

\* \* \* \* \*

**Aggrieved Party.** In the context of an appeal of a decision, an aggrieved party is any person(s) or entity(s) who are able to demonstrate that their property will be injured by a decision regarding a text (code) or map amendment (zoning change), administrative special use permit or special use permit, variance, special exception use, administrative

exception, planned unit development, conditional zoning, sign permit, zoning interpretation, temporary use permit, zoning appeal, or subdivision preliminary or final plat.

\* \* \* \* \*

2. Amend ARTICLE 3. ZONING DISTRICTS AND ZONING MAP, SECTION 3.1. ZONING DISTRICTS, SUBSECTION 3.1.G Special Development Types in the City of Shreveport UDC.

### **3.1 ZONING DISTRICTS**

#### **G. Special Development Types**

Planned unit developments and conditional zoning are included in this Code in Article 16 as a special type of development. Article 16 describes ~~two types of planned unit developments~~: a general planned unit development (PUD), which must be a minimum of five acres, and ~~a small planned unit development (SPUD), which may be less than five acres in area and is planned all in one stage~~ conditional zoning, which allows for certain land uses to be permitted in a specific area, but only under certain conditions. Planned unit developments and ~~small planned unit developments~~ conditional zoning are not zoning districts but rather special approvals.

3. Amend ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.1. GENERAL ZONING DISTRICT REGULATIONS, SUBSECTION 4.1.F in the City of Shreveport UDC.

#### **4.1 GENERAL ZONING DISTRICT REGULATIONS**

All development on a zoning lot is subject to the standards of this Article for the applicable zoning district and the standards of this Code, including, but not limited to:

- A. Article 7 for additional on-site development standards and requirements, such as exterior lighting, accessory structures and uses, and permitted encroachments.
- B. Article 8 for off-street parking and loading standards and requirements.
- C. Article 9 for sign standards.
- D. Article 10 for landscape and tree preservation standards and requirements.
- E. Article 11 for stormwater management standards and requirements.
- F. Article 16 for planned unit development or conditional zoning district approvals.
- G. Article 4 and Article 21 for Historic Preservation Overlay District (HPOD) standards, requirements, process and procedures.

4. Amend ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.8. SPECIAL DEVELOPMENT TYPES in the City of Shreveport UDC.

#### **4.8 SPECIAL DEVELOPMENT TYPES**

~~Planned unit developments are included in this Code in Article 16 as a special type of development. The planned unit development technique is intended to encourage and allow more creative and flexible development of land than is possible under base district zoning regulations. Planned unit development is a special approval granted under the provisions of Article 16. Planned unit developments are of two types: a planned unit development (PUD), which must be a minimum of five acres, and a small planned unit development (SPUD), which may be less than five acres in area and is~~

~~planned all in one stage. Planned unit developments (PUD) and small planned unit development (SPUD) are not zoning districts but rather special approvals.~~

Planned unit developments and conditional zoning districts are included in this Code in Article 16 as a special type of development. Article 16 describes both a planned unit development (PUD), which must be a minimum of five acres, and conditional zoning (CZ), which allows for certain land uses to be permitted in a specific area, but only under certain conditions. Planned unit developments and conditional zoning districts are not zoning districts but rather special development approvals.

5. Amend use standard “Liquor Sales” to ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS, SUBSECTION 6.1.X in the Shreveport UDC.

## **6.1 USE STANDARDS**

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### **X. Liquor Sales**

1. All liquor sales, as defined in this Code, must comply with the requirements of this Code, Chapter 10 of the Shreveport Code of Ordinances, as well as all other applicable ordinances, statutes, rules and regulations of the City and State of Louisiana. Note: Liquor sales, as defined in this Code, may be subject to State law public habitable floor area square footage requirements. Cross reference – La. R.S. 26:271.3.
2. In addition to site plan requirements, the following elements of operation will be considered:
  - a. The size, location, and configuration of the establishment.
  - b. Days and hours of operation.
  - c. A security plan.
  - d. Exterior lighting design.
3. Any establishment with liquor sales must be located no closer than 200 feet from any residential zoning district, as measured from the nearest point of the lot line on which such use is proposed to be located to the nearest point on the lot line from any residential zoning district.
4. Any establishment with liquor sales must be located no closer than 1,000 feet from any other existing establishment with liquor sales, as measured from the nearest point of the lot line on which such use is proposed to be located to the nearest point on the lot line on which any other of the same use is located.
5. Liquor sales cannot be part of any ordinance relief request that is associated with any Planned Unit Development (PUD) or ~~Small Planned Unit Development (SPUD)~~ Conditional Zoning District (CZD) application.
6. Liquor Sales that are an accessory use to another principal use such as a retail goods establishment will be treated as a principal use for the purposes of this code and shall comply with the use matrix for allowable district locations for Liquor Sales. Liquor Sales as an accessory use shall also comply with all the use standards for Liquor Sales as described in this section.

7. A variance shall not be requested and granted to provide relief to any distance requirement for liquor sales by this subsection.
8. Any permit, certificate of occupancy, or other approval required by this UDC for liquor sales shall expire if the operation of said use ceases for a continuous period of ninety (90) days by discontinuation or abandonment.

6. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1. LANDSCAPE PLAN APPROVAL the Shreveport UDC as follows:

**10.1 LANDSCAPE PLAN APPROVAL**

\* \* \* \* \*

**A. Required Submittals**

1. A landscape plan is required as part of a site plan review application for townhouse, multi-family, or non-residential, including mixed-use development and as part of the preliminary site plan application for a planned unit development, or site plan submittal for conditional zoning district approval. The landscape plan must be approved prior to the issuance of a building permit. Landscape plans must be prepared by a landscape architect, architect or civil engineer licensed in Louisiana. The landscape plan must meet the standards set forth in this Article and bear the landscape architects, architects or civil engineer's seal and signature.

\* \* \* \* \*

**D. Changes to Approved Landscape Plans**

1. Changes to the landscape plan that result in a reduction or addition in the net amount of plant material as specified on the approved landscape plan may be approved by the Executive Director.
2. Changes to a landscaping plan that results in a reduction in the net amount of plant material pertaining to special use permits, ~~Small Planned Units Developments (SPUD), and~~ Planned Unit Developments (PUD), and Conditional Zoning Districts (CZD) must be approved by the decision making body granting approval. If the net amount of required plant material is not reduced, the modified landscape plan may be approved administratively by the Executive Director.

\* \* \* \* \*

**F. Waiver of Landscape Requirements**

1. The Executive Director has the authority to grant a waiver for any landscaping requirement contained in this Code. Applications subject to discretionary review (i.e., special use permit, planned unit development, ~~small-planned-unit development~~ conditional zoning, etc.) may not apply for a waiver of landscape requirements, unless the condition of a waiver is specifically identified within the provisions of a specific use (i.e., wireless telecommunication facility).

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7. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.9. NON-RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS in the Shreveport UDC as follows:

**10.9 NON-RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS**

These landscape requirements standards apply to all non-residential districts and uses. Parking lots are subject to the requirements of this section, whether accessory or principal. A planned unit development or a conditional zoning district that contains landscape standards is regulated by the standards of the approved planned unit development or conditional zoning district, as applicable.

\* \* \* \* \*

8. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.10. RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS in the Shreveport UDC as follows:

**10.10 RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS**

These landscape requirements standards apply to all non-residential districts and uses. Parking lots are subject to the requirements of this section, whether accessory or principal. A planned unit development or a conditional zoning district that contains landscape standards is regulated by the standards of the approved planned unit development or conditional zoning district, as applicable.

\* \* \* \* \*

9. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.11. PLANNED UNIT DEVELOPMENT LANDSCAPING REQUIREMENTS in the Shreveport UDC as follows:

**10.11 PLANNED UNIT DEVELOPMENT AND CONDITIONAL ZONING DISTRICT LANDSCAPING REQUIREMENTS**

An approved planned unit development (PUD) or conditional zoning district (CZD) that contains landscape standards is controlled by the regulations of either the approved planned unit development or conditional zoning district. Where the planned unit development or conditional zoning district does not contain specific landscape standards, the landscape standards of the underlying zoning district, as described in this Article, apply. However, the following exceptions apply to planned unit developments and conditional zoning districts. ~~These do not apply to small planned unit developments (SPUD).~~

- A.** For all non-residential and multi-family PUDs or CZDs, a minimum 30 foot wide buffer yard is required around the entire perimeter of a planned unit development whenever the lands abutting the planned unit development or conditional zoning district are zoned for residential purposes. Landscaping and other screening features such as berms and/or fencing must be established within the required buffer area to provide a solid screen separating the development site from adjoining properties. No structures, parking, or outdoor storage is permitted in a required buffer area, although trail systems and walkways may be allowed, provided that solid screening is in place within the remaining buffer area.
- B.** A minimum 20 foot wide buffer yard is required around the common perimeter of a planned unit development or conditional zoning district, whenever the lands abutting the PUD or CZD are zoned for non-residential purposes. The buffer must be continuous in nature, except in those locations where shared parking and/or shared

access or utility connections are necessary, or when critical areas extend beyond the PUD or CZD boundaries to adjacent parcels.

- C. Maintenance responsibilities for the buffer area must be clearly identified in the preliminary application. All buffer area restrictions must be clearly noted on the preliminary and final site plan, as well as on the preliminary and final plat, to advise potential lot purchasers/lessees of said buffer restrictions and their individual responsibilities.
- D. During the preliminary site plan review process, the Metropolitan Planning Commission may reduce the width of the landscape edge upon a finding that the full landscape requirement would prevent a property's reasonable development in a safe, efficient manner.

10. Amend ARTICLE 14. CODE ADMINISTRATORS, SECTION 14.2. METROPOLITAN PLANNING COMMISSION in the Shreveport UDC as follows:

**14.2 METROPOLITAN PLANNING COMMISSION**

The Metropolitan Planning Commission has the following specific powers pursuant to this Code:

- A. To make recommendations on zoning text and map amendment applications.
- B. To make final decisions on special use applications.
- C. To make recommendations planned unit development and conditional zoning district applications.
- D. To make final decisions on site plan reviews when required by this Code.
- E. To make final decisions on appeals of site plan reviews conducted by the Executive Director.
- F. To make final decisions on subdivisions.
- G. To make final decisions on temporary use permits when required by this Code.

11. Amend ARTICLE 14. CODE ADMINISTRATORS, SECTION 14.3. CITY COUNCIL in the Shreveport UDC as follows:

**14.3 CITY COUNCIL**

The City Council has the following specific powers pursuant to this Code:

- A. To make final decisions on zoning map amendment applications for lots within the City of Shreveport.
- B. To make final decisions on zoning text amendment applications.
- C. To make final decisions on appeals of the approval or denial of special use applications for lots within the City of Shreveport.
- D. To make final decisions on planned unit development and conditional zoning district applications for lots within the City of Shreveport.

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

12. Repeal-and-Replace TABLE 15-1: SUMMARY OF APPLICATION ACTIONS in ARTICLE 15. APPLICATION PROCEDURES in the Shreveport UDC.

**[Note (1): See Exhibit “C” for revised TABLE 15-1: SUMMARY OF APPLICATION ACTIONS]**

13. Repeal-and-Replace TABLE 15-2: REQUIRED NOTICE in ARTICLE 15. APPLICATION PROCEDURES in the Shreveport UDC.

**[Note (2): See Exhibit “D” for revised TABLE 15-2: REQUIRED NOTICE]**

14. Amend “Modification or Amendment to Preliminary Site Plan” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.8. SITE PLAN REVIEW, SUBSECTION 16.8.G.2.h. in the Shreveport UDC.

**16.8 Site Plan Review**

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**G. Preliminary Site Plan**

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**2. Preliminary Site Plan Application Procedure and Requirements**

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**h. Modification or Amendment to Preliminary Site Plan**

The Executive Director may approve minor amendments to the site plan, ~~an approved preliminary site plan for a small planned unit development (SPUD) and an approved final site plan for a planned unit development (PUD), or an approved final site plan for a conditional zoning approval (CZD),~~ provided the amendment conforms to the following standards:

\* \* \* \* \*

15. Amend “Final Site Plan Application Submittal” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.8. SITE PLAN REVIEW, SUBSECTION 16.8.H.2.b. in the Shreveport UDC.

**16.8 Site Plan Review**

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**H. Final Site Plan**

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**2. Final Site Plan Application Procedure and Requirements**

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**b. Final Site Plan Application Submittal**



An applicant who has received approval of a preliminary site plan may submit a final site plan for approval by the Executive Director or, in the case of a special use permit ~~or a small planned unit development (SPUD)~~, the Metropolitan Planning Commission. This application shall include the information listed on the Final Site Plan Application Form and Checklist, which shall be created and maintained by the Executive Director.

\* \* \* \* \*

16. Repeal-and-Replace “SECTION 16.9. PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES in the Shreveport UDC. The replaced section will be labeled “PLANNED UNIT DEVELOPMENTS”.

**Note (3): See Exhibit “E” for revised Section 16.9]**

17. Add new section “CONDITIONAL ZONING DISTRICTS” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES in the Shreveport UDC. The new section will be labeled “16.10”. All subsequent sections will need to be renumbered accordingly.

**Note (4): See Exhibit “F” for new Section 16.10]**

18. Amend “Preliminary Plat” in ARTICLE 17. Subdivision Approvals, SECTION 17.4. SITE PLAN REVIEW, SUBSECTION 17.4.E. in the Shreveport UDC.

#### **17.4 Preliminary Plat**

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#### **E. Final Site Plan**

Some applications for a preliminary plat, with the exception of the application types listed below, may be required to include a Neighborhood Participation Plan (NPP) report. Until all required NPP documents are submitted to MPC staff, the application for a preliminary plat will not be deemed complete. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan). Exceptions of applications that do not have to participate in the Neighborhood Participation Meeting Program include when:

1. The subject property has been the subject of a zoning change within the previous twelve months of application submittal.
2. The subject property is a part of an approved Planned Unit Development ~~/Small Planned Unit Development~~ or conditional zoning district.
3. The number of lots being considered for approval is less than 30 units.

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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

## RECOMMENDED UDC CODE TEXT AMENDMENTS.

The City of Shreveport Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to correct errors in the text or to accommodate changed or changing conditions in a particular area. Periodically, revisions are required to reflect the changing nature of business in our community. These proposed amendments will be 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].

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1. **Amend definition "Aggrieved Party" in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3. DEFINITION OF GENERAL TERMS in the Shreveport UDC.**

### 2.3 DEFINITION OF GENERAL TERMS

\* \* \* \* \*

**Aggrieved Party.** In the context of an appeal of a decision, an aggrieved party is any person(s) or entity(s) who are able to demonstrate that their property will be injured by a decision regarding a text (code) or map amendment (zoning change), administrative special use permit or special use permit, variance, special exception use, administrative exception, planned unit development, conditional zoning, sign permit, zoning interpretation, temporary use permit, zoning appeal, or subdivision preliminary or final plat.

\* \* \* \* \*

2. **Amend ARTICLE 3. ZONING DISTRICTS AND ZONING MAP, SECTION 3.1. ZONING DISTRICTS, SUBSECTION 3.1.G Special Development Types in the City of Shreveport UDC.**

### 3.1 ZONING DISTRICTS

#### G. Special Development Types

Planned unit developments and conditional zoning are included in this Code in Article 16 as a special type of development. Article 16 describes ~~two types of planned unit developments~~: a general planned unit development (PUD), which must be a minimum of five acres, and ~~a small planned unit development (SPUD), which may be less than five acres in area and is planned all in one stage~~ conditional zoning, which allows for certain land uses to be permitted in a specific area, but only under certain conditions. Planned unit developments and ~~small planned unit developments~~ conditional zoning are not zoning districts but rather special approvals.

3. **Amend ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.1. GENERAL ZONING DISTRICT REGULATIONS, SUBSECTION 4.1.F in the City of Shreveport UDC.**

### 4.1 GENERAL ZONING DISTRICT REGULATIONS

All development on a zoning lot is subject to the standards of this Article for the applicable zoning district and the standards of this Code, including, but not limited to:

- A. Article 7 for additional on-site development standards and requirements, such as exterior lighting, accessory structures and uses, and permitted encroachments.
- B. Article 8 for off-street parking and loading standards and requirements.
- C. Article 9 for sign standards.
- D. Article 10 for landscape and tree preservation standards and requirements.
- E. Article 11 for stormwater management standards and requirements.
- F. Article 16 for planned unit development or conditional zoning district approvals.
- G. Article 4 and Article 21 for Historic Preservation Overlay District (HPOD) standards, requirements, process and procedures.

4. Amend ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.8. SPECIAL DEVELOPMENT TYPES in the City of Shreveport UDC.

4.8 SPECIAL DEVELOPMENT TYPES

~~Planned unit developments are included in this Code in Article 16 as a special type of development. The planned unit development technique is intended to encourage and allow more creative and flexible development of land than is possible under base district zoning regulations. Planned unit development is a special approval granted under the provisions of Article 16. Planned unit developments are of two types: a planned unit development (PUD), which must be a minimum of five acres, and a small planned unit development (SPUD), which may be less than five acres in area and is planned all in one stage. Planned unit developments (PUD) and small planned unit development (SPUD) are not zoning districts but rather special approvals.~~

Planned unit developments and conditional zoning districts are included in this Code in Article 16 as a special type of development. Article 16 describes both a planned unit development (PUD), which must be a minimum of five acres, and conditional zoning (CZ), which allows for certain land uses to be permitted in a specific area, but only under certain conditions. Planned unit developments and conditional zoning districts are not zoning districts but rather special development approvals.

5. Amend use standard "Liquor Sales" to ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS, SUBSECTION 6.1.X in the Shreveport UDC.

6.1 USE STANDARDS

\* \* \* \* \*

X. Liquor Sales

1. All liquor sales, as defined in this Code, must comply with the requirements of this Code, Chapter 10 of the Shreveport Code of Ordinances, as well as all other applicable ordinances, statutes, rules and regulations of the City and State of Louisiana. Note: Liquor sales, as defined in this Code, may be subject to State law public habitable floor area square footage requirements. Cross reference – La. R.S. 26:271.3.
2. In addition to site plan requirements, the following elements of operation will be considered:
  - a. The size, location, and configuration of the establishment.
  - b. Days and hours of operation.
  - c. A security plan.
  - d. Exterior lighting design.
3. Any establishment with liquor sales must be located no closer than 200 feet from any residential zoning district, as measured from the nearest point of the lot line on which such use is proposed to be located to the nearest point on the lot line from any residential zoning district.
4. Any establishment with liquor sales must be located no closer than 1,000 feet from any other existing establishment with liquor sales, as measured from the nearest point of the lot line on which such use is proposed to be located to the nearest point on the lot line on which any other of the same use is located.
5. Liquor sales cannot be part of any ordinance relief request that is associated with any Planned Unit Development (PUD) or ~~Small Planned Unit Development (SPUD)~~ Conditional Zoning District (CZD) application.
6. Liquor Sales that are an accessory use to another principal use such as a retail goods establishment will be treated as a principal use for the purposes of this code and shall comply with the use matrix for allowable district locations for Liquor Sales. Liquor Sales as an accessory use shall also comply with all the use standards for Liquor Sales as described in this section.
7. A variance shall not be requested and granted to provide relief to any distance requirement for liquor sales by this subsection.
8. Any permit, certificate of occupancy, or other approval required by this UDC for liquor sales shall expire if the operation of said use ceases for a continuous period of ninety (90) days by discontinuation or abandonment.

6. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.1. LANDSCAPE PLAN APPROVAL the Shreveport UDC as follows:

**10.1 LANDSCAPE PLAN APPROVAL**

\* \* \* \* \*

**A. Required Submittals**

1. A landscape plan is required as part of a site plan review application for townhouse, multi-family, or non-residential, including mixed-use development and as part of the preliminary site plan application for a planned unit development, [or site plan submittal for conditional zoning district approval](#). The landscape plan must be approved prior to the issuance of a building permit. Landscape plans must be prepared by a landscape architect, architect or civil engineer licensed in Louisiana. The landscape plan must meet the standards set forth in this Article and bear the landscape architects, architects or civil engineer's seal and signature.

\* \* \* \* \*

**D. Changes to Approved Landscape Plans**

1. Changes to the landscape plan that result in a reduction or addition in the net amount of plant material as specified on the approved landscape plan may be approved by the Executive Director.
2. Changes to a landscaping plan that results in a reduction in the net amount of plant material pertaining to special use permits, ~~Small Planned Units Developments (SPUD), and~~ Planned Unit Developments (PUD), [and Conditional Zoning Districts \(CZD\)](#) must be approved by the decision making body granting approval. If the net amount of required plant material is not reduced, the modified landscape plan may be approved administratively by the Executive Director.

\* \* \* \* \*

**F. Waiver of Landscape Requirements**

1. The Executive Director has the authority to grant a waiver for any landscaping requirement contained in this Code. Applications subject to discretionary review (i.e., special use permit, planned unit development, ~~small-planned-unit-development~~ [conditional zoning](#), etc.) may not apply for a waiver of landscape requirements, unless the condition of a waiver is specifically identified within the provisions of a specific use (i.e., wireless telecommunication facility).

\* \* \* \* \*

7. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.9. NON-RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS in the Shreveport UDC as follows:

**10.9 NON-RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS**

These landscape requirements standards apply to all non-residential districts and uses. Parking lots are subject to the requirements of this section, whether accessory or principal. A planned unit development [or a conditional zoning district](#) that contains landscape standards is regulated by the standards of the [approved](#) planned unit development [or conditional zoning district, as applicable](#).

\* \* \* \* \*

8. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.10. RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS in the Shreveport UDC as follows:

**10.10 RESIDENTIAL DISTRICT AND USE LANDSCAPE REQUIREMENTS**

These landscape requirements standards apply to all non-residential districts and uses. Parking lots are subject to the requirements of this section, whether accessory or principal. A planned unit development [or a conditional zoning district](#) that contains landscape standards is regulated by the standards of the [approved](#) planned unit development [or conditional zoning district, as applicable](#).

\* \* \* \* \*

9. Amend ARTICLE 10. LANDSCAPE AND TREE PRESERVATION, SECTION 10.11. PLANNED UNIT DEVELOPMENT LANDSCAPING REQUIREMENTS in the Shreveport UDC as follows:

10.11 PLANNED UNIT DEVELOPMENT AND CONDITIONAL ZONING DISTRICT LANDSCAPING REQUIREMENTS

An approved planned unit development (PUD) or conditional zoning district (CZD) that contains landscape standards is controlled by the regulations of either the approved planned unit development or conditional zoning district. Where the planned unit development or conditional zoning district does not contain specific landscape standards, the landscape standards of the underlying zoning district, as described in this Article, apply. However, the following exceptions apply to planned unit developments and conditional zoning districts. ~~These do not apply to small planned unit developments (SPUD).~~

- A. For all non-residential and multi-family PUDs or CZDs, a minimum 30 foot wide buffer yard is required around the entire perimeter of a planned unit development whenever the lands abutting the planned unit development or conditional zoning district are zoned for residential purposes. Landscaping and other screening features such as berms and/or fencing must be established within the required buffer area to provide a solid screen separating the development site from adjoining properties. No structures, parking, or outdoor storage is permitted in a required buffer area, although trail systems and walkways may be allowed, provided that solid screening is in place within the remaining buffer area.
- B. A minimum 20 foot wide buffer yard is required around the common perimeter of a planned unit development or conditional zoning district, whenever the lands abutting the PUD or CZD are zoned for non-residential purposes. The buffer must be continuous in nature, except in those locations where shared parking and/or shared access or utility connections are necessary, or when critical areas extend beyond the PUD or CZD boundaries to adjacent parcels.
- C. Maintenance responsibilities for the buffer area must be clearly identified in the preliminary application. All buffer area restrictions must be clearly noted on the preliminary and final site plan, as well as on the preliminary and final plat, to advise potential lot purchasers/lessees of said buffer restrictions and their individual responsibilities.
- D. During the preliminary site plan review process, the Metropolitan Planning Commission may reduce the width of the landscape edge upon a finding that the full landscape requirement would prevent a property's reasonable development in a safe, efficient manner.

10. Amend ARTICLE 14. CODE ADMINISTRATORS, SECTION 14.2. METROPOLITAN PLANNING COMMISSION in the Shreveport UDC as follows:

14.2 METROPOLITAN PLANNING COMMISSION

The Metropolitan Planning Commission has the following specific powers pursuant to this Code:

- A. To make recommendations on zoning text and map amendment applications.
- B. To make final decisions on special use applications.
- C. To make recommendations planned unit development and conditional zoning district applications.
- D. To make final decisions on site plan reviews when required by this Code.
- E. To make final decisions on appeals of site plan reviews conducted by the Executive Director.
- F. To make final decisions on subdivisions.
- G. To make final decisions on temporary use permits when required by this Code.

11. Amend ARTICLE 14. CODE ADMINISTRATORS, SECTION 14.3. CITY COUNCIL in the Shreveport UDC as follows:

14.3 CITY COUNCIL

The City Council has the following specific powers pursuant to this Code:

- A. To make final decisions on zoning map amendment applications for lots within the City of Shreveport.
- B. To make final decisions on zoning text amendment applications.

- C. To make final decisions on appeals of the approval or denial of special use applications for lots within the City of Shreveport.
- D. To make final decisions on planned unit development [and conditional zoning district](#) applications for lots within the City of Shreveport.
- E. To make final decisions on appeals of the approval or denial of temporary use permit applications within the City of Shreveport.

12. Repeal-and-Replace TABLE 15-1: SUMMARY OF APPLICATION ACTIONS in ARTICLE 15. APPLICATION PROCEDURES in the Shreveport UDC.

**[Note (1): See Exhibit "C" for revised TABLE 15-1: SUMMARY OF APPLICATION ACTIONS]**

13. Repeal-and-Replace TABLE 15-2: REQUIRED NOTICE in ARTICLE 15. APPLICATION PROCEDURES in the Shreveport UDC.

**[Note (2): See Exhibit "D" for revised TABLE 15-2: REQUIRED NOTICE]**

14. Amend "Modification or Amendment to Preliminary Site Plan" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.8. SITE PLAN REVIEW, SUBSECTION 16.8.G.2.h. in the Shreveport UDC.

16.8 Site Plan Review

\* \* \* \* \*

G. Preliminary Site Plan

\* \* \* \* \*

2. Preliminary Site Plan Application Procedure and Requirements

\* \* \* \* \*

h. Modification or Amendment to Preliminary Site Plan

The Executive Director may approve minor amendments to the site plan, ~~an approved preliminary site plan for a small planned unit development (SPUD) and~~ an approved final site plan for a planned unit development (PUD), [or an approved final site plan for a conditional zoning approval \(CZD\)](#), provided the amendment conforms to the following standards:

\* \* \* \* \*

15. Amend "Final Site Plan Application Submittal" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.8. SITE PLAN REVIEW, SUBSECTION 16.8.H.2.b. in the Shreveport UDC.

16.8 Site Plan Review

\* \* \* \* \*

H. Final Site Plan

\* \* \* \* \*

2. Final Site Plan Application Procedure and Requirements

\* \* \* \* \*

b. Final Site Plan Application Submittal

An applicant who has received approval of a preliminary site plan may submit a final site plan for approval by the Executive Director or, in the case of a special use permit ~~or a small planned unit development (SPUD)~~, the Metropolitan Planning Commission. This application shall include the information listed on the Final Site Plan Application Form and Checklist, which shall be created and maintained by the Executive Director.

\* \* \* \* \*

16. Repeal-and-Replace "SECTION 16.9. PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES in the Shreveport UDC. The replaced section will be labeled "PLANNED UNIT DEVELOPMENTS".

**Note (3): See Exhibit "E" for revised Section 16.9]**

17. Add new section "CONDITIONAL ZONING DISTRICTS" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES in the Shreveport UDC. The new section will be labeled "16.10". All subsequent sections will need to be renumbered accordingly.

**Note (4): See Exhibit "F" for new Section 16.10]**

18. Amend "Preliminary Plat" in ARTICLE 17. Subdivision Approvals, SECTION 17.4. SITE PLAN REVIEW, SUBSECTION 17.4.E. in the Shreveport UDC.

#### 17.4 Preliminary Plat

\* \* \* \* \*

##### E. Final Site Plan

Some applications for a preliminary plat, with the exception of the application types listed below, may be required to include a Neighborhood Participation Plan (NPP) report. Until all required NPP documents are submitted to MPC staff, the application for a preliminary plat will not be deemed complete. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan). Exceptions of applications that do not have to participate in the Neighborhood Participation Meeting Program include when:

1. The subject property has been the subject of a zoning change within the previous twelve months of application submittal.
2. The subject property is a part of an approved Planned Unit Development ~~/ Small Planned Unit Development~~ or conditional zoning district.
3. The number of lots being considered for approval is less than 30 units.

\* \* \* \* \*





**Office of the MPC**

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
318-673-6440 | fax 318-673-6112

**SHREVEPORT UDC CODE TEXT AMENDMENT SUMMARY: 24-07-CTAC**  
**—PUDs, SPUDs and Conditional Zoning Districts (CZDs)—**

The Shreveport Unified Development Code ("Shreveport UDC" or "UDC") undergoes regular review by MPC staff in an attempt to better ensure sound, stable and desirable development within the City of Shreveport. Periodically, revisions are required. Sometimes those revisions reflect the changing nature of business in the community, and sometimes they are to correct "errors" in the Code.

**REQUEST:**

This code text amendment relates to the following three (3) modifications:

1. Updating the Planned Unit Development (PUD) process,
2. Removing the Small Planned Unit Development (SPUD) process, and
3. Adding, in the place of SPUDs, the Conditional Zoning District (CZD) process

**MASTER PLAN**

**CONSISTENCY:**

Staff certifies that the proposed UDC amendments are consistent with the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring equitable health and safety outcomes for all
- Ensuring regulatory processes are responsive, efficient, more customer friendly,
- Revising regulations for best practices and enforcement

**STAFF ANALYSIS:**

Overall, this amendment aims to streamline the PUD process, provide clearer guidelines for developers and city officials to ensure that PUDs offer substantial benefits to the community. CZDs aim to provide a more flexible zoning option while maintaining control over development and ensuring compatibility with existing plans and neighboring properties.

**RECOMMENDATION:** MPC Staff concludes that the recommendation to APPROVE these code text amendments is warranted.

**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>City Council</b>								
Code Text Amendment			RR	PH & RR		D	A	Section 16.1
Zoning Map Amendment (Zoning Change)			RR	PH & RR		D	A	Section 16.2
Planned Unit Developments (PUD & SPUD)			RR	PH & RR		D	A	Section 16.79
<a href="#">Conditional Zoning Districts (CZD)</a>			<a href="#">RR</a>	<a href="#">PH &amp; RR</a>		<a href="#">D</a>	<a href="#">A</a>	<a href="#">Section 16.10</a>
<b>Zoning Board of Appeals (ZBA)</b>								
Variance to Zoning			RR		PH & D		A	Section 16.5
Special Exception Use			RR		PH & D	A		Section 16.6
Appeal to Staff Administrative Decisions					R & D		A	Section 16.15
<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>								
Administrative Special Use Permit			R & D			A	A	Section 16.4
Administrative Exception to Zoning			R & D		A			Section 16.7
Site Plan Review – Administrative			R & D	A				Section 16.8
Zoning Interpretation	R		R & D		A			Section 16.4412
Subdivision – Administrative			R & D			A	A	Article 17
Certificate of Appropriateness		RR	R & D		A		A	Article 21
Certificate of Demolition		RR	R & D		A		A	Article 21
<b>Zoning Administrator</b>								
Sign Permit	R & D				A			Section 16.4011
Temporary Use Permit	R & D		R		A			Section 16.4213
Certificate of Occupancy (COC)	R&D				A			Section 16.4315
Temporary Certificate of Occupancy (TCO)	R&D				A			Section 16.14
Short-Term Rental Permit	R&D				A	A	A	Article 23
<b>KEY</b>								
R = Review      RR = Review & Recommendation      PH – Public Hearing      D = Decision      A = Appeal								

## STAFF REPORT – CITY OF SHREVEPORT

OCTOBER 2, 2024

**AGENDA ITEM NUMBER: XX**  
**MPC Staff Member:** Adam Bailey  
**City Council District:** All Districts

**CASE NUMBER:** 24-07-CTAC: City of Shreveport Code-Text Amendments  
**APPLICANT:** METROPOLITAN PLANNING COMMISSION  
**REQUEST:** Code Text (Ordinance) Amendments to the Shreveport UDC

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**SUMMARY:** MPC Case #24-07-CTAC recommends significant changes to *Article 16. -Zoning Application Process, specifically Section 16.9. -Planned Unit Development and Small Planned Unit Developments*. These amendments aim to (1) revise the process for Planned Unit Developments (PUDs), (2) eliminate the requirements for Small Planned Unit Developments (SPUDs), and introduce Conditional Zoning Districts (CZDs)—with all new provisions included herein. These changes will have a widespread impact on the UDC, affecting Articles 2, 3, 4, 6, 10, 14, 15, 16, and 17. This comprehensive revision suggests a substantial shift in how development projects are approved and regulated within Shreveport's zoning framework.

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**MASTER PLAN  
CONSISTENCY:**

These changes are consistent with the following provisions of the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring regulatory processes are responsive, and efficient.
  - Making the UDC more customer friendly.
  - Revising regulations for best practices and enforcement.
- 

**NOTIFICATION/  
COMMUNITY OUTREACH:**

Notifications of the MPC public hearing were published pursuant to the following:

- Proposed language was provided to MPC Staff on September 12, 2024, for review and comment.
  - Proposed language was provided to the City Attorney's Office on September 23, 2024, for review and comment.
  - Notice of the October 2024 MPC public hearing was provided through legal advertisement in *The Shreveport Times* on September 19, 2024. No comments have been received to date. Mailed notifications for applications for a code text amendment are not required.
  - Following the MPC public hearing on October 2, 2024, the MPC has 60 days to forward the MPC's recommendation to the Shreveport City Council. Those dates are tentatively scheduled for October 22, 2024 (Introduction), and November 12, 2023 (Final Passage).
- 

**STAFF ANALYSIS:** The proposed amendments to Article 16 of the Shreveport Unified Development Code (UDC), as outlined in MPC Case #24-07-CTAC, represent a significant revision to the zoning application

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## STAFF REPORT – CITY OF SHREVEPORT

process, with a focus on Planned Unit Developments (PUDs), Small Planned Unit Developments (SPUDs), and the introduction of Conditional Zoning Districts (CZDs). These changes are designed to address current deficiencies and enhance the regulatory framework governing development projects.

Firstly, the requirements for Planned Unit Developments (PUDs) are being significantly strengthened. This adjustment is crucial to ensuring that PUDs achieve their full potential in delivering public benefits. Historically, PUDs have offered flexibility in land use and design, allowing for innovative development solutions. However, the existing requirements did not fully harness the benefits of PUDs. By implementing more stringent criteria, the revised process aims to ensure that PUDs contribute effectively to community goals, including improved infrastructure, enhanced public spaces, and environmental sustainability.

Secondly, the Small Planned Unit Development (SPUD) process has been deemed inadequate and is therefore being eliminated. SPUDs were intended to simplify approvals for smaller-scale developments but have proven to be inefficient and problematic. To address these issues, the amendment introduces a new type of zoning mechanism—Conditional Zoning Districts (CZDs). CZDs are designed to offer greater flexibility while ensuring that developments are compatible with surrounding uses. This new district type allows for tailored development regulations that address specific site conditions and community needs, providing a degree of certainty in land use decisions that traditional zoning methods cannot offer.

The introduction of Conditional Zoning Districts represents a significant shift in the UDC's zoning framework. CZDs provide a mechanism for property owners to propose specific conditions for their development, which, if approved, become binding zoning regulations. This approach allows for more nuanced and site-specific development standards while maintaining compatibility with neighboring properties. The CZD process includes provisions for public input, detailed site plan review, and the ability to impose fair and reasonable conditions to mitigate potential negative impacts.

Overall, these amendments to the Shreveport UDC present a comprehensive revision that suggests a substantial shift in the approval and regulation of development projects within the city's zoning framework. By strengthening PUD requirements, removing inadequate SPUD processes, and introducing CZDs, the aim is to enhance public benefit, prioritize larger-scale developments, and provide a more flexible yet compatible approach to land use decisions. These changes are expected to impact multiple articles within the UDC, reflecting the far-reaching nature of this zoning process overhaul.

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

Staff is proposing the following amendments to the Shreveport UDC at this time: **See Exhibit "B" for a detailed list of changes with redlines and strikeouts.**

- |                     |  |
|---------------------|--|
| <b>Amendment 1.</b> | Amends definition " <b>Aggrieved Party</b> " in <b>Article 2. Definitions and Rules of Measurement</b> . |
| <b>Amendment 2.</b> | Amends " <b>Special Development Types</b> " in <b>Article 3. Zoning Districts and Zoning Map</b> .       |

## STAFF REPORT – CITY OF SHREVEPORT

- Amendment 3.** Amends *“General Zoning District Regulations”* in *Article 4. General Zoning District Regulations*.
- Amendment 4.** Amends *“Special Development Types”* in *Article 4. General Zoning District Regulations*.
- Amendment 5.** Amends *“Liquor Sales”* in *Article 6. Use Standards*.
- Amendment 6.** Amends *“Required Submittals”*, *“Changes to Approved Landscape Plans”* and *“Waiver of Landscape Requirements”* in *Article 10. Landscape and Tree Preservation*.
- Amendment 7.** Amends *“Non-Residential District and Use Landscape Requirements”* in *Article 10. Landscape and Tree Preservation*.
- Amendment 8.** Amends *“Residential District and Landscape Requirements”* in *Article 10. Landscape and Tree Preservation*.
- Amendment 9.** Amends *“Planned Unit Development Landscaping Requirements”* in *Article 10. Landscape and Tree Preservation*.
- Amendment 10.** Amends *“Metropolitan Planning Commission”* in *Article 14. Code Administrators*.
- Amendment 11.** Amends *“City Council”* in *Article 14. Code Administrators*.
- Amendment 12.** Repeal-and-Replace *Table 15-1: Summary of Application Actions* in *Article 15. Application Procedures*.
- Amendment 13.** Repeal-and-Replace *Table 15-2: Required Notice* in *Article 15. Application Procedures*.
- Amendment 14.** Amend *“Modification or Amendment to Preliminary Site Plan”* in *Article 16. Zoning Application Approval Processes*.
- Amendment 15.** Amend *“Final Site Plan Application Submittal”* in *Article 16. Zoning Application Approval Processes*.
- Amendment 16.** Repeal-and-Replace *“Planned Unit Developments and Small Planned Unit Developments”* in *Article 16. Zoning Application Approval Processes*. See Exhibit “E” for a detailed list of changes with redlines and strikeouts.
- Amendment 17.** Add new section *“Conditional Zoning Districts”* in *Article 16. Zoning Application Approval Processes*. See Exhibit “F” for a detailed list of changes with redlines and strikeouts.
- Amendment 18.** Amend *“Neighborhood Participation Plan”* in *Article 17. Subdivision Approvals*.

## STAFF REPORT – CITY OF SHREVEPORT

**ATTACHMENTS:** See Exhibit “A” for a one-page summary of proposed amendments.  
See Exhibit “B” for detailed list of changes with redlines and strikeouts.  
See Exhibit “C” for revised *Table 15-1: Summary of Application Actions in Article 15*.  
See Exhibit “D” for revised *Table 15-2: Required Notice in Article 15*.  
See Exhibit “E” for revised *Section 16.9 Planned Unit Developments and Small Planned Unit Developments in Article 16*.  
See Exhibit “F” for new *Section 16.10 Conditional Zoning Districts in Article 16*.

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**APPROVAL STANDARDS:** The purpose of *Section 16.1.E.1* of the *Shreveport UDC* is to provide a uniform means for amending the text 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 promote the public health, safety, and welfare.*
- b. **Promotes the Master Plan and any adopted land use policies.**  
*The proposed text amendments are consistent with the Master Plan.*
- c. **Promotes intent of this Code.**  
*These amendments will simplify 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.**  
*The proposed amendments reflect changes in policy.*
- e. **The extent to which the proposed amendment creates nonconformities.**  
*These amendments help alleviate nonconformities, not create them.*

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**STAFF RECOMMENDATION:** Based on staff analysis, review of the above standards, and the facts of record, MPC Staff concludes that the recommendation to APPROVE these code text amendments is warranted. If approved by City Council, *Article 2, Article 3, Article 4, Article 6, Article 10, Article 14, Article 15, Article 16, and Article 17* of the *Shreveport UDC* would be amended, as described herein. A majority vote of the MPC Board members present and voting is required to recommend approval to the City Council.

Alternatively, based on information provided at the public hearing, the MPC Board may:

- Deny the proposed code text amendment;
- Deny specific provisions and/or amendments, and approve any subsequent amendments and/or provisions; or
- Modify specific language in the proposed amendment and approve, as modified.

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**PUBLIC ASSESSMENT:** No one spoke in support or opposition.

## **STAFF REPORT – CITY OF SHREVEPORT**

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**MPC BOARD**  
**RECOMMENDATION:** The board voted unanimously to recommend approval of this application.

## ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES

- 16.1 CODE TEXT AMENDMENT
- 16.2 ZONING MAP AMENDMENT
- 16.3 SPECIAL USE PERMIT
- 16.4 ADMINISTRATIVE SPECIAL USE PERMIT
- 16.5 VARIANCE TO ZONING
- 16.6 SPECIAL EXCEPTION USE
- 16.7 ADMINISTRATIVE EXCEPTION TO ZONING
- 16.8 SITE PLAN REVIEW
- 16.9 PLANNED UNIT DEVELOPMENT ~~AND SMALL PLANNED UNIT DEVELOPMENT~~
- 16.10 SIGN PERMIT
- 16.11 ZONING INTERPRETATION
- 16.12 TEMPORARY USE PERMIT
- 16.13 CERTIFICATE OF OCCUPANCY
- 16.14 TEMPORARY CERTIFICATE OF OCCUPANCY
- 16.15 RESIDENTIAL RENTAL PROPERTY REGISTRATION
- 16.16 APPEAL OF STAFF ADMINISTRATIVE DECISIONS

### ~~16.9 PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS~~

#### ~~A. Purpose~~

~~Planned unit developments are included in this Code as a special type of development. The planned unit development technique is intended to encourage and allow more creative and flexible development of land than is possible under base district zoning regulations. Planned unit development is a special approval granted under the provisions of this Section. Planned unit developments are of two types: a planned unit development (PUD), which shall be a minimum of five acres, and a small planned unit development (SPUD), which may be less than five acres in area and is planned all in one stage. The purpose of the planned unit development (PUD) and small planned unit development (SPUD) process is:~~

- ~~1. To protect and provide for the public health, safety, and general welfare of the City.~~
- ~~2. To guide the future development of the City in accordance with the Master Plan.~~
- ~~3. To accommodate innovation by modifying regulations to better accomplish the City's development goals.~~
- ~~4. To mitigate developmental impacts, especially those related to the environment, traffic, public services and facilities, and adjacent and area land uses.~~
- ~~5. To protect and enhance the aesthetic and visual quality of development.~~

#### ~~B. Planned Unit Development Regulations~~

##### ~~1. District Regulations~~

~~Every planned unit development shall comply with all the regulations established in this Code for the district in which the planned unit development is located, except as provided for in this section.~~

##### ~~2. Designation~~

~~The boundary of each planned unit development will be identified on the Zoning Map and designated with the letters "PUD" or "SPUD" followed by a unique number referencing the adopting ordinance and regulations.~~

##### ~~3. Minimum Size~~

~~a. A planned unit development (PUD) shall be a minimum of five acres.~~

~~b. A small planned unit development (SPUD) may be less than five acres in area and all development is planned in one stage. In the case of a SPUD, approval of the preliminary site plan is considered the final site plan and may be approved as such. No separate final site plan~~



submittal is required. However, if the preliminary site plan is approved subject to conditions, then the preliminary site plan shall be revised and resubmitted to the Executive Director for verification of compliance before it is used to issue building permits. With the exception of a separate final site plan submittal, a SPUD shall follow all regulations and procedures of this section.

#### **4. ~~Permitted Areas of Regulation~~**

~~A planned unit development (PUD) or a small planned unit development (SPUD) may be used to:~~

- ~~a. Define and condition uses allowed within the underlying districts, including expanding or restricting uses permitted by right or by special use permit, including alcoholic beverage uses. Planned unit development zoning may specify the location of land uses and define standards, including the hours of operation and performance impacts of land uses.~~
- ~~b. Specify development standards and actions required to protect the environment and to preserve natural features and vegetation within the district.~~
- ~~c. Define the development standards pertaining to the building dimensional and setback standards, the number of buildings, the density, the design and exterior appearance of buildings, the standards for lot size and width, the location, extent, and design for open space, landscape, screening and buffers, the permitted appurtenances, signs, and amenities. A planned unit development (PUD) or a small planned unit development (SPUD) may modify, delete, or add to standards of the underlying district. The standards may be more or less restrictive than those in the underlying district.~~
- ~~d. Specify the location and design of streets, drives, parking, and pedestrian and bikeway connections. The planned unit development (PUD) or a small planned unit development (SPUD) may be used to modify subdivision standards related to design of public and private facilities, but only where a specific finding is made by the Metropolitan Planning Commission that the alternative standard does not negatively impact public health, safety, and welfare, does not impair traffic movement, and does not result in a higher maintenance cost.~~
- ~~e. Specify the timing, sequencing, and phasing of development, including coordinating the type, location, and intensity of development permitted with the construction and availability of public facilities and services.~~
- ~~f. Provide for construction of public improvements and facilities on site or within public servitudes and rights-of-way abutting the site as required to serve and benefit development within the district or as may be required to mitigate impacts resulting from development on other properties and uses outside the district. Subdivision standards pertaining to the design, performance, and cost participation for public improvements may be amended by a planned unit development (PUD) or a small planned unit development (SPUD).~~

#### **5. ~~Public Benefits and Amenities~~**

~~The underlying district requirements apply unless an exception is granted as part of the approval as described in item 4 above. To be granted such exceptions, the applicant shall demonstrate a substantial benefit to the City. Design characteristics and amenities to be considered in this determination include, but are not limited to, the following:~~

- ~~a. Community amenities including plazas, malls, formal gardens, places to congregate, outdoor seating, public art, and pedestrian and public transit facilities.~~
- ~~b. Preservation of existing environmental features.~~
- ~~c. Preservation of historic structures and features.~~
- ~~d. Open space and recreational amenities including, but not limited to, swimming pools, tennis courts, hiking and jogging trails and fitness courses, playgrounds, skate parks, and similar recreational features, dog parks, natural water features and conservation areas.~~
- ~~e. Multi-use trails, nature trails, boardwalks, overlooks, landscaped areas with native plantings, which may incorporate water features, such as a detention pond.~~

- ~~f. Reduction of impervious surface throughout the development, including techniques such as low impact development, and the increased use of pervious paving materials.~~
- ~~g. Enhanced building design above that required by the Code and/or the use of green building and sustainable development techniques, including Leadership in Energy and Environmental Design (LEED) or LEED-equivalent certification of structures.~~
- ~~h. Adaptive reuse of existing buildings.~~
- ~~i. Provision of public car and/or bike share facilities.~~
- ~~j. A senior housing set aside of a minimum of 20%.~~
- ~~k. Affordable housing set asides within a mixed income development of a minimum of 20%.~~

### **C. ~~Process~~**

~~Approval of a planned unit development (PUD) or a small planned unit development (SPUD) includes a pre-application meeting, optional concept plan, preliminary site plan approval, and final site plan approval, but only in the case of a planned unit development (PUD).~~

#### **1. ~~Pre-Application Meeting with Executive Director~~**

~~For both a planned unit development (PUD) and a small planned unit development (SPUD), prior to formal submittal of an application, the applicant is required to schedule a pre-application meeting with the Executive Director.~~

- ~~a. At a pre-application meeting, the applicant shall provide information as to the location of the proposed planned unit development, the proposed uses, proposed public and private improvements, including the proposed public benefits and amenities, anticipated exceptions to this Code, and any other information necessary to explain the planned unit development.~~
- ~~b. The purpose of such pre-application meeting is to make advice and assistance available to the applicant before preparation of required preliminary site plan, so that the applicant may determine whether the proposed planned unit development is in compliance with the provisions of this Code and other applicable regulations, and whether the proposed planned unit development will be in conformity with the adopted land use policies.~~
- ~~c. The pre-application meeting does not require formal application, fee, or filing of a planned unit development application. Any opinions or advice provided are in no way binding with respect to any official action that may be taken on the subsequent formal application.~~

#### **2. ~~Neighborhood Participation Plan~~**

~~Some applications for both a planned unit development (PUD) and a small planned unit development (SPUD) may be required to include a Neighborhood Participation Plan (NPP) report. If required, the application for a planned unit development (PUD) or a small planned unit development (SPUD) will not be deemed complete until all mandatory NPP documents are submitted to MPC staff. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).~~

#### **3. ~~Optional Concept Plan presented to the Metropolitan Planning Commission~~**

~~For both a planned unit development (PUD) and a small planned unit development (SPUD), before submitting a formal application for a planned unit development, the applicant may present a concept plan before the Metropolitan Planning Commission.~~

- ~~a. Before submitting a formal application, the applicant may present a concept plan before the Metropolitan Planning Commission for the purpose of obtaining information and guidance prior to entering into binding commitments or incurring substantial expense. This step is optional. At minimum, the concept plan shall consist of the following:~~

- ~~i. A map or maps in general form containing the proposed land uses, the natural features of the development site, the character and approximate location of all roadways and access drives proposed within the planned unit development, the location of all adjacent streets and public utilities, and schematic drawings showing the size, character and disposition of buildings on the site.~~
- ~~ii. A written statement containing a general explanation of the planned unit development, including a statement of the present ownership of all the land within said development and the expected schedule of construction.~~
- ~~b. The Metropolitan Planning Commission will review the concept plan, and provide such information and guidance as it deems appropriate. Any opinions or advice provided by the Metropolitan Planning Commission is in no way binding with respect to any official action the Metropolitan Planning Commission or City Council may take on the subsequent formal application. The review of the concept plan is not a public hearing.~~

#### **~~4. Preliminary Site Plan~~**

~~For both a planned unit development (PUD) and a small planned unit development (SPUD), applications shall submit a preliminary site plan in accordance with the following and shall contain all submittal requirements outlined in this section.~~

##### **~~a. Action by Metropolitan Planning Commission~~**

- ~~i. After receipt of a complete application, including a summary, staff comments, and a recommendation from 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 shall be in accordance with Section 15.2 (Notice).~~
- ~~ii. The Metropolitan Planning Commission shall evaluate the preliminary site plan based upon the evidence presented at the public hearing, pursuant to the approval standards of this section and shall recommend any of the following actions: recommendation of approval, recommendation of approval with conditions, or recommendation of denial of the preliminary site plan.~~
- ~~iii. Within 60 days of the date a recommendation is rendered, the Metropolitan Planning Commission shall forward its recommendation to the City Council.~~

##### **~~b. Action by City Council~~**

- ~~i. The City Council shall take action on the preliminary site plan for properties within the boundaries of the City of Shreveport in one of the following ways: approve, approve with conditions, or deny.~~
  - ~~(1) The City Council shall act on the preliminary site plan within 90 days of receipt of the Metropolitan Planning Commission recommendation unless the City Council grants additional consideration time before the 90-day period has expired. The City Council shall take action in the form of approval, approval with conditions, or denial.~~
  - ~~(2) If the City Council does not act upon the preliminary site plan within 90 days of receipt of the Metropolitan Planning Commission recommendation, the preliminary plan is deemed denied unless the City Council grants additional consideration time before the 90-day period has expired.~~

##### **~~c. Approval Standards for Preliminary Site Plan~~**

~~The recommendation of the Metropolitan Planning Commission and decision of the City Council shall make findings to support the following standards for both planned unit developments (PUD) and small planned unit developments (SPUD):~~

- ~~i. Compliance with the Master Plan and adopted land use and design studies.~~
  - ~~ii. Compliance with this Code and other applicable development regulations, and previously approved valid plans for the property.~~
  - ~~iii. Impact on the site's natural resources and effect on adjacent area, property, and land use.~~
  - ~~iv. Safety and efficiency of vehicular, bicycle, and pedestrian circulation, traffic control, and congestion mitigation.~~
  - ~~v. Safety and convenience of off-street parking and loading facilities.~~
  - ~~vi. Access for firefighting and emergency equipment to buildings.~~
  - ~~vii. Use of landscape and screening to shield lights, noise, movement, or activities from adjacent properties, and to complement the design and location of buildings and parking.~~
- d. ~~Effect of Approval of Preliminary Site Plan~~**

- ~~i. For a planned unit development (PUD), following approval of the preliminary site plan, the applicant will prepare and file a final site plan that includes all or a portion of the area included in the preliminary site plan.~~
- ~~ii. For a small planned unit development (SPUD), approval of the preliminary site plan is considered approval of the final site plan. A copy of the preliminary site plan shall be registered in the official case record and is binding upon the applicants, their heirs, successors, and assigns. The approved site plan limits and controls the issuance and validity of permits and certificates, and restricts and limits the use and operation of all land and structures within the area designated in the site plan to all conditions and limitations specified in the approval. Except as provided for in this section, the Metropolitan Planning Commission staff shall review building permits and approve zoning certificates for buildings or structures in accordance with the approved site plan and with all other applicable ordinances and regulations.~~

**5. ~~Final Site Plan for Planned Unit Development (PUD)~~**

- ~~a. Following approval of the preliminary site plan for a planned unit development (PUD), the applicant will prepare and file a final site plan for the Executive Director that includes all or a portion of the area included in the preliminary site plan.~~
- ~~b. If in compliance with the approved preliminary site plan, the Executive Director will approve the final site plan for use in the issuance of building permits.~~
- ~~c. If the final site plan reflects significant change from the preliminary site plan, the Executive Director will forward the final site plan to the Metropolitan Planning Commission for further consideration in accord with procedures established for preliminary site plan review.~~
- ~~d. Upon approval of the final site plan, a copy of such plan shall be registered in the official case record and is binding upon the applicants, their heirs, successors, and assigns. The approved final site plan limits and controls the issuance and validity of permits and certificates, and restricts and limits the use and operation of all land and structures within the area designated in the final site plan to all conditions and limitations specified in the approval. Except as provided for in this section, the Zoning Administrator shall approve building permits or zoning certificates for buildings or structures in accordance with the approved final site plan and with all other applicable ordinances and regulations.~~

**D. ~~Preliminary and Final Site Plan Submittal Requirements~~**

- ~~1. An application shall contain the name and address of the applicant, and the names and addresses of all persons with ownership or any legal entity that owns or controls the property 5% or more. All applications shall include the signed concurrence of the owners of the property for which approval is being sought.~~

- ~~2.—An application shall be accompanied by a site plan that shall include both maps and a written statement, and shall show enough detail of the area surrounding the proposed development to demonstrate the compatibility of the planned unit development to adjoining uses, both existing and proposed. The application shall include the following information on one or more dimensioned, engineer-scaled drawings of no less than 24"x 36" in size. Ten complete sets of drawings shall be submitted, however the Executive Director reserves the right to request additional sets as part of the submittal. The drawing shall include existing and proposed site conditions and improvements:~~
- ~~a.—Site boundaries and dimensions, existing and proposed lot lines, site coverage and square footage, and approximate distance to the nearest cross street.~~
  - ~~b.—Location map, north arrow, scale and title block.~~
  - ~~c.—The existing topography at two-foot contour intervals.~~
  - ~~d.—Drainage within the project and surrounding area including inlets, culverts, and other drainage structures onsite and immediately adjacent to the site.~~
  - ~~e.—Existing and proposed land use and existing zoning.~~
  - ~~f.—Natural features including tree masses, floodplains, drainage ways and creeks or bayous.~~
  - ~~g.—Existing and proposed development on adjacent properties.~~
  - ~~h.—Public streets and private drives with pavement widths, rights-of-way, turning lanes, median openings, curb cuts, driveways, and sidewalks with dimensions, radii, and surface type.~~
  - ~~i.—Parking areas and structures including the number and layout of standard spaces, handicap spaces, the location of ramps, crosswalks, and loading areas with typical dimensions and surface types.~~
  - ~~j.—Landscaping and open space areas with dimensions and total square footage (separate landscape plan required).~~
  - ~~k.—Areas proposed to be dedicated, or reserved for parks, parkways, easements, playgrounds, school sites, public and semipublic uses, and common areas.~~
  - ~~l.—Building locations and footprints, including dimensions, size, coverage, height, building lines and setbacks, and use.~~
  - ~~m.—Location and type of signs.~~
  - ~~n.—Elevation and perspective drawings of proposed structures and improvements including proposed signs. The drawings need not be the result of final architectural decisions.~~
  - ~~o.—Screening walls, fences, living screens, retaining walls, headlight screens, dumpster screening, and service area screens, including height and type of construction and/or planting specification.~~
  - ~~p.—Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.~~
  - ~~q.—Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated.~~
  - ~~r.—A development schedule indicating:~~
    - ~~i.—The proposed stages of development.~~
    - ~~ii.—The anticipated beginning and completion dates of each stage.~~
    - ~~iii.—The area and location of common space that will be provided at each stage.~~

- ~~s. Agreements, provisions, and/or covenants that govern the use, maintenance and continued protection of the planned unit development and of its common areas. In any development including townhouses, condominiums, or similar ownership of units, the proposed homeowners association agreement shall be included and shall provide for a continuing maintenance for all common spaces.~~

#### **~~E. Modifications to Approved Site Plans~~**

- ~~1. The Executive Director may approve minor amendments to the site plan, an approved preliminary site plan for a small planned unit development (SPUD) and an approved final site plan for a planned unit development (PUD), provided the amendment conforms to the following standards:~~
  - ~~a. The amendment does not increase the density of the development by no more than 10% in the total number of residential units.~~
  - ~~b. The amendment does not substantially alter the arrangement of buildings, increase the number or size of buildings (limited to no more than a 10% increase in the total gross floor area in square feet), or change the use of building space designated on the original plan.~~
  - ~~c. The amendment does not substantially alter the configuration of streets or lots.~~
  - ~~d. The amendment does not increase the height of buildings by more than six feet.~~
  - ~~e. The amendment does not substantially alter vehicular circulation or placement of parking areas.~~
  - ~~f. The amendment does not significantly reduce or lessen the effectiveness of open space, landscape buffers, and edges.~~
  - ~~g. The amendment does not conflict with other regulations specified within the ordinance establishing the PUD.~~
- ~~2. All other requested modifications to a final site plan require submittal as a new preliminary site plan for review and approval.~~

#### **~~F. Expiration and Failure to Begin Development~~**

##### **~~1. Planned Unit Development (PUD) Approved Preliminary and Final Site Plan~~**

- ~~a. The approval of a preliminary site plan for a planned unit development (PUD) is effective for a period of three years from the date of approval by the City Council, at the end of which time the applicant shall have submitted and received approval of a final site plan. The Executive Director after reviewing the current conditions of the site and verified that there is no significant change in the development or traffic patterns in the area, may extend the approval period for up to an additional three years. If a final site plan is not approved within three years, or within the time extended by the Executive Director, the preliminary site plan approval is null and void. If the final site plan approval is only for a portion of the property, the approval of the preliminary site plan for the remaining property is null and void if a phasing plan with extended timelines was not approved as part of the preliminary site plan application. The applicant is required to submit a new preliminary site plan for review and approval subject to the existing regulations.~~
- ~~b. The approval of the final site plan is effective for a period of three years. The Executive Director after reviewing the current conditions of the site and verified that there is no significant change in the development or traffic patterns in the area, may extend the approval period for up to an additional three years. If engineering plans and building permits are not approved and permitted construction activities have not commenced within three years, or within the time extended by the Executive Director, the final site plan approval is null and void. If engineering plans and permits have been approved only for a portion of the property and permitted construction activities has commenced, the final site plan for the remaining property is null and void if a phasing plan with extended timelines was not approved as part of the preliminary site plan application. The applicant is required to submit a new preliminary site plan for review and approval subject to the existing regulations.~~

##### **~~2. Small Planned Unit Development (SPUD) Approved Preliminary Site Plan~~**

~~The approval of a preliminary site plan for a small planned unit development (SPUD) is effective for a period of two years from the date of approval by the City Council. If engineering plans and building permits are not approved and permitted construction activities have not commenced within two years, the preliminary site plan approval for the small planned unit development (SPUD) is null and void. The applicant is required to submit a new preliminary site plan for review and approval subject to the existing regulations.~~

**~~G. Appeals~~**

~~Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a City Council decision on both a planned unit development (PUD) and a small planned unit development (SPUD) to Cade Parish Civil District Court.~~

## **16.9 PLANNED UNIT DEVELOPMENTS**

### **A. Purpose**

A planned unit development (PUD) shall be classified as a special development type that is subject to the provisions of this section. A PUD may be used to permit new or innovative concepts in land utilization, master-planned communities or mixed-use developments that other zoning districts do not easily accommodate. A PUD also provides site-specific compatibility standards. While greater flexibility is given to allow special conditions or restrictions that would not otherwise allow the development to occur, procedures are established to ensure against misuse of increased flexibility. Planned unit developments are appropriate in areas where the Comprehensive Plan reflects either the specific uses proposed in the planned unit development or where the Comprehensive Plan reflects mixed use as a land use category.

### **B. Objectives**

The objectives of the planned unit development (PUD) process are:

1. To encourage unified projects that exhibit creative planning and design in ways that cannot be achieved through a standard zoning district, yet is consistent with all applicable plans including but not limited to the Master Plan, Thoroughfare Plan and the intent of this Code.
2. Allow the creation of development standards that respect the unique characteristics, natural quality and beauty of the site and the immediate vicinity and protect the community's natural resources by avoiding development on and destruction of sensitive environmental areas.
3. Promote economical and efficient use of land and reduce infrastructure cost through unified development.
4. To provide amenities and enhancements that will sustain the quality of life and property values within the development as well as the properties surrounding the proposed PUD.
5. Assure compatibility between proposed land uses within and around the PUD through appropriate development controls.
6. Where appropriate, provide community facilities, open space and recreational areas.
7. To provide a maximum choice of business and living environments by allowing for a variety of housing, building types and imaginative architectural design.
8. To provide an opportunity for a mix of complementary uses otherwise not permitted within the standard zoning classifications.
9. To develop land in an orderly, coordinated and comprehensive manner that is consistent with accepted land planning, landscape architecture practices and engineering principles.

### **C. Qualifying Conditions**

At a minimum, all proposed PUDs shall meet the following qualifying conditions, as applicable, to be considered for approval:

1. **District Regulations.** Every planned unit development shall comply with all the regulations established in this Code for the underlying district in which the planned unit development is located, except as provided for in this section. A planned unit development (PUD) may be used to:
  - a. Define and condition uses allowed within the underlying districts, including expanding or restricting uses permitted by-right or by special use permit, including alcoholic beverage uses. Planned unit development zoning may specify the location of land uses and define standards, including the hours of operation and performance impacts of land uses.
  - b. Specify development standards and actions required to protect the environment and to preserve natural features and vegetation within the district.



- c. Define the development standards pertaining to the building dimensional and setback standards, the number of buildings, the density, the design and exterior appearance of buildings, the standards for lot size and width, the location, extent, and design for open space, landscape, screening and buffers, the permitted appurtenances, signs, and amenities. A planned unit development may modify, delete, or add to standards of the underlying district. The standards may be more or less restrictive than those in the underlying district.
  - d. Specify the location and design of streets, drives, parking, and pedestrian and bikeway connections. The planned unit development may be used to modify subdivision standards related to design of public and private facilities, but only where a specific finding is made by the Metropolitan Planning Commission that the alternative standard does not negatively impact public health, safety, and welfare, does not impair traffic movement, and does not result in a higher maintenance cost.
  - e. Specify the timing, sequencing, and phasing of development, including coordinating the type, location, and intensity of development permitted with the construction and availability of public facilities and services.
  - f. Provide for construction of public improvements and facilities on-site or within public servitudes and rights-of-way abutting the site as required to serve and benefit development within the district or as may be required to mitigate impacts resulting from development on other properties and uses outside the district. Subdivision standards pertaining to the design, performance, and cost participation for public improvements may be amended by a planned unit development.
- 2. **Designation.** The boundary of each planned unit development will be identified on the Zoning Map and designated with the letters "PUD" followed by a unique number referencing the adopting ordinance and regulations.
  - 3. **Location.** Planned Unit Developments may be located in any part of the City, subject to meeting all other applicable requirements.
  - 4. **Size.** The site size for a Planned Unit Development shall be a minimum of five (5) acres and shall be approved by City Council based on the type of development, and:
    - a. Rezoning the property to PUD will not result in a significant adverse effect upon nearby properties.
    - b. The proposed uses will complement the character of the surrounding area.
    - c. PUD approval is not being used as a means to circumvent conventional zoning requirements.
  - 5. **Residential Development.** A residential Planned Unit Development shall contain a variety of housing types and/or lot sizes to provide for varying lifestyles, diversity, and affordability.
  - 6. **Commercial Development.** A commercial Planned Unit Development shall enhance the City with design and architectural principles, high-quality construction techniques, preservation of natural resources, and the provision of aesthetic amenities.
  - 7. **Industrial Development.** An industrial Planned Unit Development areas where industrial, office, and limited commercial uses are planned, should not conflict with surrounding land uses and shall enhance the City with design and architectural principles, high-quality construction techniques, preservation of natural resources, encourage sound traffic patterns, and the provision of aesthetic amenities.
  - 8. **Mixed Use Development.** A mixed use Planned Unit Development combines residential and non-residential uses to create a specific environment that provides pedestrian walkability between housing, workplaces, and other amenities.
  - 9. **Recognizable Public Benefit.** The Planned Unit Development shall achieve recognizable and substantial benefits that may not be possible under the existing zoning classification(s). **At least four (4) or more** of the following benefits shall be accrued to the community as a result of the proposed PUD:

- a. Preservation of significant natural features.
- b. Preservation of historic structures and features.
- c. A complementary mix of land uses or housing types, such as:
  - i. Senior housing set-aside of a minimum of 20%.
  - ii. Affordable housing set-asides within a mixed-income development of a minimum of 20%.
- d. Preservation of common open space beyond the minimum required.
- e. Connectivity of preserved open space with open space, greenways, or public trails on abutting properties.
- f. Open space and recreational amenities including, but not limited to, swimming pools, tennis courts, hiking and jogging trails and fitness courses, playgrounds, skate parks, and similar recreational features, dog parks, natural water features and conservation areas.
- g. Multi-use trails, nature trails, boardwalks, overlooks, landscaped areas with native plantings, which may incorporate water features, such as a detention pond.
- h. Community amenities including plazas, malls, formal gardens, places to congregate, outdoor seating, public art, and pedestrian and public transit facilities.
- i. Coordinated redevelopment of multiple lots or parcels.
- j. Removal or adaptive reuse and renovation of existing buildings, sites, or contamination clean-up.
- k. Reduction of impervious surface throughout the development, including techniques such as low impact development, and the increased use of pervious paving materials.
- l. Enhanced building design above that required by the Code and/or the use of green building and sustainable development techniques, including Leadership in Energy and Environmental Design (LEED) or LEED-equivalent certification of structures.
- m. Appropriate development controls that ensure compatibility between proposed uses and neighboring properties that include all of the following:
  - i. An increased landscaping amount of at least two (2) times the minimum requirements, and shall include at least one or more of the following required landscaping areas:
    - 1. Landscape areas that abut the street right-of-way.
    - 2. Landscape buffer yards, and
    - 3. Interior parking lot landscaping.
  - ii. The addition of supplemental screening, such as fencing or berming.
  - iii. The placement of uses or site features that may be potentially disturbing to neighboring properties to alternate locations within the site in order to substantially lessen the impact of such uses or site features and may include:
    - 1. Dumpsters or other trash collection facilities.
    - 2. Loading and delivery areas.
    - 3. Large truck pathways and maneuvering areas, or

4. Other features of uses that generate higher volumes of vehicular traffic, noise, or particulate that may produce irritating fumes or smells.
- iv. Elimination of non-conforming site elements that are not required to be removed but are voluntarily removed by the applicant.

#### **D. Procedures, Forms and Standards**

The Executive Director shall establish procedures, forms and standards with regard to the content, format and information constituting any PUD application. The Executive Director may amend and update the application materials from time-to-time, as necessary.

#### **E. Approval Process**

Approval of a planned unit development (PUD) includes a pre-application meeting, possible neighborhood participation plan meeting, preliminary site plan approval, and final site plan approval.

##### **1. Pre-Application Meeting with Executive Director**

Prior to formal submittal of any PUD application, the applicant is required to schedule a pre-application meeting with the Executive Director.

- a. At a pre-application meeting, the applicant shall provide information as to the location of the proposed PUD, the proposed uses, proposed public and private improvements, including the proposed public benefits and amenities, anticipated exceptions to this Code, and any other information necessary to explain the planned unit development.
- b. The purpose of such pre-application meeting is to make advice and assistance available to the applicant before preparation of required preliminary site plan, so that the applicant may determine whether the PUD follows the provisions of this Code and other applicable regulations, and whether the proposed planned unit development will be in conformity with the adopted land use policies.
- c. The pre-application meeting does not require a formal application, fee, or filing of a planned unit development application. Any opinions or advice provided are in no way binding with respect to any official action that may be taken on the subsequent formal application.

##### **2. Neighborhood Participation Plan**

Some PUD applications may be required to include a Neighborhood Participation Plan (NPP) report. If required, the PUD application will not be deemed complete until all mandatory NPP documents are submitted to MPC staff. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan).

##### **3. Preliminary Site Plan**

All PUD applications shall submit a preliminary site plan in accordance with the following and shall contain all submittal requirements outlined in this subsection.

###### **a. Action by Metropolitan Planning Commission**

- i. After receipt of a complete application, including a summary, staff comments, and a recommendation from the Executive Director of the MPC, 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 shall be in accordance with Section 15.2 (Notice).
- ii. The Metropolitan Planning Commission shall evaluate the preliminary site plan based upon the evidence presented at the public hearing, pursuant to the approval standards of this section and shall recommend any of the following actions: recommendation of approval, recommendation of approval with conditions, or recommendation of denial of the preliminary site plan.

- iii. Within 60 days of the date a recommendation is rendered, the Metropolitan Planning Commission shall forward its recommendation to the City Council.

**b. Action by City Council**

The City Council shall take action on the preliminary site plan for properties within the boundaries of the City of Shreveport in one of the following ways: approve, approve with conditions, or deny.

- i. The City Council shall act on the preliminary site plan within 90 days of receipt of the Metropolitan Planning Commission recommendation unless the City Council grants additional consideration time before the 90 day period has expired. The City Council shall take action in the form of approval, approval with conditions, or denial.
- ii. If the City Council does not act upon the preliminary site plan within 90 days of receipt of the Metropolitan Planning Commission recommendation, the preliminary plan is deemed denied unless the City Council grants additional consideration time before the 90 day period has expired.

**c. Approval Standards for Preliminary Site Plan**

The recommendation of the Metropolitan Planning Commission and decision of the City Council shall make findings to support the following standards for all PUD:

- i. Compliance with the Master Plan and adopted land use and design studies.
- ii. Compliance with this Code and other applicable development regulations, and previously approved valid plans for the property.
- iii. Impact on the site's natural resources and effect on adjacent area, property, and land use.
- iv. Safety and efficiency of vehicular, bicycle, and pedestrian circulation, traffic control, and congestion mitigation.
- v. Safety and convenience of off-street parking and loading facilities.
- vi. Access for firefighting and emergency equipment to buildings.
- vii. Use of landscape and screening to shield lights, noise, movement, or activities from adjacent properties, and to complement the design and location of buildings and parking.

**d. Effect of Approval of Preliminary Site Plan**

- i. For a planned unit development (PUD), following approval of the preliminary site plan, the applicant will prepare and file a final site plan that includes all or a portion of the area included in the preliminary site plan.
- ii. A copy of the preliminary site plan shall be registered in the official case record and is binding upon the applicants, their heirs, successors, and assigns. The approved site plan limits and controls the issuance and validity of permits and certificates, and restricts and limits the use and operation of all land and structures within the area designated in the site plan to all conditions and limitations specified in the approval. Except as provided for in this section, the MPC staff shall review building permits and approve zoning certificates for buildings or structures in accordance with the approved site plan and with all other applicable ordinances and regulations.

**4. Final Site Plan for Planned Unit Development (PUD)**

- a. Following approval of the preliminary site plan for a planned unit development (PUD), the applicant will prepare and file a final site plan for the Executive Director that includes all or a portion of the area included in the preliminary site plan.

- b. If in compliance with the approved preliminary site plan, the Executive Director will approve the final site plan for use in the issuance of building permits.
- c. If the final site plan reflects significant change from the preliminary site plan, the Executive Director will forward the final site plan to the Metropolitan Planning Commission for further consideration in accord with procedures established for preliminary site plan review.
- d. Upon approval of the final site plan, a copy of such plan shall be registered in the official case record and is binding upon the applicants, their heirs, successors, and assigns. The approved final site plan limits and controls the issuance and validity of permits and certificates, and restricts and limits the use and operation of all land and structures within the area designated in the final site plan to all conditions and limitations specified in the approval. Except as provided for in this section, the Zoning Administrator shall approve building permits or zoning certificates for buildings or structures in accordance with the approved final site plan and with all other applicable ordinances and regulations.

#### **F. Binding Nature of Approved Site Plans**

Any approved site plan, whether preliminary or final, along with any conditions made at the time of approval shall be binding upon the applicant or any successors in interest in the planned unit development. Deviations from any approved site plan not in accordance with Subsection 16.9.F below shall constitute a violation of this Code.

#### **G. Modifications to Approved Site Plans**

- 1. The Executive Director may approve minor amendments to the final site plan provided the amendment conforms to the following standards:
  - a. The amendment does not increase the density of the development by no more than 10% in the total number of residential units.
  - b. The amendment does not substantially alter the arrangement of buildings, increase the number or size of buildings (limited to no more than a 10% increase in the total gross floor area in square feet), or change the use of building space designated within the original plan.
  - c. The amendment does not substantially alter the configuration of streets or lots.
  - d. The amendment does not substantially alter vehicular circulation or placement of parking areas.
  - e. The amendment does not significantly reduce or lessen the effectiveness of open space, landscape buffers, and edges.
  - f. The amendment does not conflict with other regulations specified within the ordinance establishing the PUD.
- 2. All other requested modifications to a final site plan require submittal as a new preliminary site plan for review and approval, and shall follow the review procedures as identified in this section.

#### **H. Expiration and Failure to Begin Development**

- 1. The approval of a preliminary site plan for a planned unit development (PUD) is effective for a period of three years from the date of approval by the City Council, at the end of which time the applicant shall have submitted and received approval of a final site plan. The Executive Director, after reviewing the current conditions of the site and verifying that there is no significant change in the development or traffic patterns in the area, may extend the approval period for up to an additional three years. If a final site plan is not approved within three years of the original approval of the preliminary site plan, or within the time extended by the Executive Director, the preliminary site plan approval is null and void. If the final site plan approval is only for a portion of the property, the approval of the preliminary site plan for the remaining property is null and void if a phasing plan with extended timelines was not approved as part of the preliminary site plan application. Any further action shall require a new application and approval.

2. The approval of the final site plan is effective for a period of three years. The Executive Director, after reviewing the current conditions of the site and verifying that there is no significant change in the development or traffic patterns in the area, may extend the approval period for up to an additional three years. If engineering plans and building permits are not approved and permitted construction activities have not commenced within three years, or within the time extended by the Executive Director, the final site plan approval is null and void. If engineering plans and permits have been approved only for a portion of the property and permitted construction activities has commenced, the final site plan for the remaining property is null and void if a phasing plan with extended timelines was not approved as part of the preliminary site plan application. Any further action shall require a new application and approval subject to the existing regulations.

**I. Appeals**

- A. Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a City Council decision on a planned unit development (PUD) application to Caddo Parish Civil District Court.
- B. Within 30 days after the date of the decision for any administrative action taken on a conditional zoning district application, the applicant or any aggrieved party may appeal an Executive Director's decision to the Zoning Board of Appeals.

TABLE 15-2: REQUIRED NOTICE			
Application	Notice Type		
	Published	Mailed	Posted
Code Text Amendment	•		
Zoning Map Amendment	•	•	•
Zoning Map Amendment: More Than 10 Parcels	•		
Special Use Permit	•	•	•
Administrative Special Use Permit	•		•
Variance to Zoning	•	•	•
Special Exception Use	•	•	•
Planned Unit Developments (PUD <del>&amp; SPUD</del> ) – Preliminary Site Plan	•	•	•
<a href="#">Conditional Zoning District (CZD) – Preliminary Site Plan</a>	• –	• –	• –
Appeal to Staff Administrative Decisions	•		
Subdivision Application (Major) – Preliminary Plat	•		
Annexation	•		
Closure and Abandonment	•		

## ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES

- 16.1 CODE TEXT AMENDMENT
- 16.2 ZONING MAP AMENDMENT
- 16.3 SPECIAL USE PERMIT
- 16.4 ADMINISTRATIVE SPECIAL USE PERMIT
- 16.5 VARIANCE TO ZONING
- 16.6 SPECIAL EXCEPTION USE
- 16.7 ADMINISTRATIVE EXCEPTION TO ZONING
- 16.8 SITE PLAN REVIEW
- 16.9 PLANNED UNIT DEVELOPMENT ~~AND SMALL PLANNED UNIT DEVELOPMENT~~
- 16.10 CONDITIONAL ZONING DISTRICT
- ~~16.40~~11 SIGN PERMIT
- ~~16.44~~12 ZONING INTERPRETATION
- ~~16.42~~13 TEMPORARY USE PERMIT
- ~~16.43~~14 CERTIFICATE OF OCCUPANCY
- ~~16.44~~15 TEMPORARY CERTIFICATE OF OCCUPANCY
- ~~16.45~~16 RESIDENTIAL RENTAL PROPERTY REGISTRATION
- ~~16.46~~17 APPEAL OF STAFF ADMINISTRATIVE DECISIONS

### 16.10 CONDITIONAL ZONING DISTRICT

#### A. Purpose

A conditional zoning district (CZD) may be established to provide flexibility in the development of property while ensuring that a development is compatible with neighboring uses. Conditional zoning affords a degree of certainty in land use decisions not typically possible in conventional zoning.

#### B. Conditional Zoning District Designation

Each conditional zoning district shall be designated on the City's Zoning Map and other official documents by combining the designation of its base zoning district with the suffix, "-CZD". For example, the conditional zoning district with a base zoning district of Rural Agricultural would be identified as "R-A-CZD" on the Zoning Map.

#### C. Relationship to Base Zoning District

Development in a conditional zoning district shall be subject to all the use and development standard requirements that apply to development in the base zoning district, plus the conditions imposed as part of the conditional zoning approval.

#### D. Procedures, Forms and Standards

The following are general submittal requirements for requesting to apply for a conditional zoning district:

1. Property may be placed in a conditional zoning district only in response to an application by all owners of the property to be included in the CZD.
2. The applicant must clearly include in the application any uses proposed to be permitted on the subject property. No uses will be permitted except those enumerated in the enacting ordinance establishing the CZD.
3. The Executive Director shall establish procedures, forms and standards with regard to the content, format and information constituting any CZD application. The Executive Director may amend and update the application materials from time to time.
4. An application for conditional zoning must include a site plan, drawn to scale, and supporting information and text, as determined by the Executive Director, that specifies the actual use or uses intended for the property and any rules, regulations and conditions that, in addition to all predetermined requirements, will govern the development and use of the property.



**E. Approval Process for Conditional Zoning District**

1. Conditional Zoning District decisions are subject to the same procedures as applicable to a zoning map amendment, as described in Section 16.2 (Zoning Map Amendment) of this Code, except for the standard of review as outlined herein.
2. Conditional Zoning District decisions shall be made in consideration of identified relevant adopted land use plans for the area, including, but not limited to, the Master Plan, strategic plans, corridor plans, and other land-use policy documents.
3. In making their recommendation and decision, the Metropolitan Planning Commission and City Council must consider the following standards. The approval of a Conditional Zoning District is based on a balancing of these standards and design specifications:
  - a. Compliance with the Master Plan and adopted land use and design studies.
  - b. Compliance with this Code and other applicable development regulations, and previously approved valid plans for the property.
  - c. Safety and efficiency of vehicles, bicycle, and pedestrian circulation, traffic control, and congestion mitigation.
  - d. Safety and convenience of off-street parking and loading facilities.
  - e. The degree to which site design mitigates negative impacts on neighboring uses.
  - f. Access for firefighting and emergency equipment to buildings.
  - g. The trend of development, if any, in the general area of the property in question.

**F. Neighborhood Participation Plan**

Some CZD applications may be required to include a Neighborhood Participation Plan (NPP) report. If required, the CZD application will not be deemed complete until all mandatory NPP documents are submitted to MPC staff. All requirements for the NPP program are described in Section 15.4 (Neighborhood Participation Plan) of this Code.

**G. Fair and Reasonable Conditions**

1. Specific conditions may be proposed by the Applicant, MPC, or the City or its agencies, but only those conditions approved by the City Council shall be incorporated into the district regulations.
2. Conditions and site-specific standards imposed in a conditional zoning district shall be limited to those that address conformance of the development and use of the site to local ordinances, plans adopted pursuant to this Code, or the impacts reasonably expected to be generated by the development or use of the site.
3. Such conditions to approval of the request may include, but are not limited to, dedication to the City, Parish or state, as appropriate, of any land, rights-of-way or easements for streets, water, sewer, drainage, recreational uses or other public utilities necessary to serve the proposed development.
4. Conditions may relate to the relationship of the proposed use to surrounding property, size, scale, location and design of structures, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation systems, screening and buffer areas, preservation of protected trees, the phasing of development, street and right-of-way improvements, water and sewer improvements, stormwater drainage, the provision of open space, and other matters that the City Council may find appropriate or the applicant may propose.
5. If for any reason any condition for approval is found to be illegal or invalid or if the applicant should fail to accept any condition following approval, the approval of the site plan for the CZD shall be null and void and of no effect. Proceedings shall be instituted to rezone the property to its previous zoning classification.

#### **H. Effect of Approval**

1. If a request for conditional zoning is approved by the City Council, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to the district's classification, any approved site plan for the district, and any additional approved conditions, as applicable, all of which shall constitute the zoning regulations for the approved district and are binding on the property as an amendment to these regulations and to the Zoning Map.
2. If a CZD request is approved, only those uses and structures indicated in the enacting ordinance or indicated on a site plan referenced by the enacting ordinance shall be allowed on the subject property.
3. Following the approval of the request for a conditional zoning district, the subject property shall be identified on the Zoning Map by the appropriate district designation. A conditional zoning district shall be identified by the same designation as the underlying general district followed by the letters "CZD" (for example, Rural Agriculture Conditional Zoning District would be designated as "R-A-CZD").
4. No permit shall be issued for any development activity within a CZD except in accordance with the approved request and, if applicable, a site plan for the district.
5. Any violation of the approved conditional zoning district or associated conditions for the district shall be treated the same as any other violation of this development regulation and shall be subject to the same remedies and penalties as any such violation.

#### **I. Modifications to an Approved Site Plan**

1. **Major Changes.** Major changes to approved site plans and conditions of development for a conditional zoning district may be authorized only by the City Council after review and recommendation by the Metropolitan Planning Commission in the same manner as applicable to Zoning Map amendments. Major changes include, but are not limited to:
  - a. Change in use(s); except those permitted in the base zoning district.
  - b. Increase in intensity of the development; such as, increase in density of units, whether residential, office, commercial or industrial;
  - c. An increase of 10% or greater of overall ground coverage by structures; except those permitted in the based zoning district.
  - d. A reduction in approved open space or screening;
  - e. A change in vehicular access; or
  - f. A variation from an imposed condition.
2. **Minor Changes.** Minor changes, which are not deemed as major changes by the Executive Director or as set forth under the subsection above may, at his or her discretion, be authorized by the Executive Director in accordance with the following:
  - a. The Executive Director shall have the delegated authority to approve minor changes to an approved site plan which is part of an approved conditional zoning district.
  - b. The standard for approving or denying such a requested change shall be that the change does not significantly alter the site plan and that the change does not have a significant impact upon abutting properties and does not qualify as a major change as set forth in the subsection above.
  - c. Any decision must be in writing stating the grounds for approval or denial.
  - d. If the Executive Director declines to exercise the authority to approve minor changes to an approved site plan, the applicant may request a zoning map amendment as permitted by this Article.

- e. Any request for a minor change/administrative amendment shall be pursuant to a written letter, signed by the property owner(s), detailing the requested change. Upon request, the applicant must provide any additional information that is requested. Upon an approval of any minor change, the applicant must file a sufficient number of copies of a revised site plan (as applicable) as deemed necessary by the Executive Director.

**J. Review of Approval of a Conditional Zoning District**

It is intended that property shall be reclassified to a Conditional Zoning District only in the event of firm plans to develop the property. Therefore, no sooner than three (3) years after the date of approval of a CZD application, the Executive Director may examine the progress made toward developing the property in accordance with the approved application and any conditions attached to the approval. If the Executive Director determines that progress has not been made in accordance with the approved application and conditions, the Executive Director shall forward a report to the Metropolitan Planning Commission, which may recommend that the property be rezoned to its previous zoning classification or to another district.

**K. Appeals**

- A. Within 30 days after the date of the decision, the applicant or any aggrieved party may appeal a City Council decision on a conditional zoning district (CZD) application to Caddo Parish Civil District Court.
- B. Within 30 days after the date of the decision for any administrative action taken on a conditional zoning district application, the applicant or any aggrieved party may appeal an Executive Director's decision to the Zoning Board of Appeals.

**SHREVEPORT METROPOLITAN PLANNING COMMISSION OF CADDO PARISH  
SUMMARY MINUTES OF THE PUBLIC HEARING OCTOBER 2, 2024**

A regularly scheduled public hearing of the Shreveport Metropolitan Planning Commission of Caddo Parish was held on Wednesday, October 2, 2024 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. The members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Winzer Andrews, Chair  
Chris Elbertson  
Rachel Jackson  
Fred Moss, IV  
Bill Robertson  
Harold Sater  
Toni Thibeaux  
Rose Wilson McCulloch

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Adam Bailey, Community Planning & Design Manager  
Reginald Jordan, Zoning Administrator  
Emily Trant, Land Development Coordinator  
Kamrin Hooks, Executive Assistant/Planner 1  
Christian Terrell, Planner 1  
Tanner Yeldell, City Attorney's Office

**Members Absent**

Gabriel Balderas

The hearing was opened with prayer by **MS. JACKSON**. The Pledge of Allegiance was led by **MR. ROBERTSON**

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Metropolitan Planning Commission are subject to appeal to the appropriate governing body, the City Council. Appeals must be filed within 10 days from the date a decision is rendered by the Metropolitan Planning Commission.

**A motion was made by MR. MOSS, seconded by MR. SATER, to approve the minutes of the September 4, 2024 public hearing as submitted.**

**The motion was adopted by the following 7-0 vote: Ayes: Messrs. ANDREWS, ELBERSON, MOSS, ROBERTSON, & SATER and Meses. WILSON MCCULLOCH, & THIBEAUX Nays: NONE. Absent: Messrs. BALDERAS and Meses. JACKSON**

**CASE NO. 24-07-CTAC CODE TEXT AMENDMENT**

Applicant: METROPOLITAN PLANNING COMMISSION  
Request: Code Text (Ordinance) Amendments to the Shreveport UDC

**Representative &/or support: NONE**

**Opposition: NONE**

**A motion was made by MRS. WILSON MCCULLOCH, seconded by MR. ELBERSON to recommend for approval.**

**The motion was adopted by the following 8-0 vote: Ayes: Messrs. ANDREWS, ELBERSON, MOSS, ROBERTSON, & SATER and Meses. WILSON MCCULLOCH, JACKSON & THIBEAUX Nays: NONE. Absent: Messrs. BALDERAS**

**CASE NO. 24-08-CTAC CODE TEXT AMENDMENT**

Applicant: METROPOLITAN PLANNING COMMISSION  
Request: Code Text (Ordinance) Amendments to the Shreveport UDC

**Representative &/or support: NONE**

**Opposition: NONE**

**A motion was made by MRS. WILSON MCCULLOCH, seconded by MS. JACKSON to recommend for approval.**

**The motion was adopted by the following 8-0 vote: Ayes: Messrs. ANDREWS, ELBERSON, MOSS, ROBERTSON, & SATER and Meses. WILSON MCCULLOCH, JACKSON & THIBEAUX Nays: NONE. Absent: Messrs. BALDERAS**

**END OF PUBLIC HEARING**

**OLD BUSINESS**

JORDAN informed the Board 17 commercial CO's have been issued: 5 in the same month last year. Year to date 290 have been issued and 105 for last year. For residential CO's, 22 for the month and 1 for this same month last year. Year to date 146, and last year 45. For violations, there have been 22 complaints this year and 43 last year this month and 321 for violations year to date for 2023 it was 371.

**NEW BUSINESS**

**OTHER MATTERS TO BE REVIEWED BY THE COMMISSION**

**Brandon Aillet NLCOG 401 Market St Ste.650, Shreveport, LA, 71101**

Presented a presentation to the Board regarding a safety action plan. ROBERTSON asked if the plan could show the most dangerous intersections in Shreveport. Aillet stated that it will show a heat map of crashes in certain areas.

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:07 p.m.**

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**Winzer Andrews, Chair**

\_\_\_\_\_  
**Rachel Jackson, Secretary**

Notice is hereby given that the Shreveport Metropolitan Planning Commission of Caddo Parish, LA, will hold a public hearing on Wednesday, October 2, 2024 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the City of Shreveport and Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**CASE NO. 24-07-CTAC:** UDC CODE TEXT AMENDMENTS. In accordance with the *Shreveport Unified Development Code (UDC)*, Article 16, Section 16.1, this application has been submitted by the staff of the Office of the Shreveport Metropolitan Planning Commission of Caddo Parish to reconsider public comments and testimony regarding proposed code text amendments to the *Shreveport UDC* including, but not limited to, amending the following articles, or portions thereof: *Article 16. Zoning Application Approval Processes*, by adding a new approval process, *Conditional Zoning*, as well as updating the *Planned Unit Development (PUD)* process, with all provisions included therein.

Alan Clarke, Executive Director  
Metropolitan Planning Commission  
The Shreveport Times