

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 adding new definitions related to sober living home, and to otherwise provide with respect thereto.	September 24, 2024	Shreveport Metropolitan Planning Commission ("MPC")
		COUNCIL DISTRICT City-wide
		SPONSOR

PURPOSE

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

BACKGROUND INFORMATION

MPC Case #24-06-CTAC recommends three (3) text amendments related to housing and accommodation. The changes aim to clarify language and ensure compliance with federal and state laws. Key updates include:

- Revising the definition of "Family" to encompass various living arrangements,
- Aligning the definition of "Handicapped" with federal standards,
- Introducing a definition for "Reasonable Accommodation" to address accessibility for persons with disabilities, and
- Defining "Sober Living Home" as a single-family dwelling for individuals recovering from addiction.

The Metropolitan Planning Commission (MPC) staff recommended approval of these amendments, noting they are consistent with the city's master plan, promote public welfare, and reflect changes in policy.

The MPC Board voted unanimously to recommend approval of the application.

TIMETABLE

MPC Introduction:	August 7, 2024
MPC Review & Recommendation:	September 4, 2023
Introduction to City Council:	September 24, 2024
Final Passage by City Council:	October 8, 2024

ATTACHMENTS

Exhibit "A"	Summary of Proposed Amendments
Exhibit "B"	Detailed Amendment Memo
Exhibit "C"	MPC Staff Report for 24-06-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 September 4, 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 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 September 4, 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 August 21, 2024, in *The Shreveport Times* (a newspaper of general circulation in the municipality).

FINANCES

\$0

SOURCE OF FUNDS

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 ADDING NEW DEFINITIONS RELATED TO SOBER LIVING HOME, 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 August 7, 2024, the first draft proposals of these *code text amendments* were submitted to the Shreveport Metropolitan Planning Commission (MPC), at its regular public board meeting, for informal review and discussion; and

WHEREAS, on September 4, 2024, these *code text amendments* were submitted to the Shreveport 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 September 7, 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 MPC staff, in *The Shreveport Times* (a newspaper of general circulation in the municipality) and said Notice was published on August 21, 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 "Family" 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

* * * * *

~~Family. One of the following, together with customary household helpers: 1) an individual; 2) two or more people related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit in a dwelling unit; or 3) a group of four or less people, who are not related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit in a dwelling unit. Family does not apply to accommodations for persons protected by the Federal Fair Housing Act or fraternity/sorority.~~

Family. A family is either: (1) an individual, (2) two or more people related by blood, marriage, civil union, adoption, or foster care living together, or (3) up to six unrelated people living together as a single housekeeping unit. Family does not include any society, club, fraternity, sorority, association, lodge combine, federation, coterie, or like organization; any group of individuals whose association is temporary or seasonal in nature; or any group of individuals who are in a group living arrangement as a result of criminal offenses. This definition excludes those protected by the Federal Fair Housing Act.

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2. Add new definitions “Reasonable Accommodation” and “Sober Living Home” 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

* * * * *

Handicapped. A person with disabilities. For the purpose herein, has the meaning set forth in the federal Fair Housing Act and the Americans with Disabilities Act and is an individual who has a physical or mental impairment that limits one or more of the major life activities of such individual, is regarding as having such impairment, or has a record of such impairment. While a person recovering from substance abuse is considered a person with a disability under 42 U.S.C. § 3602(h), a person who is currently engaged in illegal use of a controlled substance is not.

* * * * *

Reasonable Accommodation. The act of making a dwelling unit or housing facility(ies) readily accessible to and usable by a person with disabilities, through the removal of constraints in the City's land use, zoning, permit and processing procedures. All accommodations may not be reasonable, and the reasonableness of a request will be determined by the Zoning Administrator.

* * * * *

3. Add new definition “Sober Living Home” in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Shreveport UDC. All subsequent definitions shall be alphabetized accordingly.

5.3 USE DEFINITIONS

* * * * *

Sober Living Home. A single-family dwelling unit used by individuals recovering from a drug and/or alcohol addiction, considered as a handicapped individual under state or federal law, and is operated to provide a stable environment of clean and sober living conditions for individuals who are recovering from alcohol and/or drug addiction who do not require twenty-four hour supervision or therapeutic services on the premises. A sober living facility shall not provide on-site supportive services to residents, including the following: mental health services; clinical rehabilitation services; social services; medical, dental, nutritional or other health care services; financial management services; legal services; vocational services; and other similar supportive services. A sober living facility shall not be considered as a group home for all purposes consistent herewith.

* * * * *

BE IT FURTHER ORDAINED that the Mayor of the City of Shreveport, or his/her designee, and the Executive Director of the Shreveport 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:

City Attorney's Office



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: 24-03-CTAC

— Updated Definitions Related to Housing and Accommodation —

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: These proposed code text amendments introduce updated definitions for key terms related to housing and accommodation in the Shreveport UDC. The changes aim to clarify language and ensure compliance with federal and state laws.

CASE HISTORY: Proposed revisions were created in conjunction with MPC staff and the City Attorney's Office.

These amendments were originally scheduled to be presented at the July MPC Public Hearing; however, the Executive Director felt the language wasn't ready and opted to wait until the September MPC Public hearing.

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

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

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].

1. Amend definition "Family" 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

* * * * *

~~Family. One of the following, together with customary household helpers: 1) an individual; 2) two or more people related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit in a dwelling unit; or 3) a group of four or less people, who are not related by blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping unit in a dwelling unit. Family does not does not apply to accommodations for persons protected by the Federal Fair Housing Act or fraternity/sorority.~~

Family. A family is either: (1) an individual, (2) two or more people related by blood, marriage, civil union, adoption, or foster care living together, or (3) up to six unrelated people living together as a single housekeeping unit. Family does not include any society, club, fraternity, sorority, association, lodge combine, federation, coterie, or like organization; any group of individuals whose association is temporary or seasonal in nature; or any group of individuals who are in a group living arrangement as a result of criminal offenses. This definition excludes those protected by the Federal Fair Housing Act.

* * * * *

2. Add new definitions "Reasonable Accommodation" and "Sober Living Home" 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

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Handicapped. A person with disabilities. For the purpose herein, has the meaning set forth in the federal Fair Housing Act and the Americans with Disabilities Act and is an individual who has a physical or mental impairment that limits one or more of the major life activities of such individual, is regarding as having such impairment, or has a record of such impairment. While a person recovering from substance abuse is considered a person with a disability under 42 U.S.C. § 3602(h), a person who is currently engaged in illegal use of a controlled substance is not.

* * * * *

Reasonable Accommodation. The act of making a dwelling unit or housing facility(ies) readily accessible to and usable by a person with disabilities, through the removal of constraints in the City's land use, zoning, permit and processing procedures. All accommodations may not be reasonable, and the reasonableness of a request will be determined by the Zoning Administrator.

* * * * *

3. Add new definition "Sober Living Home" in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Shreveport UDC. All subsequent definitions shall be alphabetized accordingly.

5.3 USE DEFINITIONS

* * * * *

Sober Living Home. A single-family dwelling unit used by individuals recovering from a drug and/or alcohol addiction, considered as a handicapped individual under state or federal law, and is operated to provide a stable environment of clean and sober living conditions for individuals who are recovering from alcohol and/or drug addiction who do not require twenty-four hour supervision or therapeutic services on the premises. A sober living facility shall not provide on-site supportive services to residents, including the following: mental health services; clinical rehabilitation services; social services; medical, dental, nutritional or other health care services; financial management services; legal services; vocational services; and other similar supportive services. A sober living facility shall not be considered as a group home for all purposes consistent herewith.

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STAFF REPORT – CITY OF SHREVEPORT

SEPTEMBER 4, 2024

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

CASE NUMBER: 24-06-CTAC: City of Shreveport Code-Text Amendments
APPLICANT: METROPOLITAN PLANNING COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Shreveport UDC

SUMMARY: These proposed code text amendments introduce updated definitions for key terms related to housing and accommodation in the Shreveport UDC. The changes aim to clarify language and ensure compliance with federal and state laws.

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 initially provided to the City Attorney's Office on July 1, 2024, for review and comment. A follow-up email was submitted again on August 26, 2024, for review and comment.
 - Notice of the July MPC public hearing was provided through legal advertisement in *The Shreveport Times* on August 21, 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 September 4, 2024, the Shreveport City Council will review the proposals at a September 24, 2024, and October 8, 2023, public hearing.
-

STAFF ANALYSIS: The City of Shreveport Unified Development Code (UDC) undergoes regular review to ensure that the Code promotes sound, stable, and desirable development. Periodically, revisions are required to correct errors in the text or to accommodate changed or the changing nature of business in our community.

This staff report introduces updated definitions for key terms related to housing and accommodation in our city code. The changes aim to clarify language and ensure compliance with federal and state laws.

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The definition of "Family" has been revised to encompass various living arrangements, including individuals, related groups, and small unrelated groups living as a single housekeeping unit. It explicitly excludes accommodations for persons protected by the Federal Fair Housing Act and fraternity/sorority housing, or similar organizations.

"Handicapped" is now defined in alignment with federal Fair Housing Act and Americans with Disabilities Act standards. This includes individuals with physical or mental impairments that limit major life activities, those regarded as having such impairments, or those with a record of such impairments. The definition clarifies the status of individuals recovering from substance abuse versus those currently using illegal controlled substances.

"Reasonable Accommodation" is defined as the process of making dwellings or housing facilities accessible to persons with disabilities by removing constraints in land use, zoning, and permit procedures. The reasonableness of requests will be determined by the Zoning Administrator.

Lastly, "Sober Living Home" is defined as a single-family dwelling for individuals recovering from drug and/or alcohol addiction. These homes provide a stable, clean, and sober living environment but do not offer on-site supportive services such as mental health, clinical rehabilitation, or vocational services.

These updated definitions aim to provide clarity and consistency in our city's approach to housing and accommodation, ensuring fair treatment and compliance with relevant laws.

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.**

- Amendment 1.** Amend existing definition *Family* in **Article 2. - Definitions and Rules of Measurement.**
- Amendment 2.** Add new definition *Handicapped and Reasonable Accommodation* in **Article 2. - Definitions and Rules of Measurement.**
- Amendment 3.** Add new definition *Sober Living Facility* in **Article 5. -Uses.**

ATTACHMENTS: **See Exhibit "A" for a one-page summary of proposed amendments.**
See Exhibit "B" for detailed list of changes with redlines and strikeouts.

APPROVAL STANDARDS: The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the UDC 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.

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- 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.

**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** and **Article 5** of the **Shreveport UDC** would be amended, as described within. 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.

PUBLIC ASSESSMENT: No one spoke un support or opposition.

**MPC BOARD
RECOMMENDATION:**

The Board voted unanimously to recommend approval of this application.

**SHREVEPORT METROPOLITAN PLANNING COMMISSION OF CADDO PARISH
SUMMARY MINUTES OF THE PUBLIC HEARING SEPTEMBER 4, 2024**

A regularly scheduled public hearing of the Shreveport Metropolitan Planning Commission of Caddo Parish was held on Wednesday, September 4, 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 Elberson
Rachel Jackson
Rose Wilson McCulloch
Fred Moss, IV
Bill Robertson
Harold Sater
Toni Thibeaux

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
Walter Johnson, Community Planner II
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. ELBERSON**.

The meeting was called to order and the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone and give their name and 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 MRS. WILSON MCCULLOCH, seconded by MR. MOSS, to approve the minutes of the August 7, 2024 public hearing as submitted.

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

PUBLIC HEARING

CASE NO. 24-6-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 MR. MOSS, seconded by MRS. WILSON MCCULLOCH to recommend for approval of the application.

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

END OF PUBLIC HEARING

draft

OLD BUSINESS

NEW BUSINESS

OTHER MATTERS TO BE REVIEWED BY THE COMMISSION

Michael Roberts 149 Atlantic Avenue, Shreveport, LA 71101

Roberts stated that empty lots in Shreveport is a problem. He stated that he proposes an experimental program to place two tiny homes for low-income individuals to make property valuable and give it an option to redevelop. CLARKE stated that he encourages Roberts to become involved in the Masterplan Update.

New MPC Zoning Inspector Kemone Howard introduced himself to the Board.

CLARKE stated that the NPP meeting allows for citizens to ask questions and applicants to make changes and bring those changes to the Staff to be presented to the Board. He stated that the MPC Office is striving to set up a program to have appraisals done of property and put before the Board to help mitigate the decrease in property value rumors that spread with cases.

Jordan stated from year to date, zoning enforcement has issued 223 certificates of occupancies for commercial businesses, and 19 for this month. They have issued 127 certificates for homebased businesses year to date and 29 for the month. For violations that have issued 300 for year to date and 25 for this month. ROBERTSON asked for a packet of the zoning numbers to be presented at every meeting comparing the current month to the previous' last years month. CLARKE stated that a lot of information is available to the public on the MPC webpage.

CHAIR/BOARD MEMBER'S COMMENTS

ADJOURN 4:12 p.m.

Winzer Andrews, Chair

Rachel Jackson, Secretary

CC3825

NOTICE TO THE PUBLIC

Control #24149

Notice is hereby given that the Shreveport Metropolitan Planning Commission of Caddo Parish, LA, will hold a public hearing on Wednesday, September 4, 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. 24-06-CTAC: UDC CODE TEXT AMENDMENTS. In accordance with 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 2. Definitions and Rules of Measurement and Article 5. –Standards, by adding new definitions for Sober Living Facility, with all provisions included therein.

Alan Clarke, Executive Director
Metropolitan Planning Commission
The Shreveport Times