

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 and updating provisions related to the administrative exception to zoning process, and to otherwise provide with respect thereto.	October 22, 2024	Shreveport Caddo 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 #24-08-CTAC outlines a proposal to amend Article 16, Section 16.7 of the Shreveport Unified Development Code (UDC), focusing on the authority of the Executive Director to grant administrative exceptions to zoning requirements that may cause minor practical difficulties. <ul style="list-style-type: none">This amendment seeks to align the language of these exceptions with the previous zoning code to streamline processes and enhance customer-friendliness.The changes are consistent with the Shreveport-Caddo 2030 Great Expectations Master Plan to promote public health, safety, and welfare.The MPC Baord unanimously supports the recommendation for approval, pending City Council action.

TIMETABLE	ATTACHMENTS
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” MPC Staff Report for 24-08-CTAC
Final Passage by City Council: November 8, 2024	

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 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 <i>The Shreveport Times</i> (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 AND UPDATING PROVISIONS RELATED TO THE ADMINISTRATIVE EXCEPTION TO ZONING PROCESS, 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 "Mechanical Equipment" in ARTICLE 7. - ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3. - ACCESSORY STRUCTURES AND USES, SUBSECTION 7.3.Q.1.a in the Shreveport UDC.

7.3. ACCESSORY STRUCTURES AND USES

* * * * *

Q. Mechanical Equipment

Mechanical equipment includes heating, ventilation, and air conditioning (HVAC) equipment, electrical generators, and similar equipment.

1. Ground-Mounted Equipment

- a. ~~Mechanical equipment is prohibited in the front yard. Mechanical equipment is prohibited in the front yard unless an administrative exception is approved by the Executive Director. If mechanical equipment is located in the front yard as of the effective date of this Code, the equipment may remain and may be repaired and maintained unless it is replaced in its entirety or the principal structure is demolished.~~
- b. Mechanical equipment is permitted only in the interior side, corner side, or rear yard.

* * * * *

2. Amend “Authority” in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.7. ADMINISTRATIVE EXCEPTION TO ZONING, Subsection 16.7.C in the Shreveport UDC.

16.7 ADMINISTRATIVE EXCEPTION TO ZONING

* * * * *

C. Authority

- ~~1. A reduction in a required setback of the district of no more than 15%.~~
- ~~2. A reduction in the required setbacks for accessory structures of no more than one foot.~~
- ~~3. A reduction of required off-street parking spaces by no more than 10% of that required or two spaces, whichever is greater.~~
- ~~4. Provision of additional off-street parking spaces above any parking maximums when applicable.~~
- ~~5. A reduction in required bicycle parking of up to 50%.~~
- ~~6. A density increase of no more than 10% of the total number of residential units.~~
- ~~7. An increase in building height of six feet or less.~~
- ~~8. A hardship exists in the landscaping or screening requirements because of lot topography, size, shape, or location.~~
- ~~9. An increase in sign area or height of no more than 10%. This exception would apply to all sign types except billboards.~~
1. A reduction of not more than 25% in the front yard setback requirement in any district.
2. A reduction of not more than 50% in the rear or side yard setback requirements in any district except when the reduction is for an accessory structure adjacent to a public utility easement, a railroad right-of-way or the 172-foot contour of Cross Lake, in which case the reduction may be up to 100 percent of the required rear or side yard.

3. A reduction of required off-street parking spaces by no more than 10% of that required or two spaces, whichever is greater.
4. A reduction in required bicycle parking of up to 100%.
5. A density increase of no more than 10% of the total number of residential units.
6. An increase of not more than 10% in the maximum height permitted in any district.
7. A hardship exists in the landscaping or screening requirements because of lot topography, size, shape, or location.
8. An increase in sign area or height of no more than 10%. This exception would apply to all sign types except billboards.
9. Approval of ground mounted mechanical equipment in the front yard when determined by the executive director that it is adequately screened from public view.
10. Approval of a variance in the required minimum lot width up to 25% of the required width.
11. Approval of a variance in the required minimum lot area up to 5% or the required area.

* * * * *

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 effect without the invalid provisions, items or applications and to this end the provisions of this Ordinance are hereby declared severable.

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

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

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

APPROVED AS TO LEGAL FORM:

City Attorney's Office



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: 24-08-CTAC

— Administrative Exception to Zoning—

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: MPC Case #24-08-CTAC recommends revising *Article 16. Zoning Application Approval Processes, Section 16.7. Administrative Exception to Zoning of the Shreveport Unified Development Code (UDC). Subsection 16.7.C.-Authority* authorizes the Executive Director to grant certain administrative exceptions to provide relief from carrying out a requirement of this Code that may cause a minor practical difficulty. This amendment updates those exceptions, matching the same language used in *Section 106* of the previous zoning Code.

**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: This request proposes a revision to the *Shreveport Unified Development Code (UDC)*, specifically targeting *Article 16, Section 16.7*, which deals with Administrative Exceptions to Zoning. The amendment aims to update the authority of the Executive Director in granting certain administrative exceptions. These exceptions are intended to provide relief from Code requirements that may cause minor practical difficulties in implementation.

The proposed change seeks to align the language of these exceptions with *Section 106* of the previous zoning code—suggesting a desire for consistency and possibly a return to previously established practices.

This amendment could potentially streamline certain zoning processes by allowing the Executive Director more flexibility in addressing minor issues without requiring a full review process (i.e., a variance to zoning). MPC staff carefully considered the specific language changes to ensure they do not inadvertently create loopholes or undermine the overall intent of the UDC. Staff reviewed the exact wording of the proposed exceptions and compared them to both the current exceptions and the previous zoning code to fully understand the implications of this change.

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 "Mechanical Equipment" in ARTICLE 7. - ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3. - ACCESSORY STRUCTURES AND USES, SUBSECTION 7.3.Q.1.a in the Shreveport UDC.

7.3. ACCESSORY STRUCTURES AND USES

* * * * *

Q. Mechanical Equipment

Mechanical equipment includes heating, ventilation, and air conditioning (HVAC) equipment, electrical generators, and similar equipment.

1. Ground-Mounted Equipment

- a. ~~Mechanical equipment is prohibited in the front yard.~~ Mechanical equipment is prohibited in the front yard unless an administrative exception is approved by the Executive Director. If mechanical equipment is located in the front yard as of the effective date of this Code, the equipment may remain and may be repaired and maintained unless it is replaced in its entirety or the principal structure is demolished.
- b. Mechanical equipment is permitted only in the interior side, corner side, or rear yard.

* * * * *

2. Amend "Authority" in ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, SECTION 16.7. ADMINISTRATIVE EXCEPTION TO ZONING, Subsection 16.7.C in the Shreveport UDC.

16.7 ADMINISTRATIVE EXCEPTION TO ZONING

* * * * *

C. Authority

Only the items listed below are eligible for an administrative exception; all other requests for relief are considered variances under Section 16.5. The Executive Director is authorized to grant administrative exceptions as follows:

1. ~~A reduction in a required setback of the district of no more than 15%.~~
2. ~~A reduction in the required setbacks for accessory structures of no more than one foot.~~
3. ~~A reduction of required off-street parking spaces by no more than 10% of that required or two spaces, whichever is greater.~~
4. ~~Provision of additional off-street parking spaces above any parking maximums when applicable.~~
5. ~~A reduction in required bicycle parking of up to 50%.~~
6. ~~A density increase of no more than 10% of the total number of residential units.~~
7. ~~An increase in building height of six feet or less.~~
8. ~~A hardship exists in the landscaping or screening requirements because of lot topography, size, shape, or location.~~
9. ~~An increase in sign area or height of no more than 10%. This exception would apply to all sign types except billboards.~~

1. A reduction of not more than 25% in the front yard setback requirement in any district.
2. A reduction of not more than 50% in the rear or side yard setback requirements in any district except when the reduction is for an accessory structure adjacent to a public utility easement, a railroad right-of-way or the 172-foot contour of Cross Lake, in which case the reduction may be up to 100 percent of the required rear or side yard.
3. A reduction of required off-street parking spaces by no more than 10% of that required or two spaces, whichever is greater.
4. A reduction in required bicycle parking of up to 100%.
5. A density increase of no more than 10% of the total number of residential units.
6. An increase of not more than 10% in the maximum height permitted in any district.
7. A hardship exists in the landscaping or screening requirements because of lot topography, size, shape, or location.
8. An increase in sign area or height of no more than 10%. This exception would apply to all sign types except billboards.
9. Approval of ground mounted mechanical equipment in the front yard when determined by the executive director that it is adequately screened from public view.
10. Approval of a variance in the required minimum lot width up to 25% of the required width.
11. Approval of a variance in the required minimum lot area up to 5% or the required area.

* * * * *

**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. 24-08-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

draft

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.

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. 24-08-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 updating the items that are eligible for an administrative exception, with all provisions included therein.

Alan Clarke, Executive Director
Metropolitan Planning Commission
The Shreveport Times

STAFF REPORT – CITY OF SHREVEPORT

OCTOBER 2, 2024

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

CASE NUMBER: 24-08-CTAC: City of Shreveport Code-Text Amendments
APPLICANT: METROPOLITAN PLANNING COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Shreveport UDC

SUMMARY: MPC Case #24-08-CTAC recommends revising *Article 16. Zoning Application Approval Processes, Section 16.7. Administrative Exception to Zoning* of the *Shreveport Unified Development Code (UDC)*. *Subsection 16.7.C. Authority* authorizes the Executive Director to grant certain administrative exceptions to provide relief from carrying out a requirement of this Code that may cause a minor practical difficulty. This amendment updates those exceptions, matching the same language used in Section 106 of the previous zoning Code.

**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: This request proposes a revision to the *Shreveport Unified Development Code (UDC)*, specifically targeting *Article 16, Section 16.7*, which deals with *Administrative Exceptions to Zoning*. The amendment aims to update the authority of the Executive Director in granting certain administrative exceptions. These exceptions are intended to provide relief from Code requirements that may cause minor practical difficulties in implementation.

STAFF REPORT – CITY OF SHREVEPORT

The proposed change seeks to align the language of these exceptions with Section 106 of the previous zoning code—suggesting a desire for consistency and possibly a return to previously established practices.

This amendment could potentially streamline certain zoning processes by allowing the Executive Director more flexibility in addressing minor issues without requiring a full review process (i.e., a variance to zoning). MPC staff carefully considered the specific language changes to ensure they do not inadvertently create loopholes or undermine the overall intent of the UDC. Staff reviewed the exact wording of the proposed exceptions and compared them to both the current exceptions and the previous zoning code to fully understand the implications of this change.

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 Section 16.7. Administrative Exception to Zoning in **Article 16. Zoning Application Approval Processes.**

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 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.

**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.

STAFF REPORT – CITY OF SHREVEPORT

If approved by City Council, *Article 16* 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 in support or opposition.

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