

**FACT SHEET****CITY OF SHREVEPORT, LOUISIANA****TITLE**

An ordinance authorizing an encroachment into the City's public right-of-way located at 500 Fannin Street, as more fully described herein, and to authorize the Mayor, or his designee, to execute an encroachment permit with the State of Louisiana, Office Facilities Corporation, and to otherwise provide with respect thereto.

**DATE**

April 25, 2025

**ORIGINATING DEPARTMENT**

Department of Public Works

**CITY COUNCIL DISTRICT**

District "A"

**SPONSOR****PURPOSE**

To authorize an *encroachment* into the City's public right-of-way and to authorize the Mayor, or his designee, to execute an *encroachment permit*.

**BACKGROUND INFORMATION**

The City's Public Works Department received an application for an *encroachment permit* from the **State of Louisiana, Office Facilities Corporation**. This encroachment into the City's public right-of-way is located at McNeill Street, although the actual address of the building is 500 Fannin Street. This permit will allow for structural footings for the new State building to be in the City right-of-way.

**TIMETABLE**

Introduction: May 13, 2025  
Final Passage: June 10, 2025

**ATTACHMENTS**

EXHIBITS *Property Image*  
*Encroachment Agreement*

**SPECIAL PROCEDURAL REQUIREMENTS**

Pursuant to Shreveport City Charter [Section 4.17](#), every ordinance or resolution granting, amending or extending any right to occupy or use the streets, highways, bridges or public places in the city for any purpose, shall be complete in the form in which it is finally passed, shall remain on file with the clerk of council for public inspection for at least one (1) week before the final passage or adoption thereof, and shall be published once, together with a notice of the time at which the council proposes to take final action thereon, in the official journal at least one (1) week before the final passage or adoption thereof.

**FINANCES**

NA

**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:**

Stephen Terese  
Department of Public Works

ORDINANCE NO. \_\_\_\_\_ OF 2025

**AN ORDINANCE AUTHORIZING AN ENCROACHMENT INTO THE CITY'S PUBLIC RIGHT-OF-WAY LOCATED AT 500 FANNIN STREET, AS MORE FULLY DESCRIBED HEREIN, AND TO AUTHORIZE THE MAYOR, OR HIS DESIGNEE, TO EXECUTE AN ENCROACHMENT PERMIT WITH THE STATE OF LOUISIANA, OFFICE FACILITIES CORPORATION, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.**

**BY: COUNCILMEMBER**

**WHEREAS**, pursuant to Shreveport City Charter [Section 4.17](#), every ordinance or resolution granting, amending or extending *any right to occupy or use public places* in the City *for any purpose*, shall be complete in the form in which it is finally passed, shall remain on file with the clerk of council for public inspection for at least one (1) week before the final passage or adoption thereof, and shall be published once, together with a notice of the time at which the City Council proposes to take final action thereon, in the official journal at least one (1) week before the final passage or adoption thereof; and

**WHEREAS**, pursuant to Shreveport City Charter [Section 2.03 \(e\)](#), the City shall have the power to *permit encroachment* over, under or in any street, alley, sidewalk or other public place, where such *encroachment* does not adversely affect the public interest, upon such conditions, including regulation of the construction, suspension, and, if necessary, the removal of awnings, signs, lights, marquees, balconies or other structures projecting from buildings, as may be established by ordinance, and to provide for charges to be paid for such privilege; and

**WHEREAS**, pursuant to Shreveport City Charter [Section 2.03 \(g\)](#), the City shall have the power to make regulations for the prevention of injury to any street, alley, sidewalk or *public place*, and the pavement, curb, gutter, trees, plants, shrubs, ornamental lighting fixtures, traffic signs and signals and other property of the City therein; and

**WHEREAS**, Shreveport City Code [Sec. 78-122](#) authorizes the City to permit the *encroachment* over, under, or in any street, alley, sidewalk or other public place, where such *encroachment* is not a facility, defined by [Sec. 78-120](#), and does not adversely affect the public interest; and

**WHEREAS**, an applicant for an *encroachment permit* shall make application to the City Department of Public Works and pay the applicable application processing fees; and

**WHEREAS**, the City's Public Works Department will receive an application, for an *encroachment permit* in accordance with Shreveport City Code [Sec. 78-122](#), and

**WHEREAS**, the City Engineer is authorized to establish a policy and regulations for the issuance of such *encroachment permits*;

**WHEREAS**, the State of Louisiana, Office Facilities Corporation, is the owner of record of Lots 1 through 16, Blk. 20, Shreveport, and identified by Caddo Parish Tax Assessor's Geographic Number 181437-125-23 and located at **500 Fannin Street**; and

**WHEREAS**, this encroachment upon and use of a portion of this public right-of-way is not adverse to the public interest of the citizens of the City of Shreveport; and

**WHEREAS**, the City Engineer, or his designee, has reviewed the submission and other supporting documents and does hereby recommend the City Council approve the proposed *encroachment* as it appears to comply with the Shreveport City Code and City departmental policies and regulations; and

**WHEREAS**, pursuant to Shreveport City Code [Sec. 78-122](#) an *encroachment permit* shall be authorized by ordinance of the City Council and executed by the Mayor, or his designee.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Shreveport, Louisiana, in due, legal and regular session convened, that:

**SECTION 1.** All of the above "Whereas" clauses are adopted herein as part of this Ordinance.

**SECTION 2.** The encroachment permit is hereby approved for **500 Fannin Street**, and the Mayor, or his designee, is hereby authorized to execute the *Encroachment Permit*, substantially in accordance with the draft of the *Encroachment Permit* attached hereto as an EXHIBIT , to include any other related and accompanying documents to carry out the intent of this Ordinance, between the CITY OF SHREVEPORT, LOUISIANA ("CITY") and the State of Louisiana, Office Facilities Corporation, for the purpose of allowing an encroachment over, under, or in any street, alley, sidewalk or other public place.

**SECTION 3.** The State of Louisiana, Office Facilities Corporation agrees it will hold the CITY harmless for any damages that may result to the sign, water service appurtenances, parking lot paving, electrical cabinet, security fencing, gates, or other improvements as a result of its location upon the McNeill Street public right-of-way. The State of Louisiana, Office

Facilities Corporation also agrees to inform any buyers of said property in writing of this agreement with the CITY.

**SECTION 4.** The State of Louisiana, Office Facilities Corporation further promises it will terminate the encroachment within the McNeill Street public right-of-way upon request of CITY, if and when CITY shall determine that a need exists for the public use of the encroachment or a portion thereof. The removal shall be at the State of Louisiana, Office Facilities Corporation (or the successor owner's) expense and shall be made in an expeditious manner.

**SECTION 5.** The Mayor of the City of Shreveport, or his 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.

**SECTION 6.** The original *Encroachment Permit* and a certified copy of this ordinance shall be filed and recorded in the Conveyance Records of Caddo Parish, Louisiana.

**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