

**ORDINANCE AND RESOLUTION FACT SHEET**  
**CADDO PARISH COMMISSION**

<b>TITLE</b>	
Ordinance 6404 of 2024	
An ordinance to amend volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, amending the provisions for accessory dwelling units, and to otherwise provide with respect thereto.	
<b>DATE:</b> 01/02/2024	<b>ORIGINATING DEPARTMENT:</b>
The Caddo Parish Planning and Zoning Commission or PZC	
<b>BACKGROUND INFORMATION</b>	
PZC Case #23-8-CTAP recommends two (2) code text amendments to the UDC—amending the requirements associated with Accessory Dwelling Units, defined terms and use standards. The primary addition, if approved, would be the allowance of freight containers (or other prefabricated structures) provided the structure is compliant with all applicable building codes.	
These amendments will affect the following articles, or portions thereof: <i>Article 5. –Uses</i> and <i>Article 6. –Use Standards</i> , with all the necessary provisions included therein.	
<b>FINANCIAL IMPACT AND SOURCE OF FUNDING</b>	
None	
<b>EFFECT(S) OF PROPOSED ACTION</b>	
Periodically, the UDC undergoes regular review to ensure that the Code promotes sound, stable, and desirable development to reflect the changing nature of business in our community. Some changes are always necessary in order to make adjustments for unintended limitations placed on certain industries, while others address innovations and unforeseen industry shifts.	
<b>ALTERNATIVES/STAFF RECOMMENDATION</b>	
See Exhibit "A" for one-page outline summarizing these amendments. See Exhibit "B" for memorandum detailing these amendments in full. See Exhibit "C" for 23-8-CTAP Staff Report.	
<b>KEY STAFF CONTACT</b>	
Adam Bailey, Community Planning and Design Manager, MPC	
<b>COORDINATION</b>	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. 6404 of 2024

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, AMENDING THE PROVISIONS FOR ACCESSORY DWELLING UNITS, WITH ALL PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the Caddo Parish Commission, on recommendation of the Shreveport-Caddo Parish Metropolitan Planning Commission, adopted the Caddo Parish Unified Development Code;

WHEREAS, the Caddo Parish Planning and Zoning Commission has determined that certain provisions in that Code should be changed to address recent issues and improve the application and administration of that Code and land use within the Planning and Zoning Commission's jurisdiction within Caddo Parish;

WHEREAS, the Caddo Parish Commission, having considered the recommendations of the Caddo Parish Planning and Zoning Commission, agrees that such changes are desirable.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, to amend the provisions for accessory dwelling units within *Article 5. -Uses* and *Article 6. – Use Standards*, and shall be amended as follows:

**I. Article 5, Section 5.3 is amended to read as follows:**

ARTICLE 5. – USES

5.3– USE DEFINITIONS

\* \* \* \* \*

**Dwelling—Accessory Dwelling Unit.** An additional dwelling unit associated with and incidental to a principal single family - detached or attached or two-family dwelling on the same lot. ~~An accessory dwelling unit must include separate cooking and sanitary facilities, with its own legal means of ingress and egress, and is a complete, separate dwelling unit. The accessory dwelling unit must be within or attached to the principal dwelling unit structure or within a detached accessory structure such as a garage or carriage house, and designed so that the appearance of the principal structure remains that of a single-family residence. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.~~

\* \* \* \* \*

**II. Article 6, Section 6.1 is amended to read as follows:**

ARTICLE 6. – USE STANDARDS

6.1– PRINCIPAL USE DEFINITIONS

\* \* \* \* \*

**M. Dwelling—Accessory Dwelling Unit**

1. Accessory dwelling units shall have their own legal means of ingress and egress and function as a complete separate dwelling unit.
2. Accessory dwelling units shall include permanent provisions for living, sleeping, eating, cooking (i.e., stove, refrigerator, and sink) and sanitation

(i.e., bathroom that includes sink, toilet and shower or bathtub).

3. Accessory dwelling units may be attached to or added within the principal dwelling unit or an existing accessory structure such as a detached garage or carriage house.
4. Accessory dwelling units may be completely detached from the principal dwelling unit. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.
5. Detached accessory dwelling units may be constructed from freight containers or other prefabricated structures and shall be compliant with all applicable building codes including but not limited to the International Residential Code.
6. Accessory dwelling units shall be visually subordinate to the principal dwelling unit. If the unit is located within an existing dwelling unit, there may be only one main entrance located on the primary street facing façade unless the façade already incorporated more than one entrance before the accessory dwelling unit was proposed.
7. Manufactured Homes may be used as accessory dwelling units provided that they are allowed in the zoning district or special approval is obtained to allow the use.
8. Detached accessory dwelling units that are visible from a public right-of-way shall contain windows, doors, or other significant architectural features on the visible façade.

1.9. No more than one accessory dwelling unit is allowed per lot. Where permitted, the accessory dwelling unit does not count toward the maximum number of dwelling units on a lot, including when the accessory dwelling unit is located in a detached structure.

2.10. A detached accessory dwelling unit may not exceed the height of the principal dwelling, may not exceed a gross floor area of 60% of the gross floor area of the principal dwelling or 1,800 square feet, whichever is less.

3.11. Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located five feet from any lot line and shall be at least ten (10) feet from any principal building.

4.12. No additional parking is required for an accessory dwelling unit. Required parking for the principal structure must be maintained.

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 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 this ordinance shall take effect upon adoption.

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

Approved as to legal form:

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Parish Attorney

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Date



**CADDOWA PARISH PLANNING AND ZONING COMMISSION**  
Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

**CADDOWA PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-8-CAP**

**— Accessory Dwelling Units (ADUs) —**

The Caddo Parish Unified Development Code ("Caddo Parish UDC" or "UDC") undergoes regular review by MPC staff in an attempt to better ensure sound, stable and desirable development within PZC's planning limits. 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.

PZC Case #23-8-CTAP recommends two (2) text amendments that is intended to be more user-friendly:

**REQUEST:** PZC Case #23-8-CTAP recommends two (2) text amendments that will revise Articles 5 and 6 of the Caddo Parish UDC.

**STAFF ANALYSIS:** These proposed amendments make it easier for residents to build ADUs on their property.

**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, and customer friendly, and
- Revising regulations for best practices and enforcement.

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



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## **23-8-CTAP AMENDMENT DETAILS**

The Caddo Parish 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 Caddo Parish UDC be amended as follows: [~~strikeout~~ indicates deleted text, underline indicates added text].

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**1. Amend the existing definition of "Dwelling—Accessory Dwelling Unit" in ARTICLE 5. USES, SECTION 5.3. USE DEFINITIONS in the Caddo Parish UDC.**

### **5.3 USE DEFINITIONS**

\* \* \* \* \*

**Dwelling—Accessory Dwelling Unit.** An additional dwelling unit associated with and incidental to a principal single family - detached or attached or two-family dwelling on the same lot. ~~An accessory dwelling unit must include separate cooking and sanitary facilities, with its own legal means of ingress and egress, and is a complete, separate dwelling unit. The accessory dwelling unit must be within or attached to the principal dwelling unit structure or within a detached accessory structure such as a garage or carriage house, and designed so that the appearance of the principal structure remains that of a single-family residence. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.~~

\* \* \* \* \*

**2. Amend use standard "Dwelling—Accessory Dwelling Unit" in ARTICLE 6. USE STANDARDS, SECTION 6.1. PRINCIPAL USE STANDARDS in the Caddo Parish UDC. Re-number all subsequent provisions within the use standard accordingly.**

### **6.1 USE STANDARDS**

\* \* \* \* \*

#### **M. Dwelling—Accessory Dwelling Unit**

- 1. Accessory dwelling units shall have their own legal means of ingress and egress and function as a complete separate dwelling unit.**
- 2. Accessory dwelling units shall include permanent provisions for living, sleeping, eating, cooking (i.e., stove, refrigerator, and sink) and sanitation (i.e., bathroom that includes sink, toilet and shower or bathtub).**
- 3. Accessory dwelling units may be attached to or added within the principal dwelling unit or an existing accessory structure such as a detached garage or carriage house.**
- 4. Accessory dwelling units may be completely detached from the principal dwelling unit. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.**
- 5. Detached accessory dwelling units may be constructed from freight containers or other prefabricated structures and shall be compliant with all applicable building codes including but not limited to the International Residential Code.**
- 6. Accessory dwelling units shall be visually subordinate to the principal dwelling unit. If the unit is located within an existing dwelling unit, there may be only one main entrance located on the primary street facing façade unless the façade already incorporated more than one entrance before the accessory dwelling unit was proposed.**
- 7. Manufactured Homes may be used as accessory dwelling units provided that they are allowed in the zoning district or special approval is obtained to allow the use.**

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8. Detached accessory dwelling units that are visible from a public right-of-way shall contain windows, doors, or other significant architectural features on the visible façade.
- 4.9. No more than one accessory dwelling unit is allowed per lot. Where permitted, the accessory dwelling unit does not count toward the maximum number of dwelling units on a lot, including when the accessory dwelling unit is located in a detached structure.
- 2.10. A detached accessory dwelling unit may not exceed the height of the principal dwelling, may not exceed a gross floor area of 60% of the gross floor area of the principal dwelling or 1,800 square feet, whichever is less.
- 3.11. Detached accessory dwelling units may only be located in the rear yard. Detached accessory dwelling units must be located five feet from any lot line and shall be at least ten (10) feet from any principal building.
- 4.12. No additional parking is required for an accessory dwelling unit. Required parking for the principal structure must be maintained.



## CADDOWA PARISH PLANNING AND ZONING COMMISSION

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### STAFF REPORT

NOVEMBER 29, 2023

AGENDA ITEM NUMBER: XX

MPC Staff Member: Adam Bailey

Parish Commission District: All Districts

**CASE NUMBER:** 23-8-CTAP: Caddo Parish Code-Text Amendments

**APPLICANT:** CADDOWA PARISH PLANNING AND ZONING COMMISSION

**REQUEST:** Code Text (Ordinance) Amendments to the Caddo Parish UDC

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**DESCRIPTION:** Proposed amendments to the Caddo Parish Unified Development Code (UDC) related to the requirements associated with Accessory Dwelling Units, defined terms and use standards.

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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, efficient, and customer friendly,
- Making the UDC more customer friendly, and
- Revising regulations for best practices and enforcement.

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#### NOTIFICATION/

**COMMUNITY OUTREACH:** Notifications of the PZC Public Hearing were either published pursuant to the following:

- Pursuant to the *Caddo Parish Unified Development Code*, Table 15-2 states that a published notification—printed in a newspaper of general circulation within the Caddo Parish—is the only required notification for a code text amendment. Said notice must be published no less than 14 days and no more than 30 days in advance of the scheduled hearing date.
- For the November 29, 2023, Planning and Zoning Commission (PZC) public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on November 2, 2023; November 9, 2023; and November 16, 2023.

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#### STAFF ANALYSIS:

The Caddo Parish 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.

In October of 2023, MPC staff made a presentation to the PZC Board specific to information on Accessory Dwelling Units (ADU's). The purpose of the presentation was to give PZC Members information on the benefits, history and current ordinances that govern ADU's. In addition, to discuss how revisions to the current standards could support the Parish's larger affordable housing efforts.

These proposed amendments are designed to make incremental changes to the rules which govern ADU's, to make them feasible housing options in more areas of the parish, and to protect adjacent properties from the impacts of over-building. In addition to proposed changes in the use standards, there are also proposed changes to the ADU definition.



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**STAFF REPORT**

**PROPOSED UDC CODE**

**TEXT AMENDMENT(S):**

Staff is proposing the following amendments to the Caddo Parish UDC at this time: See Exhibit "B" for a detailed list of changes with added language and ~~strikeouts~~.

**Amendment 1.** Amend definition for *Dwelling—Accessory Dwelling Unit* in ***Article 5. Uses***.

**Amendment 2.** Amend use standard for *Dwelling—Accessory Dwelling Unit* in ***Article 6. Use Standards***.

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

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**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.*
- 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 the Parish Commission, *Article 5* and *Article 6* of the *Caddo Parish UDC* would be amended, as described within. A majority vote of the PZC Board members present and voting is required to recommend approval to the Caddo Parish Commission.

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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**STAFF REPORT**

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

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**MPC BOARD**

**RECOMMENDATION:** The Board voted unanimously to recommend this application for approval.

**CADDO PARISH PLANNING AND ZONING COMMISSION  
SUMMARY MINUTES OF THE PUBLIC HEARING NOVEMBER 29, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, November 29, 2023 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference room prior to the hearing for case manager presentations.

**Members Present**

Laura Neubert, Chairperson  
Jake Brown  
Constance L. Green  
Phyllis Hart  
Damon Humphrey, Sr.  
Lauren Marchive, III

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Kamrin Hooks, Executive Assistant/Planner 1  
Jomari Smith, Planner 1  
Emily Trant, Land Development Coordinator  
Adam Bailey, Community Planning & Design Manager

**Members Absent**

None

The hearing was opened with prayer by **MR. HUMPHREY, SR.** The Pledge of Allegiance was led by **MS. HART.**

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 Caddo Parish Planning And Zoning Commission are subject to appeal to the appropriate governing body, the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Caddo Parish Planning and Zoning Commission.

**A motion was made by MR. MARCHIVE, III, seconded by MR. HUMPHREY, SR., to approve the minutes of the October 27, 2023 public hearing as submitted.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Mses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE**

**PUBLIC HEARING**

**CASE NO. 23-8-CTAP CODE TEXT AMENDMENT**

Applicant: Caddo Parish Planning and Zoning Commission (PZC)  
Request: Code Text Amendments to the Caddo Parish UDC regarding accessory dwelling units

**Representative &/or support: None.**

**Opposition: None.**

**A motion was made by MR. BROWN seconded by MR. MARCHIVE, III to recommend this application for approval.**

**The motion was adopted by the following 6-0 vote: Ayes: Messrs. BROWN, HUMPHREYS & MARCHIVE and Mses.**

*draft*

GREEN, HART & NEUBERT Nays: NONE. Absent: NONE

**END OF PUBLIC HEARING**

**OLD BUSINESS**

CLARKE informed the Board that it would be best to have the slate of officers selected by December so voting can happen on December 27, 2023, for the new officers to take place in January.

**NEW BUSINESS**

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

**CHAIR/BOARD MEMBER'S COMMENTS**

**ADJOURN 4:40 p.m.**

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Laura Neubert, Chair

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Phyllis Hart, Secretary

**CC3825**

**NOTICE TO THE PUBLIC**

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, November 29, 2023 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 Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**23-8-CTAP**

**UDC CODE TEXT AMENDMENTS.** In accordance with Article 16, Section 16.1 of the Caddo Parish Unified Development Code (UDC), an application has been submitted by the Caddo Parish Planning and Zoning Commission (PZC) to consider public comments and testimony regarding proposed code text amendments to the Caddo Parish UDC including, but not limited to, amending the following articles, or portions thereof: *Article 5. – Uses* and *Article 6. – Use Standards*, relative to accessory dwelling units, with all provisions included therein.

Alan Clarke, Executive Director  
Metropolitan Planning Commission